



Urban Property Improvement Grant Program

Application Package

Overview

The purpose of the **Urban Property Improvement Grant Program** is to provide City of Lethbridge funds to financially support property owners and business owners with improvements that spur the preservation, revitalization and reinvestment of properties within the urban core of Lethbridge; including quality façade improvements, permanent interior and exterior space improvements, rehabilitation of key aspects that support the functionality and re-use of buildings, and barrier-free/accessibility improvements.

The Urban Property Improvement Grant Program is guided by City Council Policy CC61 as amended on November 2, 2020. 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 City Manager or delegate based on the nature of the work proposed. Incomplete applications will be returned to applicant.
- Once an application is deemed complete by the City Manager or delegate, 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: Andrew Malcolm, Urban Revitalization Manager via email at andrew.malcolm@lethbridge.ca**

Eligibility

- Project shall consist of one or more of the following aspects: quality façade improvements, rehabilitation of key aspects that support the functionality and re-use of buildings, permanent interior and exterior space improvements and barrier-free and accessibility improvements.
- Project shall be located within the Downtown, Warehouse District, or 13 Street North as defined.
- Applicant must have an ownership interest in the eligible property and/or business.
- Properties and businesses 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

- **Eligible** expenses and **maximum funding** per expense include:

TABLE 1: ELIGIBLE EXPENSES AND MAXIMUM FUNDING PER EXPENSE AREA		
	URBAN CORE DISTRICT WITH AREA REDEVELOPMENT PLAN	URBAN CORE DISTRICT WITHOUT AREA REDEVELOPMENT PLAN
i. Structural matters	\$100,000	\$100,000
ii. Mold & Asbestos	\$100,000	\$100,000
iii. Accessibility/barrier free	\$100,000	\$100,000
iv. Historic Preservation	\$100,000	\$100,000
v. Other costs deemed by grant administrator to be critical in addressing a historically significant, deteriorating, functionally compromised or obsolete aspect of the building.	\$100,000	\$100,000
vi. Professional fees and technical studies including architectural, engineering, environmental & geotechnical, traffic impact, etc.	\$10,000	\$10,000
vii. Façade & permanent exterior improvements	\$15,000 PER 25' STREET FRONTAGE	n/a
viii. Permanent interior improvements	\$30,000	n/a
ix. CPTED	\$5,000	\$5,000
x. Signage	\$2,000	n/a
xi. Non-permanent business improvements	\$5,000	n/a

- **Ineligible** expenses include those related to:
 - Ongoing operation or general maintenance & life cycle costs;
 - Non-permanent finishes and equipment (i.e. lighting, cameras, security systems, furniture, etc.);
 - Tenant improvements except those that address eligible issues;
 - Construction equipment and related hardware, tools, machinery;
 - Construction insurance and permits;
 - Insulation;
 - Administration, financial reporting, fundraising, preparing the application, and similar activities; and
 - Expenses incurred prior to date of grant application approval.

Funding – Please ✓ to acknowledge

- Project funding is limited to a maximum of 50% of eligible project costs that must be matched by the property and/or business owner in alignment with Table 1.
- Multiple applications may be accepted, however any given property or business is limited to \$100,000 for expense areas i -vi and \$75,000 for expense areas vii – xi for a combined total of \$175,000. These maximum limits are bound by a ten (10) year time period. Exceptions may be made at the sole discretion of the City if the property has been damaged due to fire, vandalism, or natural disasters.
- Approved projects that do not start construction with reasonable progress, as determined by the City Manager or delegate, 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 City Manager or delegate.
- Project must receive all necessary approvals including but not limited to: Development Permit, building permits, and historic 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.
- Photo Gallery: Applicant is required to submit photos documenting project progress. Initial “before” photos will be required as part of the application submission. Photos documenting progress to completion will be required with the final report. **All photos must be formatted to 6-8 photos per MS Word page with a brief description as to how the photo relates to the funding request.**
- Final Report Requirements: Funding will be issued following necessary inspections by the City Manager or delegate to confirm completion, the submission of invoices, receipts, photos and all reporting requirements in alignment with the application form and final report form. Applicants will have 90 days from project completion to submit a final report and request payment. Failure to submit a final report within 90 days of project completion will null/void the application.

See City Council Policy CC61 for full details on eligibility, funding, and roles and responsibilities.

Declaration: I hereby certify that I have read through the application and final reporting requirements and agree to comply.

Applicant Name (printed)

Date

Applicant Signature

FOR OFFICE USE ONLY	
Date Application Received:	File No:
Date Application Deemed Complete:	
Notes:	

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.		

Funding

Has this property received other incentive or grant from the City of Lethbridge?

Yes No

If yes, which program(s) and 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.



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
Total Eligible Project Costs:						
Total Eligible Funding (50% project costs) :						

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**DECLARATION &
CONFIRMATION OF PROJECT FUNDING**

Applicant Declaration:

I hereby certify that the information included within this application submission is complete, true and correct to the best of my knowledge, and that I am authorized to make this application as owner, tenant and/or authorized agent on behalf of this project.

Property Owner Signature (Required)

Date

Tenant Signature (if tenant is named Applicant)

Date

Authorized Agent Signature (if third party is coordinating Application on behalf of owner/tenant)

Date

Confirmation of Project Funding - City of Lethbridge:

I confirm that the Project Application submitted by the Applicant is consistent with the intent of the Urban Property Improvement Grant Program Policy CC61 and program funding in the amount of

\$ _____ has been reserved for Project Application # _____.

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

City Manager or Delegate

Date

City Treasurer or Delegate

Date



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CONFIRMATION OF PLACE IN QUEUE

I confirm that the Project Application submitted by the Applicant is consistent with the intent of the Urban Property Improvement Grant Program 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 \$ _____ and the Applicant will be notified when funding is available.

City Manager or Delegate

Date

City Treasurer

Date