

## **PROGRAM GUIDELINES**

### **DOWNTOWN AREA AWNING, SIGNING AND DECORATIVE LIGHTING GRANT PROGRAM**

These guidelines are to be used by persons wishing to apply for Awning, Signing and Decorative Light Grant Program funding offered under the Downtown Area Community Improvement Plan by the City of Woodstock.

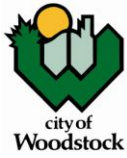
The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

#### **SUBMISSION OF APPLICATION:**

Please submit the completed application form and other information as set out herein to:

City of Woodstock  
Economic Development Office  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON N4S 0A7

Attention: Brad Hammond, Economic Development Officer  
Phone: 519-539-2382 Ext. 2113  
[bhammond@cityofwoodstock.ca](mailto:bhammond@cityofwoodstock.ca)



## **AWNING, SIGNAGE AND DECORATIVE LIGHTING GRANT PROGRAM GUIDELINES**

### **1.0 Purpose**

The Awning, Signing and Decorative Light grant is intended to:

- assist property owners with the identified community improvement project area with the replacement or repair of older or obsolete awning, signage and building lighting improvements; and
- assist the property owner in retaining a professional service designer to develop the project concept.

Where possible applicants are also encouraged to apply for Façade Improvement funding or a Non-Street Front Facade Improvement loan in conjunction along with the Awning, Signing and Decorative Light Grant Program to ensure a comprehensive improvement to the building's exterior. In doing so, the applicants are required to pre-consult with the City's Development Commissioner or designate for appropriate funding options.

### **2.0 Funding**

Granting commitments will be provided subject to funding availability within the supporting reserve fund. Should there not be adequate funding to meet demand for the program, applications will be held and processed in chronological order of their application date as funding becomes available. Design fees can be applied for prior to the application submission and can be applied for at anytime of the year as funds are available. Please note that applicants risk disqualification if they undertake work before receiving and signing an Approval Letter. Projects will not be funded retroactively.

### **3.0 Eligible Areas**

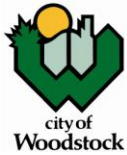
The Awning, Signing and Decorative Light Grant Program applies to:

- All properties within the 'Central Area' as defined on Schedule W-2 of County Official Plan as shown on Figure 1 in the Downtown Area CIP.

### **4.0 Eligible Program Improvements**

Eligible improvements would include:

- exterior street front renovations including install new signs (subject to design approval), installation of new or repairing canopies/awnings and the installation of new or repairing exterior lighting.
- professional fees at the discretion of the Development Commissioner.



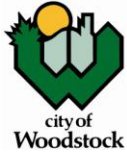
***Rear fit signage and awnings are not eligible improvements under the Awning, Signage and Decorative Lighting Grant Program. Eligible improvements will be limited to approved design elements within the Storefront and Sign Fascia portions of the Facade. Applications for Awning, Signage and Decorative Lighting improvements may be bundled with other funding programs offered by the City of Woodstock.***

***Improvements to the Upper Facade may be eligible only after improvements to the Storefront and Sign Fascia have been completed or deemed unnecessary by the Development Commissioner.***

## **5.0 Eligibility for Grant (owner)**

To be eligible for a Awning, Signage and Decorative Lighting Grant, the applicant must meet all conditions detailed in this program description including:

- the applicant must submit a complete application;
- the applicant must be the registered owner of the property for which the application is being submitted;
- all mortgages and charges, including the Façade Improvement Loan, must not exceed 90% of the post rehabilitation appraised value of the property;
- the applicant must provide sources of government and/or non-profit organization funding (Federal, Provincial, County, CMHC, Federation of Canadian Municipalities, etc.) that can be applied against the eligible costs are anticipated or have been secured, and must be declared as part of the application;
- all City of Woodstock taxes must be paid in full when the loan is issued and remain so for the lifetime of the loan;
- the improvements will have regard to the Woodstock Central Area Design Study to the satisfaction of the City of Woodstock. No grant shall be issued until such time as the eligible works are deemed to be complete by the City;
- there must be no other outstanding debts to the City of Woodstock;
- outstanding work orders for the City's Building Department or Fire Department and requests to comply must be addressed prior to approvals being granted;
- the property owner must not have defaulted on any City-sponsored grant/loan program in the past;
- the applicant must sign an agreement which will identify the terms and conditions of the grant; and
- payments will be made on the basis of the actual cost of the eligible work and will be approved at the sole discretion of the City.



## **5.1 Eligibility for Grant (Structure)**

Eligible structures for the Awning, Signage and Decorative Lighting Grant Program would include:

- occupied or vacant structures;
- any discrete building held in one ownership in the identified program area. Within a contiguous group of buildings, a discrete building will be interpreted as any structure which is separated from other structures by a solid party wall. The entirety of a multi-unit building, which contains separate units with condominium status, will be considered one building for the purpose of this program;
- each discrete building on each property is eligible for multiple loans provided the loans do not exceed the maximum amount allowable under program guidelines. Separate applications must be submitted for each discrete building on a single property;
- there must be no City of Woodstock Building Department or Fire Department orders or deficiencies when the grant/loan is issued.

## **6.0 General Terms of the Grant/Loan**

### **6.1 Grant Amount**

The grant shall be on a one (1) time basis up to:

- \$3,000 per store front.

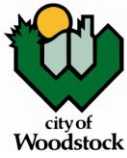
The total of available funds will equate up to 50% of the value of eligible works.

In addition, 50% of the professional service design fees (exclusive of HST), to a maximum of \$1,500 may also be applied for per property.

Applicants can apply only once under the program to discourage staged improvements over multiple years. While more than one building on a single property may be eligible for a grant, the grant will not exceed 50% of the cost of the eligible works that related to each discrete building.

### **6.2 Grant Security**

The grant is payable upon the completion of an approved project subject to the performance criteria detailed in this guideline.



### **6.3 GRANT DISBURSEMENT**

The grant will be paid to the property owner upon receipt of invoices for completed work and inspection of the completed improvements by the staff of the City of Woodstock Building Department.

Prior to the advancement of funds, the grant agreement will be signed only when the work is completed.

There will be no progress payments.

### **6.4 Grant Repayment Provisions**

Not applicable.

### **6.5 Transferable Grant**

At the discretion of the City, the grant may be transferable to a new building owner providing the new owner meets the eligibility criteria and agrees to the Terms and Conditions of the grant program. The new owner must submit a new application under the Awning, Signage and Decorative Lighting Grant Program.

## **7.0 Additional Rehabilitation and Demolition**

Additional work to the street front facade may be undertaken only after consultation with the Planning Department to ensure consistency with the provisions of the Design Study Guidelines.

Work carried out in the absence of consultation with the Economic Development Department may result in the forfeiture of any future grants and the City's consideration of subsequent applications for funding assistance under any of the City-sponsored loan or grant programs.

## **8.0 Relationship to other Financial Incentive Programs**

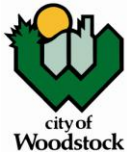
It is intended that the Awning, Signage and Decorative Lighting Grant Program can complement other incentive programs offered by the City of Woodstock. Property owners may also qualify for financial assistance under those programs specifically detailed on Section 8 of the Downtown Area Community Improvement Plan. However, the funding from these programs cannot be used to subsidize the property owner's share of the total cost of other program improvements.

## **9.0 Procedures**

The following procedures must be completed in entirety prior to the disbursement of funds under the Awning, Signage and Decorative Lighting Grant Program.

### **9.1 Grant Application**

The applicant is required to submit a complete Awning, Signage and Decorative Lighting Grant Program application form and submit the form to the Development Commissioner or designate.



***The Awning, Signage and Decorative Lighting Grant Program will not apply retroactively to works completed prior to the approval of the Grant application by the Development Commissioner or designate.***

## **9.2 A "Complete" Application**

To be eligible for a Awning, Signage and Decorative Lighting Grant Program, the applicant will be required to submit a complete application. A complete application may include:

- Complete drawings and details of the works to be undertaken;
- A copy of the Building Permit (if required) and/or the Sign Permit (if required);
- Product brochures for the proposed installations;
- A detailed estimate of the works to be completed;
- The cost estimate should be supported by a minimum of two quotations by qualified contractors. In general, the lower of the two estimates will be taken as the cost of the eligible works for the purpose of the program. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required);
- The cost estimate of the design fees; and
- Any or other information that may be deemed necessary by the Development Commissioner or designate.

## **9.3 Relationship of the Improvements to Design Guidelines**

The application will include a description of how the proposed works relate to the Central Area Design Guidelines. The onus is on the applicant to show how the proposed works relate to the relevant Design Guideline.

## **9.4 Building Department Inspection**

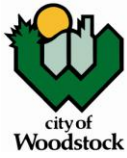
Following the submission of the grant application and prior to its approval, the Building Department will inspect the building to review its condition and the proposed amendments. The Economic Development Office will make arrangements for a title search of the property and check on tax payment records.

## **9.5 Final Determination of Eligible Improvements**

The final determination as to how much of the proposed work is eligible for funding under the Awning, Signage and Decorative Light Grant Program will be made by the Development Commissioner or designate. The Development Commissioner or designate may require further drawings, cost estimates, or other items of information relating to the proposed works before approval of the loan is issued.

## **9.6 Grant/Loan Approval - Approval Expires in One Year**

Once all eligibility criteria and conditions are met, and provided that funds are available in the supporting Reserve Fund, the Development Commissioner or designate will approve the Awning, Signage and Decorative Lighting Grant



application. If an application is refused, the applicant may appeal the decision of the Development Commissioner to City Council.

***Approval by means of a letter to the applicant will represent a grant commitment. Grant commitments will be valid for one year and will expire if the work is not completed within that time period. The Development Commissioner may, at his/her discretion, provide a written grant commitment extension of up to one year. It is important to note that the consideration of such an extension will require a written request from the applicant detailing the reasons the extension is being sought.***

## **9.7 Inspection of Completed Works**

The grant will be paid to the property owner upon receipt of invoices for all completed work and after the City inspection of all completed improvements has taken place.

The City will inspect the work completed to verify that the proposed improvements have been completed as described in the application. The grant amount will relate to the invoices showing the actual costs of completed work and not the estimated costs as Described in 9.2 above.

There will be no progress payments.

## **9.8 Grant Payment**

The Awning, Signage and Decorative Lighting Grant Program is a 1-time incentive grant.

Prior to the disbursement of the grant, the Economic Development Office will ensure that the provisions of Section 6.2 Grant Disbursements have been satisfied.

The grant will be disbursed only when the work has been completed. There will be no progress payments.

## **9.9 Registration of Agreement/Legal Costs**

The City of Woodstock shall be responsible for the cost and executing of the agreement and associated legal fees in doing so.

## **10.0 Administration**

Minor grammatical, referencing or formatting amendments in this program that do not impact of funding or eligibility requirements may be undertaken at the discretion of the City without an amendment to this program.

## **11.0 Termination of Program**

The City may discontinue the program at any time; however, loan commitments given prior to its termination will be processed in entirety subject to the eligibility criteria detailed in the program guideline.