

## Crime Prevention Through Environmental Design (CPTED) Grant Application

### Overview

The purpose of the **Crime Prevention Through Environmental Design (CPTED) Grant** is to provide City of Lethbridge funds to support commercial property owners and/or their tenant(s)/business owners with permanent property improvements that **enhance security and crime prevention measures**. This program is a 50% matching grant of eligible, pre-approved, pre-tax expenses up to a maximum grant of \$5,000.

### Application Information

- There is an open intake for applications until such time the program is fully subscribed or the program is closed at City Council's direction.
- Applicants must ensure that the application form is complete including required support documents. Additional requirements and/or support 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 approved funding will be held for the project for a period of one year.
- Retroactive funding will not be permitted; expenses incurred prior to grant approval will not be eligible for funding.
- **Completed application packages must be submitted to: Urban Revitalization Manager via email at [urbanrevitalization@lethbridge.ca](mailto:urbanrevitalization@lethbridge.ca)**

### Eligibility

- Project shall consist of permanent security enhancements such as exterior security lighting, fencing, shutters, shatter-proof glass, bars, gates or security cameras. This list is not all-encompassing. Other improvements may be considered on a case-by-case basis.
- Project shall take place on private property located within the Downtown, Warehouse District, or 13 Street North (front-facing properties between 1 Ave N and 9 Ave N).
- Applicant must have an ownership interest in the eligible property and/or be a commercial tenant with a current City of Lethbridge business license.
- Property or Applicant must not be in arrears in municipal taxes, municipal utilities or any other municipal charge.
- **Ineligible** expenses include:
  - a. Ongoing operation, general maintenance and life cycle costs;
  - b. Non-permanent finishes and equipment including rentals;
  - c. Construction equipment and related hardware, tools, machinery;
  - d. Construction insurance and permits;
  - e. Administration, financial reporting, fundraising, preparing the application, and similar activities; and
  - f. Expenses incurred prior to date of grant application approval.



**Funding – Please ✓ to acknowledge**

- CPTED** is a **50% matching grant** for **eligible, pre-tax and pre-approved costs** related to permanent property improvements that enhance security and crime prevention measures for commercial properties and their business tenants in a pre-prescribed area within the City of Lethbridge;
- CPTED funding is **capped at \$5,000** per eligible applicant;
- Only one application per business will be accepted;
- Successful applicants have **one year to complete their project**. Awarded grants expire one year from the date of approval;
- Retroactive funding shall not be permitted**; eligible projects shall commence 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;
- “Before” & “After” Photos:**
  - Grant Application Submission:** the applicant is required to include current “before” photos of where the project is to take place
  - Final Report & Payment Request:** the applicant is required to include “after” photos showing the finished project; and,
- Final Report Requirements:** Funding will be issued following the approval of the **CPTED Final Report** and any necessary inspections by the City Manager or delegate to confirm completion.

**Final Report must include:**

- Completed Final Report Form & Signed Declaration (provided to successful applicant)
- Completed *Cost & Invoice Tracking Spreadsheet* (provided to successful applicant)
- Applicable invoices
- Proof of payment of all invoices (scan/copy of cleared cheques, successful EFT’s, itemized receipts showing debit/credit/cash transaction)
- “After” photos

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.

**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:	Grant File No:
Date Application Deemed Complete:	
Notes:	

Applicant Information					
Who is applying for CPTED: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant					
Business Name:			If Tenant, City of Lethbridge Business License Number:		
Contact Name:		Mailing Address:		Postal Code:	
Daytime Phone:		Email:			
Property Information					
Registered Name of Property Owner:					
Municipal/Legal Address of Property:					
Plan:		Block:		Lot(s):	
Property Location: <input type="checkbox"/> Downtown <input type="checkbox"/> Warehouse District <input type="checkbox"/> 13 <sup>th</sup> Street North					
Funding					
<p>Has this business (tenant) or property (municipal address) previously applied for/been approved for any other incentives or grant programs offered through the City of Lethbridge?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No.</p> <p>If yes, which program(s) and how much has previously approved and/or received?</p>					

**Project Details** – Please describe the project for which you are requesting funding. State why the work is necessary and the results you expect this project will achieve.

**Final Check List:**

**Ready to submit your CPTED application? Please be sure your application submission includes:**

- This **CPTED application form** with all questions answered and **all required signatures** in place:
  - **Funding declaration on page 2**
  - **Property Owner/Tenant Declaration on last page**
- Detailed quote(s)** from the vendors/contractors/suppliers whom you have selected to do the work; and,
- Current photos** of where the work/project is to take place.

**Email completed application form and required support documents to:**

Manager, Urban Revitalization  
UrbanRevitalization@lethbridge.ca



## PROPERTY OWNER / TENANT DECLARATION

### 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 property owner and/or tenant, on behalf of this project.

\_\_\_\_\_  
Property Owner Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature (if tenant is Applicant)

\_\_\_\_\_  
Date

## CONFIRMATION OF PROJECT FUNDING FOR OFFICE USE ONLY

### Confirmation of Project Funding - City of Lethbridge:

I confirm that the CPTED application submitted by the Applicant is consistent with the intent of the Crime Prevention Through Environmental Design program 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.

\_\_\_\_\_  
City Manager or Delegate  
(Manager, Urban Revitalization)

\_\_\_\_\_  
Date