

Main Street Revitalization Capital Application Guide



Program Overview

Main Streets are at the heart of our communities and local economies. The Mainstreet Revitalization Capital program provides funding to local and First Nation governments to complete strategic public investments in above ground public infrastructure within main street areas that are aligned and integrated with a downtown revitalization plan or other planning documents, encourages private sector investment and creates a healthy and economically vibrant downtown for businesses, residents and tourists alike.

Funding Terms

Applicants can receive up to **\$200,000** to a maximum of **70%** of the eligible project budget

Applicants can receive up to **\$500,000 maximum lifetime contribution** from the Main Street Revitalization Capital grant.

Application Intake Deadlines

Northern Development approves Main Street Revitalization Capital 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
- First Nation Band governments

Eligible Projects

The Main Street Revitalization Capital program supports multi-pronged public investments in integrated, above ground public infrastructure projects within a defined commercial main street area that address needs, gaps or opportunities identified in the community's downtown revitalization or economic development plan such as:

- Streetscape improvements (e.g., sidewalk surfacing, street trees, landscaping, etc.)
- Development and installation of new gateway and wayfinding signage throughout the downtown
- Lighting improvements
- Pedestrian and cycling enhancements
- Street furniture
- Construction of covered walkway(s)

Eligible Costs

- Capital expenditures considered to be direct and necessary for the successful implementation of an eligible project
- Contractor fees
- Incremental third-party project management
- Wages for direct project labour
 - *Detailed timesheets must be kept for all employees working on the project and must include:*
 - *Employee's name*
 - *Date(s) worked*
 - *Description of work*
 - *Hourly rate*
 - *Daily hours – must break out the number hours worked on the project versus hours not worked on the project*
 - *Overtime hours will only be eligible at the straight time rate*
 - *ie. 4 hours of overtime can be claimed as 4 hours at the regular hourly rate*
 - *Paystubs and timesheets will be requested at Northern Development's discretion*
 - **We highly encourage the use of the [Staff Labour Expenses Template](#) to track each employee's time spent on the project.*
 - *CPP, EI, Pension (employer portion eligible to a maximum of 9.85%) related to direct project labour*
 - **We highly encourage the use of the [Staff Labour Expenses Template](#) to track these expenses.*
- PST

Other Eligible Costs (In-Kind Volunteer Labour, Internal Equipment Use, and/or Monetized Donations)

- In-kind (volunteer) labour contributions, internal equipment use (heavy equipment or machinery owned by the applicant to be used during the project), and/or monetized donations (donated materials, equipment, or services from third parties) may be considered.
 - *When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:*
 - *\$15/hour for volunteer labour*
 - *\$30/hour for volunteer skilled labour (trades requiring specialized ability or training)*
 - *In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions*
 - *When noting internal heavy equipment use in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for that amount*
 - *A maximum rate of \$75/hour may be used*
 - *Internal equipment use must be documented once projects commence (log with equipment type, date, hours, and hourly rate) in order to verify*
 - *When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)*
 - *Monetized donations must be documented once projects commence and receipts must be obtained*
 - **We highly encourage the use of the [In-Kind Template](#) to track this information.*

Ineligibility

Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to approval from Northern Development
- Vacation pay, statutory holiday pay, WCB, extended benefits or other benefits (*such as a fitness credit*), bonuses, or allowances (*such as vehicle, phone or living expenses*)
- Regular or routine repair and maintenance
- Administration costs related to the project
- Costs related to planning, design, engineering, environmental reviews and preparing tender documents
- Purchases of construction equipment or tools
- Real estate and other fees related to purchasing or leasing land, buildings, or facilities
- Projects and/or project activities that may displace any level of government from its core obligations are not eligible for funding (*including infrastructure costs such as paving, standard sidewalks, sewer/water*)
- Programming, marketing/advertising and other ongoing operational costs
- Costs of infrastructure works outside of main street areas, as defined through an existing Main Street Revitalization plan or other municipal land use planning policy.
- Financial incentive programs refer to Business Façade Improvement program
- Public art installations, memorials, murals.
- Public washrooms and civic plazas/event spaces proposed within the downtown refer to Community Places program

Application and Program Requirements

Only applications that meet these requirements will be processed.

All applicants are required to confirm the following information.

- Applicants **MUST** identify a total of three (3) deliverables that will be used to determine and measure if the project has been successful in meeting the goals and objectives. At least one (1) deliverable **MUST** measure an incremental monetary value. Applicants must describe how they plan to collect the data and information. For example;
 - Amount of public and private investment in the mainstreet/downtown area
 - Increase in property values in the main street/downtown area
 - hotel occupancy rates in the main street/downtown area
 - Number of public events hosted in the main street/downtown area
 - Commercial vacancy rates in the main street/downtown area
 - Increased revenue in businesses in the main street/downtown area
 - Downtown parking revenues in the main street/downtown area
- All applicants are required to submit the following documents.
- Complete [Application Form](#)
- Detailed project budget
- Copy of Main Street Revitalization Plan or similar document that has been completed and adopted by Council/Board within the last five (5) years and the proposed project is clearly aligned with the document
- The project is located within the downtown or main street boundary, as defined by municipal planning documents.

- 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).*
- Before photo(s)
- If applicable: Conceptual design images/mockups
- If applicable: Detailed quotes
- If applicable: Letters of support from community organizations and stakeholders
- If applicable: Business case or other market research
- If applicable: Asset management plan
- If applicable: Lease or user agreements

Application Assessment

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed on the strength of the application, key deliverables, requested funding percentage, applicant contribution, and strategic factors identified in the funding application package.

Strategic factors:

- Extent of temporary construction job creation
- Level of alignment between the proposed development and the recommendations included in the community's main street revitalization plan.
- Previous action or prior steps that the community has taken to revitalize the main street/downtown area
- The extent of Northern Development's financial contribution to the eligible project budget
- The extent of the applicant's financial contribution to the eligible project budget
- Is this the first time the applicant has accessed Northern Development funding through the Main Street Revitalization Capital program?
- If the applicant has accessed Northern Development funding through the Main Street Revitalization Capital program, were they successful in achieving the deliverables from the project?
- Has the applicant provided quote(s) supporting the entire project budget?
- Will the project utilize contractors/labour from within the Northern Development region?
- Will the project take place in an unincorporated community or municipality with a population of 1,000 or less?
- Has the applicant provided a copy of the organization's asset management plan/strategy?
- Has the applicant provided relevant market research/business case for the project?
- Will the project result in resident/workforce attraction or retention in the community?
- Will the project introduce new features and amenities that create interest and vibrancy and help transform the downtown core into a place people want to spend time?

Reporting

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

Projects must be evaluated and verified following the completion of the project prior to disbursing funding. A project is considered complete when photos of the completed project have been taken 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.

Additionally, a [Key Deliverables Reporting Form](#) is required one year after the final disbursement.

Additional applications to the Main Street Revitalization Capital program will not be accepted until the applicants key deliverable reporting requirements have been fulfilled.

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?

Northern Development Initiative Trust

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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 or First Nations government that is providing a resolution of support.
- Upload the secured 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 on why the project is needed in the community.
- Provide information about how the project aligns with your community's main street revitalization plan.

Strategic Factors

- Provide information about how the project will support resident/workforce attraction and retention.
- Provide information about how the ongoing maintenance of the improvements will be managed over their lifespan, who will pay for it, and by whom.
- Provide information about any prior or complementary steps taken by the community to revitalize the main street or downtown.
- Provide information about whether the completion of the project will result in a reduced environmental footprint, explain how.

- Describe what systems, policies, or practices will be in place to ensure that funds to replace the improvements at the end of their life will be available.
 - Upload relevant support documents such as an asset management plan.
- Provide information about any health and safety concerns the completion of this project will alleviate.
- Provide information about any accessibility concerns the completion of this project will alleviate.
- Summarize the results of any market research or a business case that has been completed.
 - Upload a business or market case if available.
- Provide information about how the project will transform the downtown core into a place people want to spend time.
- Provide information about how the project is designed to consider all four seasons experienced in Northern BC.

Temporary Job Creation

- Provide details about the new positions that will be created as a result of the project.

Key Deliverables

*A minimum of three deliverables must be identified with projected metrics for two years. At least one (1) deliverable **MUST** measure an incremental monetary value.*

- Level of investment
- Property values downtown
- Downtown hotel/motel vacancies
- Number of events
- Commercial vacancy rates
- Downtown parking revenues
- Business revenues

Attachments

- Upload main street revitalization plan.
- Upload planning document(s) that defines downtown or main street area.
- Upload any supporting documents not already included in the application such as consultant proposals.