



CITY OF
Lethbridge



Adaptive Reuse Incentive Program Application Package

Overview

The purpose of the **Adaptive Reuse Incentive Program** is to provide City of Lethbridge funds to financially assist qualified property owners in the upgrading or adaptive reuse of historically significant, deteriorating or functionally compromised buildings in the urban core of Lethbridge.

The Adaptive Reuse Incentive Program is guided by City Council Policy CC61 as approved on August 6, 2019. Please ensure you have read and understand the policy prior to making an application.

Application Information

- There is an open intake for applications.
- Applicants must ensure that the application form is complete including required supporting documents. Additional requirements and/or supporting documents may be required on a case by case basis at the discretion of the Grant Administrator based on the nature of the work proposed. Incomplete applications will be returned to applicant.
- Once an application is deemed complete by the Grant Administrator, the application will be time stamped and applicable funding will be held for the project. Should there be inadequate funding to meet demand, applications will be held in a queue and processed in chronological order as funding becomes available.
- **Complete application packages must be submitted to the Grant Administrator – Andrew Malcolm, Urban Revitalization Manager via email at andrew.malcolm@lethbridge.ca or by delivery/mail to 2nd Floor City Hall 910, 4 Avenue South, Lethbridge, Alberta T1J0P6**

Eligibility

- Project shall consist of the upgrading or adaptive reuse of historically significant, deteriorating, or functionally compromised buildings.
- Project shall be located within the Downtown, Warehouse District, or 13 Street North.
- Applicant must have an ownership interest in the eligible property.
- Properties must not be in arrears in municipal taxes, municipal utilities or any other municipal charge.

For more information, visit www.lethbridge.ca/downtown or contact Andrew Malcolm, Urban Revitalization Manager at 403-320-3926 or andrew.malcolm@lethbridge.ca



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- **Eligible** expenses include those related to:
 - a. Structural matters;
 - b. Asbestos abatement;
 - c. Accessibility;
 - d. Life safety systems;
 - e. Heritage preservation including restoration of character defining elements; and
 - f. Other costs deemed by the Grant Administrator to be critical in addressing a historically significant, deteriorating, or functionally compromised aspect of the building.
- **Ineligible** expenses include those related to:
 - a. Ongoing operation or general maintenance & life cycle costs;
 - b. Interior finishes and equipment (i.e. flooring, lighting, cameras, security equipment, etc.)
 - c. Tenant improvements except those that address eligible issues;
 - d. Energy retrofitting or upgrading;
 - e. Utilities and servicing installation;
 - f. Construction equipment and related hardware, tools, machinery;
 - g. Construction insurance and permits;
 - h. Insulation;
 - i. Administration, financial reporting, fundraising, preparing the application, and similar activities.
 - j. Expenses incurred prior to date of grant application approval.
 - k. Projects that have already been funded by the program.

Funding

- Project funding is limited to a maximum of 50% of eligible project costs to a maximum of \$100,000 that must be matched by the property owner.
- Multiple applications may be accepted per property for different components of eligible funding, however total of multiple applications will be limited to \$100,000 per property.
- Approved projects that do not start construction with reasonable progress, as determined by the Grant Administrator, within 1 year of the approval will have application approval cancelled and funding will be reallocated to projects in the queue.
- Retroactive funding shall not be permitted, eligible projects shall have commenced following an approved application by the Grant Administrator.
- Project must receive all necessary approvals including but not limited to: Development Permit, building permits, and heritage approvals (if applicable). If any approvals or permits lapse, project eligibility for funding will cease, application will be cancelled, and a new application will be required to be submitted.
- Funding will be issued following necessary inspections by the Grant Administrator to confirm completion and submission of receipts and reporting requirements in alignment with the application form.

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Date Application Received:

Date Application Deemed Complete:

File No:

Applicant Information

Applicant Name:

Applicant Mailing Address:

Daytime Phone:

Email:

Agent/Contractor Information (if applicable)

Company Name:

Contact Name:

Daytime Phone:

Email:

Property Information

Name of Registered Property Owner:

Municipal Address of Property:

Plan:

Block:

Lot(s):

Note: If name of registered owner and applicant name differ, written authorization in the form of a signed letter shall be required to be attached with application.



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Property Information

Neighbourhood Location:

- Downtown 13th Street North
- Warehouse District

Building Age:

Designation Status:

- Provincial Historic Resource Historically significant (listed on Historic Inventory)
- Municipal Historic Resource Not historically significant

Project Information

Describe the current and future use of the building including description of overall development plans. Use the space provided or use separate page, if necessary.



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Funding

Has this property received funding through the Adaptive Reuse Incentive Program previously?

Yes No

If yes, how much has previously been received?

Describe the project for which you are requesting funding. State why the work is necessary. Be specific in identifying what eligible costs each portion of the work described is attributed too. Use the space provided or use separate page, if necessary.



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Eligible Expenses

* Attach supporting cost quotes/estimates.

Work Item/Description	Eligibility Criteria	Contractor/Supplier	Quote/Estimate Number	Total Project Cost (\$)	OFFICE USE ONLY	
					Eligible (Y/N)	Grant Admin Initial
New roof incl. vapor barrier, insulation, membrane, flashing, caps, and eaves.	Structural matters	ABC Roofing Ltd.	2019-01	\$15,000.00		
Total Eligible Project Costs:						
Total Eligible Funding (50% project costs) :						

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OPTION A: CONFIRMATION OF PROJECT FUNDING

I confirm that the Project Application submitted by the Applicant is consistent with the intent of the Adaptive Reuse Incentive Policy CC61 and program funding in the amount of \$ _____ has been reserved from the Adaptive Reuse Incentive Fund for Project Application # _____.

Further that the Applicant has 1 year (_____) to start construction with reasonable progress, as determined by the Grant Administrator or the application will be cancelled and funding will be reallocated to projects in the queue.

Grant Administrator

Date

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OPTION B: CONFIRMATION OF PLACE IN QUEUE

I confirm that the Project Application submitted by the Applicant is consistent with the intent of the Adaptive Reuse Incentive Policy CC61. Program funding for the calendar year is currently fully allocated.

Application # _____ has therefore been placed in the queue as number _____ for the amount of \$ _____ from the Adaptive Reuse Incentive Fund and the Applicant will be notified when funding is available.

Grant Administrator

Date



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PROJECT COMPLETION – APPROVAL TO RELEASE FUNDING	
<p>I confirm that Application # _____ was completed as per Adaptive Reuse Policy CC61 and further that funds in the amount of \$ _____ can be released to the Applicant.</p>	
_____	_____
Grant Administrator	Date
_____	_____
Director of City Manager's Office or City Manager	Date