



Downtown Revitalization Incentive Program

Application Form: Interior Improvements Grant

This Grant has specific eligibility requirements. Applicants must show how their proposed project meets the grant requirements. Please refer to the **Program Guidelines for the Interior Improvements Grant** for more information about the Grant. Applicants are strongly encouraged to contact the Program staff to confirm eligibility prior to applying, and to request a pre-application meeting.

Please complete all pages of the application form and attach all items outlined in Table 1 (Conditional Approval Application Checklist). Complete applications and questions can be directed to the Program at incentives@rmwb.ca.

Part 1: Applicant Information

Date of Application:	
Applicant Information - Provide details of the Applicant, who is the legal entity to whom the grant is paid, if successful. The Director or Officer is named on the Corporate Search.	
Applicant Type:	☐ Property Owner ☐ Tenant
Legal Entity Name ¹ :	
Operating Name:	
Director/Officer 1:	
Phone:	
Email:	
Director/Officer 2:	
Phone:	
Email:	
Designated Contact Information - Applicants may identify a designated contact to assist with or manage their application (e.g., an employee or consultant).	
Contact Name:	
Phone:	
Email:	





Subject Property Information - Provide details about the property being improved.						
Building Address:						
	Street Address (include unit number(s), if applicable)					
	City, Province					Postal Code
Legal Address ² :	Lot(s)		Block		Plan	

Business Information - Provide details about the business that will receive the grant funding.			
☐	Occupied	Current Occupant:	
☐	Vacant	Prior Occupant:	
		Months Vacant:	
Number of Current Employees:		Full-Time:	Part-Time:
Number of Future Employees:			
Years Operating at Current Location:			
Prior Operating Location (if applicable):			

Part 2: Eligibility Criteria and Project Details

1. Pre-application Meeting	Yes	No
1a. Have you participated in a pre-application meeting?	☐	☐
2. Prior Participation	Yes	No
2a. Has this building received an Interior Improvement Grant previously? If you are unsure, please inquire to ensure funding is available for this project.	☐	☐
3. Basic Eligibility	Yes	No
Please review questions carefully. Responses will determine your eligibility.		
3a. Is the building an existing commercial, institutional, or mixed-use (street-level commercial portions) building ? If not, the building is ineligible for the Program.	☐	☐
3b. Are the following in good standing? If not, please explain. - The property taxes are current and paid. - The municipal utilities bills are current and paid. - The subject property is not subject to an enforcement order (e.g., Stop Order, Bylaw infractions, etc.). - The applicant is not a party to a legal dispute with the Municipality.	☐	☐
3c. Is this project or work solely intended to restore or remediate losses or damages caused by the natural disaster and/or return buildings to pre-event conditions? If yes, project is ineligible.	☐	☒





4. Project Information and Proposed Use of Funds

4a. Select the project type

☐	Renovations to a vacant storefront unit (vacant 6+ months) ☐ Accessibility Addition ☐ Safety Addition	Refer to the <i>Interior Improvement Grant Program Guidelines</i> for information about each project option.
☐	Renovations to vacant unit that is not a storefront (vacant 6+ months) ☐ Accessibility Addition ☐ Safety Addition	
☐	Renovations to an existing (occupied) business (or vacant less than 6 months) ☐ Accessibility Addition ☐ Safety Addition	
☐	Renovations to the common areas of the building ☐ Accessibility Addition ☐ Safety Addition	

Final assessment of project option eligibility will be made by the Municipality.

5. Anticipated Project Cost

5a. Total anticipated project cost:





Part 3: Applicant Declaration

Applicant Declaration

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

- that the information provided in this application, including any resubmissions or clarifications, is truthful and accurate;
- that I/we have read the ***Interior Improvements Grant Guidelines***;
- that I/we understand that costs associated with the restoration or remediation of losses or damages caused by a natural disaster are ineligible;
- 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, and 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 Signature(s)

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

Applicant Name (Director / Officer)	Applicant Title	Signature	Date

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 incentives@rmwb.ca.





Part 4: Document Checklist

Table 1: Conditional Approval Application Checklist

The Program now provides a two-step approval. A partial application may be accepted before applicants obtain pricing. If the proposed project meets the eligibility requirements, a conditional approval will be issued, which holds the funding for your project. Applicants will then have **90 days** to submit pricing for review and full approval.

- ☐ **Letter of Intent** – To include a detailed description of proposed project, setting out the intended benefits of the project and how it achieves the objectives of the Program. The Letter of intent should itemize the proposed improvements including quantities and proposed materials.

For applications requesting additional funding for accessibility and safety, the letter must describe the proposed improvements and how they will address accessibility and safety on a meaningful level. *Ensure descriptions and drawings are consistent.* Please complete **Attachment 1**.
- ☐ **Floor Plans³** – Floor plans for each area being improved. Plans must show the existing and proposed uses, existing and proposed layouts, rooms, entrances/exits, and upgrades to building systems. Sketch plans, renderings or construction drawings are acceptable.
- ☐ **Preconstruction Photos** – Photos must show the current site and its context (JPEG or similar).
- ☐ **Certificate of Title⁴** – Must be issued within the last **45 days**.
 - ☐ For projects in condominiums, please also provide a Registered Change of Directors List, and a Condominium Plan Sheet.
- ☐ **Corporate Search⁴**
 - ☐ For the applicant
 - ☐ For the property owner (if applicant is not the property owner)
- ☐ **Letter of Authorization (if applicant is not the property owner)** – Please have property owner complete **Attachment 2**, if applicable.

Please Note

Incomplete applications will not be reviewed. The documents listed in Table 1 will be reviewed by the Program and municipal departments. Advice on your proposal may be provided.

Please do not submit the items in Table 2 until you have received a decision on your application.





Table 2: Final Approval Application Checklist

The following documents must be provided within **90 days** of a project receiving conditional approval. The conditional approval letter may also stipulate additional documents or revisions that must be provided alongside these documents.

☐ **Two prices for each portion of the project.**

☐ **Contractor Estimates** – Two (2) detailed contractor estimates by different contractors. Estimates must include pricing for each portion of the project, including materials, labour, and permits. Please note that warranties, insurance and non-specific costs such as profit or contingency are ineligible and will not be considered in the grant calculation.

☐ **Pricing from suppliers** – Two (2) price from suppliers for each portion of the project.

Note: For items that an applicant may purchase from a supplier, the Program may, at its sole discretion, accept a budget and product specifications prepared by the applicant.

A final decision will be made based on the proposed pricing. If approved, applicants will be provided with a grant agreement setting out the full terms and conditions of Program participation will be provided.





Letter of Intent

Date:	
Subject Property Address:	
Applicant Name:	
Director/Officer ¹ :	
Phone:	
Email:	

Select which Program Objectives the proposed project aligns with:

- ☐ To enhance the aesthetic qualities of buildings and properties.
- ☐ To encourage the reuse of vacant buildings.
- ☐ To increase the safety and security of private buildings and commercial storefronts.
- ☐ To improve the accessibility of private buildings and commercial storefronts.

Project Description:

Please describe the benefits of this **Interior** renovation project and how it meets the Program objectives.

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Please describe the aims of this project. If you would like your application considered for additional accessibility or safety funding, please provide information about how your project meets accessibility standards and safety recommendations.

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Provide an itemized list of the proposed improvements. For further information and advice, refer to the Interior Improvements Grant guidelines. Please provide details, including quantities, specifications, and materials. For accessibility and safety improvements, please describe how the proposed improvements will increase accessibility or address safety concerns. Descriptions should match the proposed Site Plan. The information provided below will be circulated to municipal departments.

Improvement	Details
Example: Flooring	<i>Remove 1,300 square feet of carpet in two offices and the reception area. Supply and install 1,300 square feet of new LVP (luxury vinyl plank) flooring in those rooms.</i>
Example: Flooring (accessibility improvements)	<i>Install 1,300 square feet of new LVT (Luxury Vinyl Tile or vinyl sheet) flooring that is firm, slip-resistant and anti-glare. The main reception area will be Charcoal Grey 177 and the office area will be Forest Green 123 to allow visual identification and contrast between rooms.</i>

Note: Please attach additional pages, if necessary.





Letter of Authorization

A Letter of Authorization is required for the following grant applications made by tenants: Façade Improvement Grant (Simple or Comprehensive projects), Interior Improvement Grant (renovations to common areas), Premises Improvement Grant, and Murals Grant. This form is completed by the property owner.

Subject Property (civic address):	
Applicant Name:	
Property Owner:	
Director/Officer¹:	
Phone:	
Email:	

In signing this Letter of Authorization, I/we undersigned, confirm:

- that I/we authorize the above-named Applicant to apply to the Downtown Revitalization Incentives Program (“the Program”);
- that I/we understand that the Program provides grants to eligible buildings for certain projects and that participation by the above-named Applicant may limit my/our ability, or the ability of other tenants, to the apply to the Program;
- that I/we authorize the above Applicant to apply for the following grant streams:

- ☐ Façade Improvement Grant
 - ☐ Simple Facade Improvement Grant
 - ☐ Comprehensive Facade Improvement Grant
- ☐ Common Area Interior Improvements Grant
- ☐ Murals Grant
- ☐ Premises Improvement Grant

- that I/we understand that for the Applicant to qualify for funding, the following requirements must be met at time of reimbursement: the property taxes and municipal utility bills must not be overdue, and the property must not be subject to an unresolved enforcement order.

Property Owner Name ¹	Signature	Date

¹ If the property owner is a Legal Entity (and not an individual), the person signing must be a Director or Officer of that Legal Entity, as identified on the Corporate Search.

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 is collected as evidence





of your consent for the applicant to be registered under the program. It will also be used to process their application, administer the program and to contact you when necessary. If you have any questions about the collection or use of this information, please contact incentives@rmwb.ca.

¹ Provide the Legal Entity Name of business or organization applying for the grant, as it appears on the Corporate Search.

² To find a legal address, visit:

<http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>

³ The Municipality may have plans and drawings that can be used as a base. Please inquire to:

p&drecordmanagement@rmwb.ca

⁴ 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>.

