

Windsor Business Enhancement Society  
Façade Improvement Program

1. What is this program?
  - a. The Façade Improvement Program offers financial assistance to commercial building owners and tenants located in the downtown core (see BID area).
  - b. Improvements that are eligible include: fixed landscaping and upgrading of exterior building surfaces that are visible to the shopping public. Public parking spaces will be considered only if they can be demonstrated to benefit a majority of businesses in the area.
2. Application process:
  - a. Applicants must submit an application detailing the existing conditions and specifying improvements to take place to qualify for assistance and before the work has begun.
  - b. Once the application has been filled out, it can be mailed to: Box 2499 Windsor NS, B0N 2T0 or dropped off to Mosaic Market at 141 Water Street.
  - c. Once received, The Board of Directors can then approve, decline, or make suggestions for change (to be resubmitted). The Board assesses the benefit of the proposed improvement with regards to it's impact on the downtown in general and the building in particular. The Board of Directors of the WBES has final approval.
  - d. Funds for the program will be budgeted annually and applications will be judged on a first come, first serve basis.
  - e. Funds for successful applicants will be held for 60 days. It will be the applications responsibility to ensure that the work is completed and claimed for within this period of time. Funds for projects that lapse will be lost and made available to other applicants.
3. Program coverage:
  - a. Rebates for completed and approved projects will be made at up to 40% of the costs to a maximum of \$2000 per business. A business can only apply/receive support under the façade program once every 5 years.
4. Rules:
  - a. The applicant must make a commitment to maintain the "new" appearance for a minimum of 5 years.
  - b. Any changes to the original design must be approved in writing or email by the WBES.
  - c. Only commercially assessed buildings within the WBES BID area will be eligible.
  - d. Churches, residences, apartment buildings, associations and club buildings do not qualify.
  - e. Normal maintenance, storm windows, storm doors, and insulation do not qualify.
  - f. Signs advertising products will not be eligible.

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Business Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Is Applicant a Building Owner? Yes \_\_\_ No \_\_\_

Building Owner: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**Description of Improvements:**

Provide a comprehensive description of all proposed improvements. Identify their location on the building, material to be used, type of paint or stain (ex. exterior latex or pigmented stain). Include details, if relevant, of new signs and fixed landscaping.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Costs:**

Break down costs of project:

Supplies and Materials	Anticipated costs (including HST)
<b>Total:</b>	

Labour needed	Anticipated costs (including HST)
<b>Total:</b>	

<b>Total costs for Façade Improvements:</b>	
<b>40% of total costs:</b>	

Who will be providing the labour:

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Project completion date:

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Sketch:

Please provide a basic sketch of the improvements, noting materials and color, sign details (if relevant), basic scale/dimensions. (please note that you are not being judged on your art skills!).

Certification:

I hereby certify that the foregoing information and project description are accurate. Once this project is complete, I will ensure that these improvements are maintained in a "new" appearance for a period of 5 years.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Final Steps:

Once the improvements are fully completed and all costs are paid, The Board of Directors must be notified by mail or email, with all paid receipts. Once this information has been received, payment will be mailed to the applicant.

**Approval is conditional upon completion of entire project within 60 days as submitted and approved.**