

2018 Commercial Façade Improvement Program

Deadline: Thursday, May 03, 2018

Note: Subject to funding availability, applications will be accepted until Thursday, May 3, 2018 or when funds are expended, whichever comes first. Applications are considered on a first in, first reviewed basis.

Please submit application to: Michael Saunders, Economic Partnership Advisor
Economic Development & Culture
Business Growth Services – BIA Office
77 Elizabeth Street, Second Floor
Toronto, ON, M5G 1P4
Tel: 416-392-1005 Fax: 416-392-1380
Michael.Saunders@toronto.ca

Eligible BIAs in 2018:

- Albion-Islington Square BIA
- Baby Point Gates BIA
- Bloor Annex BIA
- Bloor By The Park BIA
- Bloorcourt Village BIA
- Bloor West Village BIA
- Bloordale Village BIA
- Bloor-Yorkville BIA
- Cabbagetown BIA
- Chinatown BIA
- Church-Wellesley BIA
- College Promenade BIA
- College West BIA
- Corso Italia BIA
- Crossroads of the Danforth BIA
- Danforth Mosaic BIA
- Danforth Village BIA
- Dovercourt Village BIA
- Downtown Yonge BIA
- DuKe Heights BIA
- Dundas West BIA
- Dupont by the Castle BIA
- Eglinton Hill BIA
- Emery Village BIA
- Fairbank Village BIA
- Financial District BIA
- Forest Hill Village BIA
- Gerrard India Bazaar BIA
- Greektown on the Danforth BIA
- Harbord Street BIA
- Hillcrest Village BIA
- Junction Gardens BIA
- Kennedy Road BIA
- Kensington Market BIA
- Korea Town BIA
- Lakeshore Village BIA
- Leslieville BIA
- Liberty Village BIA
- Little Italy BIA
- Little Portugal BIA
- Long Branch BIA
- Mimico By The Lake BIA
- Mimico Village BIA
- Mirvish Village BIA
- Mount Dennis BIA
- Mount Pleasant BIA
- Oakwood Village BIA
- Pape Village BIA
- Parkdale Village BIA
- Queen Street West BIA
- Regal Heights Village BIA
- Riverside BIA
- Roncesvalles Village BIA
- Rosedale Main Street BIA
- Sheppard East Village BIA
- shoptheQueensway.com BIA
- St. Clair Gardens BIA
- St. Lawrence Market Neighbourhood BIA
- The Beach BIA
- The Danforth BIA
- The Eglinton Way BIA
- The Kingsway BIA
- The Waterfront BIA
- Toronto Entertainment District BIA
- Trinity Bellwoods BIA
- Upper Village BIA
- Uptown Yonge BIA
- Village of Islington BIA
- Weston Village BIA
- West Queen West BIA
- Wexford BIA
- Wilson Village BIA
- Wychwood Heights BIA
- Yonge-Lawrence Village BIA
- York-Eglinton BIA

2018 Commercial Façade Improvement Program

This program is available to owners and tenants of buildings used for commercial purposes at street level located in eligible BIAs listed above. Under the program the City funding is equal to one-half of the costs of approved improvements to a maximum grant of \$10,000 (\$12,500 for a corner property). Applications for work totaling less than \$5,000 are ineligible. For assistance in calculating the maximum potential funding for your project, please call 416-392-1005.

Applicant Business Information (please print)

Property Address (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):	
Registered Property Owner:	
Applicant Name:	
Applicant Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code):	Telephone Number:
	Email:
	Please select: <input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Both
Assessment Roll No:	
Name of BIA:	

Program Guidelines

Please read the Guidelines below carefully and direct any questions to the Economic Partnership Advisor (416-392-1005). Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

- 1) The Commercial Façade Improvement Program is available only to improve the façade (face) of commercial and industrial properties in the eligible BIA areas listed on page one of this application package. The program is not to cover maintenance costs of existing building façade elements.
- 2) Eligible properties must have a commercial use at grade at the front of a building facing a public road.
- 3) Places of worship, institutional buildings, and residential buildings are ineligible for the program.

- 4) Properties with outstanding infractions and or work orders from City of Toronto Municipal Licensing and Standards are ineligible until all outstanding infractions and work orders are resolved, and properties with outstanding municipal taxes and or levies are ineligible until the outstanding taxes and levies are paid.
- 5) Stucco work, door and window banners, door and window decals and painting of brick are ineligible and should not form part of the submitted application.
- 6) The cost of an accredited design professional (architect or architectural technologist) may be included as a component of eligible grant expenses. Reimbursable expenses for these design services will not exceed 10% (ten per cent) of the total eligible grant.
- 7) Applications must include a minimum of three (3) of the eligible façade improvements listed below:
 - a) Brick cleaning treatments such as power washing
 - b) Re-pointing of brick masonry
 - c) Exterior painting (not including painting of brick) as part of other façade improvements
 - d) Replacement of doors or windows (on any level on the front facade of the building)
 - e) Replacement or repair of cornice, parapets and other architectural features
 - f) Installation or replacement of awnings or canopies
 - g) Installation and improvement of signage
 - h) Installation or upgrading of exterior lighting features
 - i) Redesign of storefront
 - j) Installation of wheelchair ramps
 - k) Other improvements as agreed to by the Manager, BIA Office.
- 8) Commercial Façade Improvement Grants are allocated on the basis of individual property ownership, with one grant per property parcel owner. Adjoining business premises under the same ownership are eligible for only one grant. For example, if there are two or more adjacent or attached store fronts which are owned by the same owner or company, under the Program this is considered as one property, and is eligible for one grant. If needed, please refer any questions to staff on this or other grant details.
- 9) Under the Program, a corner property must be located immediately adjacent to the intersection of two public roads within the eligible BIA area. Buildings adjacent to driveways, public or private laneways are not corner properties.
- 10) To obtain grant approval and commence work under the Program, the property owner must receive, sign and return the “Letter of Understanding” issued by the Manager, BIA office. Work already begun or completed on the property prior to this occurrence is ineligible.
- 11) Two quotes covering each component of the proposed work must be submitted with the application. Applicants are permitted to submit two quotes from each of two contractors that cover all components of the work. (Using one contractor for all the components of the work can be more effective and efficient because the contractor assumes responsibility to organize and coordinate the different trades and components of the work).
- 12) Incomplete applications will not be reviewed.

- 13) Applications received after the deadline, or when there are no longer any funds available, will not be reviewed.
- 14) The owner of a property that was the subject of the maximum façade improvement grant in the previous 10 years is ineligible to apply for that property.
- 15) Applicants must determine if the property is listed in the City's inventory of heritage properties. (See page 8).

Estimated Cost of Proposed Facade Improvements

Attach either two independent detailed contractor estimates for each component of the work, or two estimates covering all of the components of the work. The quotes must be for the same scope of work. Funding will be awarded on the basis of the lowest bid.

Name of the Contractor/ Subcontractor with lowest bid:	
Amount	\$
Name of the Contractor/ Subcontractor with 2 nd lowest bid	
Amount	\$

Please attach copies of estimates to this page.

Permission to Photograph or Video Building Facade

I/We authorize and hereby grant permission to the City of Toronto to photograph and / or videotape the subject building facade, and / or to use and / or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the City of Toronto without compensation.

Owner(s) Name (Print)

Signature of Owner(s)

Date (yyyy-mm-dd): _____

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Description and Scope of Proposed Improvements (bullet form)

Please place photograph of existing façade here.

NOTE: The photograph of the property attached to this form may be reproduced in City of Toronto publications/ material, including marketing and promotional materials and the City of Toronto official website.

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Description and Scope of Work of Proposed Improvements

- Provide notes on the drawing or photo to show what areas of the façade are to be cleansed, repaired, painted, rebuilt, resurfaced, etc.
- Indicate what fixtures are being replaced such as new windows, doors, signage, lighting or awnings
- If you need additional space for description please use the reverse of this page.

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Description and Scope of Work of Proposed Improvements (cont'd)

- Please place a detailed drawing or sketch of the proposed façade in the box below or show proposed façade improvements on a building photo with a colour marker.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed drawing or sketch of the proposed façade improvements.

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Property Heritage Status

1. Applicants must determine if the property is included on the City's Inventory of Heritage Properties. To determine if the property is listed or designated, first visit the web site www.toronto.ca/heritage-preservation or call 416-392-1975.
2. Answer the following question by checking the appropriate box below:

Is the property included on the City's Inventory of Heritage Properties?

Yes No

3. If the answer to the above question is "No", then no further action is required.
4. If the answer to the above question is "Yes", you must contact the City's Heritage Preservation Services (HPS) to obtain a review of the proposed scope of work prior to obtaining quotes from contractors. The scope of work for heritage buildings must include the following:
 - a. A clear description of the project including proposed conservation methods and techniques, accompanied by specifications and/or architectural drawings. (Note: an architect or an architectural technologist can prepare the scope of work/specification and the cost of this service is an eligible expense; see page 3, item 6.)
 - b. Recent photographs providing an overall view of the main façade.
 - c. Recent photographs clearly illustrating the areas of the building that are the subject of the proposed work, e.g. photographs of masonry units, windows/doors, etc.
5. To arrange a review by HPS staff of the scope of work, contact Reynold Caskey at telephone number 416-338-3122 or email him at Reynold.Caskey@toronto.ca for applications east of Yonge Street, and contact Kristen Flood at telephone number 416-338-2957 or email her at Kristen.Flood@toronto.ca for applications west of Yonge Street. HPS staff must sign in the space provided beneath the solid line on this page to certify their review and approval of the proposed scope of work. The HPS staff member must also initial page 5 of the application, "Description and Scope of Proposed Improvements".
6. If required, Building Permit application drawings must also be approved and stamped by HPS staff.

For Heritage Preservation Services Staff Only

The scope of work for the property with municipal address _____ has been reviewed and approved by HPS staff.

(Name of HPS Staff)

(Date)

The HPS staff member who reviewed the scope of work must also initial and date page 5 of the application, "Description and Scope of Proposed Improvements".



Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration: I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address:

Email _____

Tel. No. _____

Postal Code:

Fax No. _____

Name of Signing Officer or Name of Applicant (Name – *please print*):

Position:

Signature: _____
Authorised Signing Officer or Individual

Date: _____

Multilingual Services: 311 and TTY 416-338-0889



Date:

Group/Vendor/Individual Name:

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Letter of Application

Grant Recipients (Organization)

I/We are the owner(s) of the property at _____.

I/We attach a copy of the most recent registered deed for the property as proof of ownership.

I/We certify that all property taxes and other amounts owing to the City are fully paid and not in arrears.

Or

I/We are the tenants of the property at _____, and have attached a "No Objection" letter to the proposed façade improvements from the property owner and the same letter from the property owner shall confirm the person or corporation receiving the grant if the work is approved and satisfactorily completed, and that all property taxes and other amounts owing to the City are fully paid and not in arrears.

I/We attach a copy of the articles of incorporation of the corporation (if a corporation).

I/We apply for funding in the amount of \$_____ for the purposes of commercial façade improvements to the building at _____.

I/ We agree that if program funding is approved a Letter of Understanding will be executed and returned to the City.

I/We certify that the building façade has been inspected and complies with the Ontario Building Code, City by-laws and all applicable law.

I/We will obtain all necessary permits required for or in respect of the façade improvements.

I/We will ensure that the improvements will be carried out in accordance with the Building Code, City of Toronto By-laws, and all other applicable law.

I/We will provide proof of payment to any contractors i.e. photocopies of all invoices stamped 'paid' relating to the façade improvements.

I/We acknowledge that the completed façade improvements are subject to inspection by the City.

Date (yyyy-mm-dd)

Signature of Owner(s)

Corporation Name (if applicable)

(Apply company seal, if a corporation)

I/We have authority to bind the Corporation

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Checklist

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PLEASE SUBMIT APPLICATION TO:

Michael Saunders
Economic Partnership Advisor
Economic Development & Culture
Business Growth Services – BIA Office
77 Elizabeth Street, 2nd Floor
Toronto, ON M5G 1P4
Tel: (416) 392-1005
Email: Michael.Saunders@toronto.ca

Documents to be submitted with the completed façade application form:

- 2 contractor estimates for proposed façade improvements
- High resolution digital photograph of the current façade
- Sketch, marked photo and / or architectural drawing of the proposed façade
- Proof of ownership (copy of the land deed or copy of the latest property tax bill)
- Confirmation of the heritage status of the property (page 8)
- Signed "Declaration of a Non-Discrimination Policy" (page 9)
- Signed "Letter of Application" (page 10)
- If the tenant is applying for the grant, please provide a 'no-objection' letter from the property owner, stating the contact person for the file and who is to receive the grant if the application is approved and the work is satisfactorily completed.

NOTE:

- Please submit the application form to our office with the above mentioned documents.
- No work on the façade should commence prior to written confirmation of the grant.
- Incomplete or late submissions will not be reviewed.