



**Town of Calmar
Application Form
Downtown Façade Improvement Program, Year 2**

Application Form

This Grant has specific eligibility requirements. Please refer to the Program Guide for the Downtown Façade Improvement Program for more information about the Grant. Applications must show how the proposal meets these requirements. Complete applications and questions can be directed to the Grant Coordinator, at grants@calmar.ca.

Important Reminders:

- Applications open on February 1, 2025, and are processed on a first come, first-served basis.
- Applications will be accepted until 4:30 PM on April 15, 2025 or until the grant moneys have all been allocated..
- Please review the Program Guide prior to applying.
- Applicants are strongly encouraged to contact the Grant Coordinator to confirm eligibility prior to applying and to request a pre-application meeting.

Date of Application: _____

Subject Property Information

Provide details about the property being improved:

Building Address: _____

Legal Address: Lot: _____ Block: _____ Plan: _____

Existing Use: _____

Prior Use (if vacant): _____

Proposed Use: _____

Applicant Information

Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful.

Applicant Type: _____ Property Owner _____ Tenant

Legal Entity Name: _____

Director / Officer: _____

Phone: _____

Email: _____



Designated Contact Information

Applicants may provide a Designated Contact for their application

Contact Name: _____

Phone #: _____

Email: _____

To find legal address, visit <https://calmar.ca/community/experience-calmar/maps/>

Provide legal entity name of business applying for the grant, as it appears on the Corporate Search.

Provide the Director or Officer name as it appears on the Corporate Search.

Pre-Application Meeting

Have you participated in a pre-application meeting? _____

A pre-application meeting is strongly recommended to ensure projects meet the basic criteria.

Basic Eligibility

Have you participated in the Downtown Façade Improvement Program before? _____

If yes, what was previously improved and how is this improvement different? _____

Is the property within the Town of Calmar's Downtown? _____

If no; the property is ineligible for the Downtown Façade Improvement Program.

Is the building an existing commercial or retail building? _____

If no; the property is ineligible for the Downtown Façade Improvement Program.

Are the property taxes overdue? _____

If yes; property taxes must be brought back to current before approval can be given.

Are the property utilities overdue? _____

If yes; any utility accounts must be brought back to current before approval can be given.

Is the property subject to any enforcement Action (Bylaw infraction, etc.)? _____

If yes, this must be resolved before approval can be given.

Is the applicant a party to a legal dispute with the Municipality? _____

If yes, this must be resolved before approval can be given.

Is this a joint application? _____

If yes, please provide all partner information in the application.

Design Elements

Please select which design elements your project demonstrates. For each element, please include a brief description. (Please ensure descriptions, contractor estimates, and drawings are consistent).

Accessibility Improvements: (Example: ramps, handrails, at-grade entrances, automatic doors)

Architectural Improvements: (Example: new or restored eaves, domes, cornices, columns, windowsills and / or lintels)

Awnings and Canopies Improvements: (Example: new weather protection features)

Building Material Improvements: (Example: painting, siding/cladding, masonry)

Exterior Doors and Entrances: (Example: new exterior doors, creating a new entrance)

Lighting improvements: (Example: new exterior light fixtures, accent lighting, motion sensors)

Signage Improvements: (Example: building signage that meets the Land Use Bylaw and is located on the building façade)

Windows: (Example: replacement of existing windows, new glass panes, trim)

Projects that include window treatments that obscure street-level windows and doors or entrances, vinyl wraps, security bars, and rolling shutters are not eligible.

Additional Work: Please list any additional work you plan to undertake as part of your project. Refer to the Program Guide, for a list of eligible costs. Related Façade costs not listed in the Program Guide are at the discretion of Council. Please meet with the Grant Coordinator for further assistance.

Construction Dates

Estimated Start Date: _____
 Estimated Completion Date: _____

Employment Information

Please indicate the number of employees employed by the business at this project location. If the project will impact multiple businesses (for example, a façade improvement for a multi-unit building). If the project space is currently vacant, write “Not Applicable”.

Number of current employees: _____
 Number of future employees: _____

Application Check List

- ___ **Pre-construction photos are attached:** Photos must show current site and its context.
- ___ **Certificate of Title:** Certificates of Title and Corporate Searches can be obtained from an Alberta Registry office. For more information, visit <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- ___ **Letter of Authorization:** If the applicant is not the property owner.
- ___ **Façade Drawings:** Drawings for each façade being improved. Drawings must show the proposed design, including colours, materials, and product specifications. Renderings, construction drawings or elevated drawings are acceptable. The municipality may have plans and drawings that can be used as a base. Please check with the Grant Coordinator.
- ___ **Proof of Insurance.**
- ___ **Application completed in its entirety.**
- ___ **Project Costs:**
 - ___ **Contractor Estimates (Quotes)**
 - ___ **Budget:** For those not working with a contractor. Please provide a detailed budget (receipts to be provided before work begins)
- ___ **Application sent to:**
 - Attn: Grant Coordinator
 - By mail to: PO Box 750, Calmar, AB, T0C0V0, or
 - Hand delivered to 4901 – 50 Avenue, Calmar, AB, or
 - By email: grants@calmar.ca

***Incomplete applications will not be referred for review.**

Application Declaration

In making this application, I/we undersigned, confirm:

- That the information provided in this application is truthful and accurate;
- That I/we have read the ***Program Guide for the Downtown Facade Improvement Program***;
- That I/we understand that when reimbursement is requested, the following requirements must be met:
 - The property taxes and municipal utility bills must not be overdue,
 - The property must not be subject to an unresolved enforcement order,
 - The applicant is not a party to an unresolved legal dispute with the Municipality,
 - The terms and conditions of the agreement must be satisfied; and
- That I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply, and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this grant program.

Applicant Signatures

Only Applicants who are named on a Corporate Search for the Legal Entity Name may sign this page.

Applicant Name:

Applicant Title:

Date:

Signature:

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program and as contact information. If you have any questions about the collection or use of this information, please contact grants@calmar.ca



Schedule B

Review Form (to be completed by the Grant Coordinator)

Application completeness:

1. Date of application received: _____

2. Is the required information all there? Yes ___ No ___

If not and the window for application is still open, please contact the applicant. If complete, skip to point 4.

3. Date of completed application: _____

4. Is the organization existing _____ or new _____

5. Is the organization involved in an area supported by this grant program? Yes ___ No ___

Financial information:

1. Has the applicant provided the anticipated expenses and revenues? Yes ___ No ___

2. Does the applicant have partner(s)? Yes ___ No ___

Other information:

1. Date at which the RFD will be presented to Council: _____

2. Notification to the client of presentation date: _____
___ email ___ phone ___ in-person