



Salmon River Valley Business Facade Improvement Program

2025 Guidelines

Community Partnerships in Motion

This program is part of Shuswap Economic Development's Community Partnerships in Motion Initiative.

We are proud to partner with local Salmon River Valley area organizations to deliver this innovative Business Facade Improvement Program for the communities of Falkland, Silver Creek, Gardom Lake, Deep Creek, Salmon Valley, and Falkland.

Completed applications can be submitted by email to info@shuswapecdev.ca

Program Purpose and Goals

The Business Facade Improvement Program grants business and property owners grant funding to improve retail and building frontages. The goal is to create a more welcoming and attractive business

facade experience for all customers and increase the shopping experience and overall revenues. Eligible businesses can receive 50% reimbursement up to a maximum of \$5000 to complete exterior improvements such as building facades, signage, murals, architectural features, siding, lighting, and awnings.

This program's overall objective is to incentivize business owners to improve the look and feel of their business frontages. Vibrant commercial properties have the potential to attract new customers, clients, visitors, and potential investors.

Funding for the Shuswap Economic Development Society (SEDS) Business Facade Improvement Program is provided by the Economic Trust of the Southern Interior of British Columbia (ETSI-BC).

The Program

These program guidelines are intended to maximize the program's benefit for improving the aesthetics of commercial areas.

The Shuswap Economic Development Society will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project for eligible costs.

Projects must have a minimal total cost of \$1,000

Application Deadline is January 31, 2025.

The Shuswap Economic Development Society offers the Business Facade Improvement Program with funding from the Economic Trust of the Southern Interior of British Columbia (ETSI-BC).

Eligible Areas

The Business Facade Pilot area covers the Businesses within CSRD Electoral Area D, from the following communities: Falkland, Silver Creek, Gardom Lake, Deep Creek, and Salmon Valley.

Eligible Applicants

- The applicant must be either the property owner or the business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant).
- Non-profit and enterprising non-profit organizations (tenants)
- Home-based businesses (including Farm stands) storefronts within the specified areas and Community Halls.
- Property taxes are fully paid and current.
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding
- The business must be either a registered sole proprietorship or corporation

Ineligible Applicants

- Residential homes located in the commercial area, except for farm stands
- Apartment buildings
- Government-owned buildings (municipal, provincial or federal, even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Areas)
- Empty buildings or businesses that are not operating (except if the business is renovating or making improvements to the building in anticipation of re-opening).

Eligible Facade Improvements

Eligible improvements* may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, mouldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Facade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Permanent Landscaping.
- Signage (permanent on applicant property).
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only
- Patios [The municipality defines eligible patio criteria].

***To all applicants** — please connect with the Columbia Shuswap Regional District to ensure all required permitting and associated improvement guidelines are followed.

Ineligible Facade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Non-permanent fixtures (benches, planters, patio heaters, etc.)
- Non-permanent landscaping
- Paving
- Interior/internal improvements
- Improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Improvements that have been started before application approval
- Improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible Façade Improvement Costs/Expenses

- Direct project labour costs
- Design, architectural, or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project-related materials and supplies
- Shipping and/or freight
- PST

Ineligible Costs/Expenses

- Staff wages and/or benefits
- Purchase of construction tools or equipment operational costs including utilities (hydro, gas, etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building facade are not visible from the public right of way
- Facade improvement expenses started before application approval
- GST

Design Guidelines

To be eligible for this grant the applicant must:

1. **Submit before the application intake deadline (January 31, 2025) the following:**
 - o Completed application form
 - o Property owner letter of consent (if applicable)

- o Design/Drawings for the project
- o Contractor's cost estimate for the project
- o Proof of property taxes paid in full
- o Photos of the existing condition of the building(s)
- o A completed Terms and Conditions Form

If the applicant is not the property owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant.

Any improvements that have been started before an application is approved are not eligible for funding.

2. Submit before application reporting deadline (May 31, 2025) the following:

- o Completed Project Completion Report
- o Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full
- o Verification of expenses (including invoices or other confirmations of payment) and submitting totals on the provided expense tracking sheet
- o Proof that the improvements have passed final inspection for permits (where required) and meet all building standards and codes (where required)
- o Photos of the work completed
- o A business testimonial on the benefit the program has had on the business, if requested
- o Any other supporting documentation that may be necessary

Grants for projects meeting eligibility requirements will be awarded on a first come, first eligible basis.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project and see that the finished product looks like what was intended during the application process.

Projects must be as consistent as possible with the general form and character of the design guidelines set out for the area.

Building, sign, and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Facade Improvement Program and should be applied for before or concurrently with the application for this program.

Business Application Process & Submission Deadline

Completed project applications can be submitted by email to info@shuswapecdev.ca or mailed to:

Shuswap Economic Development Society
PO Box 489
Sorrento, BC
V0E 2W0

Applications to be received on or before January 31, 2025

Applying does not necessarily mean your project, or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high-quality standards, and must reflect the spirit and intent of the Business Facade Improvement owner/Tenant to contact the Municipality to determine if the building qualifies for the Facade Improvement Program, discuss your project, and obtain the Program Guide and Application.

1. Owner/Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received by January 31, 2025 to be considered complete.
2. Staff review the application and proposed facade improvements to ensure that improvements meet the applicable Eligibility Requirements and Business Facade Improvement Program Guidelines.
3. Applications are reviewed by the Project Review Committee and a decision to accept or reject the application is made.
4. Applicants are advised of the decision by email.
5. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the Shuswap Economic Development Society.
6. Owner/Tenant acquires any required permits and completes the renovations.
7. Owner/Tenant provides verification of expenses and proof of payment (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
8. Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval has been paid in full, as well as before and after photos (matching) and any other supporting documentation.
 - a. Owner/Tenant acknowledges they may be contacted by the Shuswap Economic Development Society to supply a testimonial about the value of the supported facade improvement to the business.
9. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
10. Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
11. Applicants are issued a cheque.

Please note:

Approved projects must be completed by May 31, 2025.

Evaluation Process

The Project will be reviewed and evaluated by the Business Facade Improvement Program-Project Review Committee. The Project Review Committee will consist of 3 members: one Director from the Shuswap Economic Development Society, the Administrative Manager of the Shuswap Economic Development Society and one Director from the Salmon River Valley Business Society.

All applications will be evaluated using the following ranked criteria:

- Does the project meet the eligibility criteria of the program?
- Does the project meet the applicable Official Community Plan and Bylaw Requirements? (These can be found on CSRD's website)
- Will the project have a noticeable impact on the business, the Area's appeal, and customer experience?
- Will the renovation once complete have a noticeable impact on the community?
- Will the project once complete have a noticeable impact on the streetscape?
- Will the renovation offer a noticeable improvement in the streetscape?
- Was a professional designer or architect used?

**Funding will be allocated based on project eligibility and availability of program funds.
Funding will be committed on a first come, first eligible basis.**

Additional Information

For questions and inquiries please contact:

Heidi Leduc, Administrative Manager
250- 804-5527
info@shuswapecdev.ca
Shuswap Economic Development Society