Main Street Revitalization Planning Application Guide

Program Overview

Main Streets are at the heart of our communities and local economies. The Main Street Revitalization Planning grant provides funding to local governments to complete downtown revitalization planning that results in community wide vision for the downtown and action plan that identifies policies, programs, and capital improvements that achieve the community's vision.

Funding Terms

One-time grant funding per local government or regional district electoral area up to **$20,000** to a maximum of **50%** of the eligible project budget to support the costs related to completing a comprehensive long-range downtown revitalization plan.

Application Intake Deadlines

Northern Development approves Mainstreet Revitalization Planning projects on a tri-annual basis.

Applications must be received prior to midnight on the [intake deadline day](#) to be eligible for consideration in that funding cycle.

In fairness to all grant applicants, applications that are received after the deadline will be moved to the next funding cycle.

Eligibility

Eligible Applicants

*All applicants must be located within Northern Development's service region.

- Local governments

Eligible Projects

The Main Street Revitalization Planning stream supports long-range goal setting, visioning and planning that will improve the downtown's livability and vitality and increase its attractiveness to new businesses, residents and tourists.

Eligible Costs

- Consulting fees
- Consultant travel costs directly associated with completion of the study
- Meeting room/AV rental costs directly associated with community, businesses and/or industry engagement
- External printing costs directly associated with producing a final report
- Cost of obtaining research material (industry reports, peer-reviewed journals) directly relevant to the study may be eligible
- PST

Ineligibility

Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to signing an agreement with Northern Development
- Food/beverage costs
- Staff travel or wages
- Staff and administration costs
- Training for local government staff
- Routine or ongoing operating and/or planning costs
- Capital costs
- Purchase of software or subscription services
- Website updates
- Elements of the project that include updates to official community plans, zoning and other bylaws
- Volunteer labour and donations

Application and Program Requirements

Only applications that meet these requirements will be processed.

- Complete Application Form
- Detailed project budget
- Verification of approval from other funding sources *(e.g. approval letter or contract; required prior to approval, except in the Northeast)*
- Applicants are responsible for securing a resolution of support and must provide a copy to Northern Development.
  - Sample Resolution: *THAT, the (insert appropriate government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for the (insert project name).*
- Project funding cannot exceed project costs
- Project must be complete and final reporting submitted within **18 months** of approval
- Upon completion, the plan must be received and adopted by appropriate Municipal Council or Regional District Board
- The plan must be published and accessible on the local government's website

Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them.

A project is considered complete when the final report has been adopted by the municipal council or regional district board, the report has been published on the local government's website, and all related expenses have been invoiced and entered in the applicant's accounting software. The Reporting Form and Actual Project Expenses Template must be completed.

To Apply

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

Completed application forms with all supplementary materials are to be provided electronically through the Online Application System.

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?

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * *are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.

- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Identify the local government that is providing a resolution of support.
- Upload the resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.
- Provide information about the current state of your community's main street.
- Provide details about the scope of work and key deliverables of the planning process.
- Provide information about the steps that will be taken to ensure the community is engaged and involved in the main street revitalization planning process.
- Provide information about how main street revitalization aligns with the strategic priorities of the local or government.
- Provide information about the local government's commitment and financial capacity to implement main street revitalization activities once the plan is complete.

Consultant Background

- Provide the consultant's name, contact details and background/qualifications.

Attachments

- Upload any supporting documents not already included in the application such as consultant proposals.