



BACKGROUND

To assist property owners in the downtown area with private space improvements, the City of Dauphin has developed a Storefront Improvement Incentive Program (SIIP) for businesses located within the downtown Dauphin boundary area (see attached map). The program is managed and administered by the Economic Development department and provides funding for up to 50% of the eligible costs to a maximum of \$5,000 per commercial property. The incentive is a reimbursement program and will be paid out upon the completion of the project and after all criteria is met. All completed applications are due on or before March 29, 2019.

INTENT

This incentive program is intended to assist property owners and business tenants to enhance storefronts with significant improvements within the designated area.

OBJECTIVES

The following is a list of objectives that outline the purpose of the program.

- To assist commercial property and business owners with improvements to their buildings/storefronts to create a more vibrant and attractive business corridor and downtown area;
- To encourage the economic vitality of the business corridor and downtown area in all seasons and;
- To create a welcoming and appealing downtown area as a place to shop and live.

IMPROVEMENT ELIGIBILITY

All applicants are encouraged to incorporate the City of Dauphin's downtown theme elements which include warm woods, black and/or graphite metals. Contact the Economic Development office for more information.

Eligible properties:

- Note that new construction, national franchises, government buildings, residences, churches or other religious institutions are not eligible. An independent owner of a national franchise may be eligible.
- Properties that received funding through SIIP in 2017 or 2018 are not eligible to re-apply for additional funding in 2019.

Eligible improvements include:

- Replacement or restoration of cornices, eaves, parapets and other architectural features
- Replacement of windows
- Redesign and reconstruction of the storefront
- Installation of appropriate new signage or improvements to existing signage
- Installation of canopies and/or awnings
- Installation of exterior lighting

- Restoration of historic features
- Repainting, cleaning or restoration of facades as one component of the overall initiative
- Entranceway modifications
- Engineering and/or design studies/drawings

Ineligible improvements include:

- Building repairs or structural foundations
- Roof repairs not related to exterior aesthetics
- Interior plumbing
- Security bars or blinds
- Electrical or structural upgrades not associated with the storefront improvements
- Non-permanent fixtures (e.g. Banner signs, interior window coverings, planters, benches, etc.)
- Personal property or equipment
- Tenant improvements not associated with a comprehensive upgrade
- Sidewalks and paving not associated with improvements
- Metal clad siding
- Accessibility ramps

AREA OF APPLICATION

The Storefront Improvement Incentive Program is available to all commercial property owner(s) and their commercial tenant(s) within the designated downtown area. There is no cost to submit an application for this program.

Eligibility requirements

- The program is intended to encourage significant improvements to storefronts. Therefore, applications that include multiple activities will be considered a higher priority. (ie. new signage alone will not meet the program objectives).
- All applications for improvements under this program are subject to the availability of funding. Commercial properties will only be considered if the work outlined in the application addresses the objectives of the SIIP.
- Commercial tenant(s) must provide written authorization from the registered property owner(s). Tenant(s) should have a minimum of two years remaining on a lease from the date of application.
- Storefront improvement incentives will not be issued to any eligible applicants who are in arrears of any municipal financial obligation.
- Incentives will not be issued to correct any Building Code, Fire Code or Property Standards orders.
- In rare or complex cases, engineered drawings may be required.
- No funds will be issued for works that have received incentives under any other municipal programs.
- Any work initiated before the application for the SIIP is received and approved by the City of Dauphin may not be eligible for funding. The program may be applied retroactively to works started after May 1 prior to the commencement of this program, at the City's discretion.
- All work must be completed by December 31, 2019. No extensions will be granted.

Program Assistance and Requirements

- Proposed storefront improvements within the City of Dauphin will adhere to the Storefront Improvement Incentive Program guidelines.

- All work must comply with municipal, provincial and federal regulations
- The maximum amount of any incentive that may be issued under this Program shall be \$5,000 per property and the incentive shall not exceed 50% of the costs of the eligible work per storefront or building. Corner properties may be eligible for an increased incentive.
- Assistance granted to a particular project is not transferable to another property.
- Applicants that require partial closure of the sidewalk in front of their business, are required to contact the City of Dauphin Building Inspector to review requirements and acquire approval prior to construction. Failure to comply may result in forfeiting incentive funds.
- The City of Dauphin reserves the right to review all completed eligible works to ensure the monetary value of the work completed coincides with the monetary value of the work proposed as indicated on any approved incentive application. Should the City deem the monetary value of work completed does not coincide with the monetary value of the work proposed, the City of Dauphin reserves the right to reduce the amount of the incentive accordingly.
- Where construction or renovations are substantially suspended or discontinued for more than six months, the City may revoke any approved applications.
- The applicant must provide the City of Dauphin with copies of professional invoices and proof of payment prior to any reimbursement.
- The City of Dauphin reserves the right to discontinue this program at any time.

Procedures and Approvals

- All required building or sign permits must be obtained prior to work starting. Starting work prior to obtaining permit will forfeit the incentive.
- Approval of an incentive and its amount shall be subject to the availability of funding as determined on an annual basis by City of Dauphin Council.
- Potential applicants are required to submit a complete program application form, including the required drawings, to the Economic Development Department prior to the submission of any sign or building permit application. The City may specify additional submission requirements, such as but not limited to plans, elevations and multiple quotations.
- Complete applications will be reviewed and only those applications that meet the program's objectives, the City of Dauphin's Storefront Improvement Incentive Program Guidelines, the City of Dauphin's Zoning Bylaw and the Manitoba Building Code will be considered.
- The eligibility of the proposal will be assessed based on the whole project. The approving authority will consider all aspects of the applied improvements to allocate funding.
- A proper design rendering or schematic (i.e. a high-quality drawing) must also be included with the application. The rendering must clearly and accurately depict what the completed façade renovation will look like.
- Applicants must provide proof of property insurance.
- Eligible costs will be cost of materials, equipment and contracted labour.
- The City reserves the right to approve less than 50% of the requested incentive.
- Applicants will be notified in writing if their proposed application has been accepted. This letter will outline additional items and conditions of the program.
- All contractors must be licensed by the Province of Manitoba and within the City of Dauphin and carry the required insurance. All construction contracts will be between the applicant and the contractor.
- If the applicant has not authorized contractor(s) to begin work within three (3) months of incentive approval, the City has the right to revoke the incentive.
- Prior to approving the funds dispersal to the applicant for the Storefront Improvement Incentive Program, City staff may inspect the building to review the condition of the façade and the proposed improvements.

- Upon project completion, the City of Dauphin reserves the right to acknowledge the participation in the Storefront Improvement Incentive Program through the Economic Development Social Media outlets and other marketing efforts.

Reimbursement of Funds

- This is a reimbursement program and therefore the incentive will be paid out upon completion of the project.
- Upon completion of the eligible works, the applicant must provide the City of Dauphin with copies of professional invoices and proof of payment. City Staff may conduct an inspection of the completed work, and do what is necessary to verify the accuracy of all invoices.
- Upon verification that the eligible works are complete, and invoices and proof of payment have been verified to be accurate, the incentive funds shall be issued within thirty (30) days of receipt.

MAINTENANCE REQUIREMENTS

It is agreed upon that the applicant will maintain the storefront into the future. As with all properties in Dauphin, upkeep of a property must be maintained in accordance with the Property Standards Bylaw.

IMPORTANT DATES

Applications can be submitted to the City of Dauphin by 4:30 p.m. on Friday, March 29, 2019. The number of projects awarded will be determined by funding availability.

APPLICATION CHECKLIST

- Completed Application Form including project budget, description, timelines for completion
- Drawings, brochures, colour swatches, etc. of any proposed improvements

CONTACT

For more information, please contact the Economic Development office at City Hall by any method listed below.

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