



## Façade or Signage Improvement Program

### Program Description

The City of Camrose is investing up to \$20,000 into improving infrastructure within the local business community. This funding program is for a matching grant, up to \$4,000 per business for façade or signage improvements on storefronts. Note that \$5,000 of this has been allocated to the Chamber of Commerce for the ongoing maintenance of the Downtown Light project.

The grant application period will be open from March 12, 2025, to May 16, 2025. Any applications received after 4:00 pm on May 16, 2025, will not be evaluated unless funding from the first intake is not fully utilized.

### Eligibility

To be eligible for the program, business applicants must (please check off):

- Be located in the City of Camrose
- Hold a valid City of Camrose business license for the storefront location for more than two years
- Employ fewer than 20 employees
- Own the storefront for which improvements are to be made or have the expressed permission of the owner at the time of the application
- No overdue balances are owed for any accounts to the City of Camrose
- Have not received money toward a façade grant in the last 5 years (new applicants will receive preference for granting over previous recipients)
- Upon grant approval, enter into a grant agreement with the City of Camrose

### Eligible Expenses

Eligible expenses include:

- Exterior renovation materials and supplies
- Restoration work to brickwork, cornices, eaves, or artistic works
- Architectural, esthetic, or artistic features, including a mural or sculpture installation
- Exterior lighting or signage
- Cleaning and painting
- Permanent landscaping or esthetic improvements to a parking area

**Ineligible** expenses include:

- Staffing costs
- Computer hardware or electronic devices
- Expenses incurred prior to the day this application was submitted
- Services provided by businesses that do not hold a current City of Camrose Business License at the time of the services

## Evaluation Criteria

Improvement Projects will be evaluated on:

- Proposed improvement's impact on streetscape
- Local impacts on employment and material purchasing
- Benefits to the business
- Size and scope of the project

## Application Process and Management

This grant program will be a 50% matching grant, up to \$4000, based on estimates provided in the application stage, and in understanding the requirement for submission of receipts during the reporting phase.

All applications must be accompanied by quotes for the work being completed. Applications without quotes will not be eligible for review.

Application Intake: March 12, 2025

Application Deadline: May 16, 2025

### **To apply:**

1. Save this PDF document to your computer and fill it out entirely. **ALL sections MUST be completed.**
2. Once you are done, save the file as "Your Business Name – Façade Grant"
3. Email the completed document and any copies of the quotes for work to the Business Development Coordinator at [kjohnson@camrose.ca](mailto:kjohnson@camrose.ca) for review and approval. All grant monies will be distributed through electronic funds transfers. All grant recipients must enter into a grant agreement prior to receiving any funds.

**Incomplete forms will NOT be considered.**

## Business Information

Business Name:

Business Address:

Applicant name and role in business (must be owner or manager):

Applicant's Phone Number:

Number of Employees:

Email Address:

- Do you agree to be contacted via email for information on this program and other Economic Development initiatives?

Have you received a previous Small Business Grant from the City of Camrose within the last 5 years?

## Grant Request Information

What benefits or impacts will this project have on the business, the streetscape, and the local economy?

Description of Project including reason for improvements required types of Improvements and goals of the project:

Any project plans, drawings, or quotes as part of your emailed submission are attached (required)

### Itemized Costs List

<b>Items</b> Copies of quotes must also be included	<b>Amount</b>	<b>Matching Eligible Amount</b> (up to 50%)	<b>For Office Use</b> Amount Approved
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
		\$ 0.00	
<b>TOTALS:</b>	\$ 0.00	\$ 0.00 (\$4000 Maximum)	\$ 0.00

## Signatures (please check)

By signing this form, the applicant agrees to complete the project as described in this application. Any changes to the work described in this application must be submitted in writing to [kjohnson@camrose.ca](mailto:kjohnson@camrose.ca) for approval prior to the work being completed.

By signing this form, the applicant agrees to submit a project completion report upon completing the façade improvements indicated in this application by November 28, 2025. This report will include final receipts to demonstrate that the funds have been allocated according to the grant agreement.

By signing this form, the applicant understands that they are required to obtain all appropriate permits from the City of Camrose. This could include, but is not limited to, sign permits or mural approval from Council. Please contact the City of Camrose **Economic Development Department if you are unsure what permitting may be required.**

**By signing this form, the applicant understands and acknowledges that they are legally agreeing to all statements in this document.**

Applicant Signature/Sign off:

Date:

**QUESTIONS?** Contact Kevin Johnson, Business Development Coordinator at [kjohnson@camrose.ca](mailto:kjohnson@camrose.ca) or 780.781.4473

The information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 34(1) (k)(i) and shall only be used for the purpose for which it was collected. For more information, please contact Kari Burnstad, the Freedom of Information Coordinator, at 780.672.4426.

<b>For Office</b>	
Grant Amount Approved:	Date of Grant Agreement:
Amount Advanced:	Date completion report due:
Completion report submitted and accepted:	
Signature:	