

# Business Façade Improvement Application Guide



## Program Overview

The Business Façade Improvement program provides annual grant funding for local governments. Annual funding of up to \$20,000 is available to each local government to enhance economic development by encouraging private sector investment in businesses façade improvements. Local governments applying to the program are required to develop and submit their business façade improvement plan/guidelines, which will give direction to local business owners on the eligibility criteria to obtain the business façade improvement grant

Features and benefits of the program:

- Enhanced economic viability and vibrancy of northern and central B.C. communities by supporting visual improvements such as facades, signage, murals, architectural features, siding, lighting and awnings
- Private sector investment in local business improvement
- Increased assessed values and tax base as a result of improved properties
- Attractiveness of community to enhance community pride as well as tourism experience
- Improved community appearance to support recruitment of new businesses and/or residents

## Funding Terms

Up to \$20,000 in grant funding (50% to a maximum of \$5,000 per façade improvement project) each calendar year.

## Eligible Applicants

- Local governments
  - Program administration can be managed by the local government administration or delegated to the Chamber of Commerce, Downtown Business Association, Tourism Association or Economic Development Association

## Eligible and Ineligible Costs

### Eligible Costs

- Direct third party project labour costs
- Contractor fees
- Rental of tools and equipment for construction work
- Project related materials and supplies
- Shipping and/or freight
- Design, architectural, or engineering fees
- PST

### Ineligible Costs

- GST
- Purchases of construction equipment or tools
- Operational costs (including utilities)
- Staff wages
- Permit fees
- Duties

## Application Intake Periods

Northern Development approves Business Façade Improvement projects on an annual basis.

Applications must be received prior to midnight on the fall submission deadline day to be eligible for consideration in that funding cycle. In fairness to all grant applicants, grant applications that are received after the fall deadline will be moved to the next funding cycle.

Please consult the [Important Dates](#) page on our website to identify our intake deadlines.

## Application and Program Requirements

All applicants are required to confirm and/or submit the following information. Only applications that meet these requirements will be processed.

- Submit a complete Northern Development [Business Façade Improvement application form](#)
- The local government/façade improvements must be located within Northern Development's service region
- A resolution of support by the respective local government
- Applicants must submit business façade improvement plan/guidelines [using Northern Development's template](#). The submitted business façade improvement guidelines must include the following:
  - Purpose of the program
  - Eligible grant amount (50% to a maximum of \$5,000 per façade improvement project)
  - Eligible properties (as defined within a specified area within the local government)
  - Eligible applicants
  - Eligible façade improvements
  - Eligible and ineligible costs
  - Design guidelines
  - Application process
  - Evaluation/selection process

## Reporting

The local government will submit a report on the results of their business façade improvement program using the [Business Façade Improvement Reporting Form](#) at the end of each calendar year (due January 31<sup>st</sup>) verifying the following:

- Business façade improvement applications received
- Business façade improvement applications approved
- Amount applied for by project
- Amount approved by project
- Amount disbursed by project
- Private sector investment by project
- Value of improvements by project
- List of façade improvements completed by project
- Before and after photos for each business façade improvement project
- Business testimonial from each participating business
- Description of projects and community impacts

## To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email.

[info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

## Resources

- [Important Dates](#)  
Intake deadlines, Regional Advisory Committee Meeting and Board Meeting schedules.
- [Funding Program Matrix](#)  
Available funding programs and eligibility criteria.
- [Application Process](#)  
Details on the process of applying and getting approved for Northern Development funding.
- [Post-Approval Process](#)  
Process and responsibilities for successful funding applicants.

## Questions?

### Northern Development Initiative Trust

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