



Danforth Village BIA

Shoppers World Postal Outlet
3003 Danforth Ave. P.O. Box 93617
Toronto, ON M4C 5R5

2020 Commercial Façade Improvement Grant Program

The City of Toronto's Commercial Façade Improvement Program will match 50% of the costs of façade improvements for your business or commercial property up to \$12,500 for units located within the Danforth Village Business Improvement Area. An additional \$2,500 in matching funds are available for businesses that implement accessibility upgrades to the entranceway of the building that meet AODA Standards.

The program's funding is allocated on a first-come-first-serve basis, so if you are interested in participating in the Façade Improvement Program for 2020, we recommend that you apply ASAP. Applications will be accepted until Thursday, May 7, 2020 or when funds are expended, whichever comes first.

2020 Grant Application forms are included in this package.

Application forms can also be downloaded from the Danforth Village website - www.dvbia.ca/forms

Acceptable façade improvements include any combination of 3 or more items below:

- Brick cleaning treatments such as power washing
- Re-pointing of brick masonry
- Exterior painting (not including painting of brick) as part of other facade improvements
- Replacement of doors or windows (on any level on the front facade of the building)
- Replacement or repair of cornice, parapets and other architectural features
- Installation or replacement of awnings
- Installation and improvement of signage
- Installation or upgrading of exterior lighting features
- Professional redesign of storefront
- Installation of wheelchair ramps and other entranceway accessibility features
- Other improvements as agreed to by the Manager at The City BIA Office

The program does not include the following improvements:

- Brick painting
- Stucco work
- Interior renovations
- Same-as replacements of existing features

Applying for the Facade Improvement Program is very simple:

1. First, you must be eligible for the program
 - Applicant must be the property owner or have the permission of the property owner.
 - Building and property must be located in the Danforth Village Business Improvement Area.
 - Applicant must not owe outstanding taxes to the City.
 - Applicant must not start the improvement project before the funding application is approved.
 - Applicant must not have received the maximum façade improvement funding for the property in previous years.
2. Collect 2 quotes for each of the 3+ pieces of facade work that you want to complete.
3. Complete & submit the application form as indicated to Michael Saunders at The City BIA Office.
4. If approved for funding, you will go into a formal agreement with The City of Toronto – Economic Development & Culture Division.
5. Once the facade improvements are completed and accounted for, The City will provide the approved grant funding to the applicant.

For Full Program Details, Please Contact:

Michael Saunders

The City of Toronto BIA Office.

Phone: (416) 392-1005

Email: msaunder@toronto.ca

City Program Website:

www.toronto.ca/commercial-facade-improvement/

For Local Assistance & Forms, Please Contact:

Louis Dapergolas

Chairman,

Danforth Village BIA

Call or Text: (416) 720-3904

Email: info@dvbia.ca

Façade Improvement Program FAQ

Below are some commonly asked questions that we regularly receive. Many of these and other questions are answered in the application package. Please contact program administrator – Michael Saunders for more specific & detailed answers to these questions.

Q: Does the grant apply to facade renovations that have already been completed?

A: No, facade renovations must be completed following the application's approval by The City of Toronto Economic Development & Culture Division.

Q: Am I a member of the Danforth Village BIA (Business Improvement Area)?

A: All commercial properties along Danforth Ave between Victoria Park and Westlake Ave (2404 to 3060 Danforth Ave.) are members of the Danforth Village BIA. If you are unsure, check for a special BIA Levy charge on your property tax assessment.

Q: Why is brick painting and stucco work not considered for funding as part of the Façade Improvement Program?

A: Painting and stuccoing on brick is considered to be damaging to the underlying material and is therefore not an improvement of the commercial property.

Q: I am having trouble finding a contractor to provide a quote for this work. Any Recommendations?

A: The Danforth Village BIA cannot recommend any specific contractors as we cannot speak to their qualifications, professionalism or quality of workmanship. We highly recommend that you request references from each contractor prior to hiring them. Alternatively, a great resource that you can use to find contractors are web-databases such as Home Stars or the Toronto Construction Association website. We also recommend walking around the area to look for nice facades. When you see one you like, ask the business owner who did the work – most of the time they will happily provide you with the contact and other valuable information.

Q: How long does it take for an application to get approved?

A: Provided that the submitted application package is complete, it takes about five weeks (and often less) to receive comments from various city divisions on your proposal. The City will send you a letter confirming approval with conditions or non-approval. If it is an approval letter, you must sign and return a copy of the letter to the city. After signing the letter, your contractors can commence work on the approved facade improvements.

Q: How long do I have to complete the work once the application is approved?

A: Typically, you have until about the end of October to complete the facade improvement work (see agreement from the city for details). In some cases, the deadline can be extended slightly on a per-request basis.

Q: Do I have to get permits to do the work once the grant is approved?

A: Yes, the necessary permits are still required for all construction once the facade grant has been approved.

Façade Improvement Program FAQ

Q: Do I need to submit professional drawings in the application forms?

A: The drawings in the application do not have to be produced by a professional, but they must be clear and legible in order to adequately show what facade work will be completed through the program. One simple trick is to print a photo of the building out and draw the proposed building facade improvements outlined with a marker on to the photo.

Q: Do you have to use the contractor who provided you with the lowest quote?

A: No, you can use any contractor that you want to work with to ensure that the work is done properly and on time. We highly recommend contacting any contractors references prior to hiring them.

Q: When is the deadline?

A: Applications will be accepted until Thursday, May 7, 2020 or when funds are expended, whichever comes first. We recommend that you apply as soon as possible to ensure that you receive funding.

Q: Is this program intended for commercial landlords or business tenants?

A: This program is intended for both commercial landlords and business tenants. Often the best facade renovations happen when the landlord & tenant work together to improve the condition of the building, making it both more visually attractive and functional. Ultimately all renovations require written the permission of the landlord.

Q: Does the program cover the cost of replacements & clean up?

A: The facade improvement grant program is not a maintenance program to fix broken windows or signs, clean-up a pigeon problem, replace pavers etc. The intent of the program is to enhance the look of the front of the building for commercial properties.

Q: I own multiple commercial properties; can I apply for the Façade Improvement Program for both?

A: You may make multiple applications for multiple commercial properties that you own, provided that those properties are not located directly beside each other. In the case that the commercial properties are located directly beside each other, they are considered a single property under provincial law and would only qualify for a single application, unless the properties have been severed by obtaining a part lot control exemption.

Q: I only have 1 (one) improvement that I want to make, do I qualify for this grant?

A: No. The grant is intended to help business owners do significant renovations to their storefront, applicants must complete at least 3 (three) or more facade renovations in order to qualify to get the grant.

Q: Who provides this program?

A: This program is offered to small businesses located within established Business Improvement Areas (BIA's) by The City of Toronto.



2020 Commercial - Industrial Façade and Property Improvement Grant Program

Deadline: Thursday, May 07, 2020

Note: Subject to funding availability, applications will be accepted until Thursday, May 7, 2020 or when funds are expended, whichever comes first. Applications are considered on a first in, first reviewed basis.

Please submit application to: Michael Saunders, Economic Partnership Advisor
Economic Development & Culture
Business Growth Services – BIA Office
77 Elizabeth Street, Second Floor
Toronto, ON, M5G 1P4
Tel: 416-392-1005 Fax: 416-392-1380
Michael.Saunders@toronto.ca

Program Grant Funding

This program is available to owners and tenants of buildings used for commercial uses at street level, of multiunit strip plazas, and of industrial properties located in the City's Business Improvement Areas (BIAs). Under the program the City funding is equal to one-half of the costs of approved improvements to a maximum grant of \$12,500 for a minimum of \$25,000 of improvements. A minimum of three eligible improvements must be made.

In addition, for multiunit strip plazas under single ownership or adjoining buildings on separate properties under one ownership, the applicant will be eligible for an additional matching grant of up to \$2,500 per unit or building, improved to a maximum grant of \$25,000 including the \$12,500 "base" grant. A minimum of three eligible improvements must be made to each unit or building.

For accessibility improvements such as the installation of ramps, handrails and other exterior accessibility devices which meet AODA design standards, the applicant will be eligible for up to \$2,500 in bonus matching grant funding in addition to the \$12,500 "base" grant for façade and property improvements.

Applications for work totaling less than \$5,000 are ineligible.

For assistance in calculating the maximum potential funding for your project, please call 416-392-1005.

The façade improvement and property improvement grant program is not a maintenance program to fix broken windows or signs, remove or clean bird droppings from signs and window ledges, or replace chipped driveway pavers etc.. The intent of the program is to change the appearance of the front of the commercial or industrial building (or the side of a building facing a public road on a corner property) and the appearance of commercial properties, multiunit strip plazas and industrial properties.



2020 Commercial - Industrial Façade and Property Improvement Grant Program

Applicant Business Information (please print)

Property Address (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):	
Registered Property Owner:	
Applicant Name:	
Applicant Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Country, Postal Code):	Telephone Numbers:
	Email Address:
	Please select: <input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Both
Assessment Roll No:	
Name of BIA:	

Program Guidelines

Please read the Guidelines below carefully and direct any questions to the Economic Partnership Advisor at 416-392-1005 or email to Michael.Saunders@toronto.ca . Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

- 1) The Commercial and Industrial Façade and Property Improvement Grant Program is available only to improve the front building façade (face) of commercial, multiunit strip plazas and industrial properties (and the side of a building façade facing a public road for corner properties), and the property appearance for commercial, industrial and multiunit strip plazas in the City's BIAs. The program is not to cover maintenance costs of existing building façades and property elements.
- 2) Eligible properties must have a commercial or an industrial use at grade at the front of a building facing a public road.
- 3) Places of worship, institutional buildings, and residential buildings are ineligible for the program.
- 4) Properties with outstanding infractions and or work orders from City of Toronto Municipal Licensing and Standards are ineligible until all outstanding infractions and work orders are resolved, and properties with outstanding municipal taxes and or levies are ineligible until the outstanding taxes and levies are paid.

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- 5) Stucco work, door and window banners, door and window decals, sidewalk cafes or patios, and painting of brick are ineligible and should not form part of the submitted application.
- 6) The cost of an accredited design professional (architect or architectural technologist) may be included as a component of eligible grant expenses. Reimbursable expenses for these design services will not exceed 10% (ten per cent) of the total eligible grant.
- 7) Applications must include a minimum of three (3) of the eligible façade, accessibility and or property improvements listed below:

Building Façade

- a) Brick cleaning treatments such as power washing
- b) Re-pointing of brick masonry
- c) Exterior painting (not including painting of brick) as part of other façade improvements
- d) Replacement of doors or windows (on any level on the front facade of the building)
- e) Replacement or repair of cornice, parapets and other architectural features
- f) Installation or replacement of awnings or canopies
- g) Installation and improvement of signage
- h) Installation or upgrading of exterior lighting features
- i) Storefront redesign

Accessibility

- j) Installation of wheelchair ramps, handrails and other exterior accessibility devices which meet AODA design standards

Property Improvements

- k) Exterior decorative or security lighting
- l) Outdoor shipping/loading docks
- m) Solar panels
- n) Security fencing
- o) Ground mounted signage-pylons
- p) Lighting for on-site parking areas
- q) On-site landscaping features visible from a public road

Other Improvements

- r) Other improvements as agreed to by the Manager, BIA Office.

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- 8) Façade and Property Improvement Grants are allocated on the basis of individual property ownership, with one grant per property parcel owner. Adjoining business premises under the same ownership are eligible for only one grant. For example, if there are two or more adjacent or attached store fronts which are owned by the same owner or company, under the Program this is considered as one property, and is eligible for one grant. If needed, please refer any questions to staff on this or other grant details.
- 9) Under the Program, a corner property must be located immediately adjacent to the intersection of two public roads within the eligible BIA area. Buildings adjacent to driveways, public or private laneways are not corner properties.
- 10) To obtain grant approval and commence work under the Program, the property owner must receive, sign and return the “Letter of Understanding” issued by the Manager, BIA office. Work already begun or completed on the property prior to this occurrence is ineligible.
- 11) Two quotes covering each component of the proposed work must be submitted with the application. Applicants are permitted to submit two quotes from each of two contractors that cover all components of the work. (Using one general contractor for all the components of the work can be more effective and efficient because the contractor assumes responsibility to organize and coordinate the different trades and components of the work).
- 12) Incomplete applications will not be reviewed.
- 13) Applications received after the deadline, or when there are no longer any funds available, will not be reviewed.
- 14) The owner of a property that was the subject of the maximum façade or property improvement grant in the previous 10 years and their tenants, are ineligible to apply for the same building or on the same property.
- 15) Applicants must determine if the property is listed in the City’s inventory of heritage properties. (see page 8).



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Estimated Cost of Proposed Façade Improvements

Attach either two independent detailed contractor estimates for each component of the work, or two general contractor estimates covering all of the components of the work. The quotes must be for the same scope of work. Funding will be awarded on the basis of the lowest bid.

Name of the Contractor/ Subcontractor with lowest bid:	
Amount	\$
Name of the Contractor/ Subcontractor with 2 nd lowest bid	
Amount	\$

Please attach copies of estimates to this page.

Permission to Photograph or Video Building Façade

I/We authorize and hereby grant permission to the City of Toronto to photograph and / or videotape the subject building facade, and / or to use and / or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the City of Toronto without compensation.

Owner(s) Name (Print)

Signature of Owner(s)

Date (yyyy-mm-dd): _____

Description and Scope of Proposed Improvements (bullet form)



Application

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Please place photograph of existing façade here or provide the photo as a separate attachment to an email. .

NOTE: The photograph of the property attached to this form may be reproduced in City of Toronto publications/ material, including marketing and promotional materials and the City of Toronto official website.



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Description and Scope of Work of Proposed Improvements

- Provide notes on the drawing or photo to show what areas of the façade are to be cleansed, repaired, painted, rebuilt, resurfaced, etc.
- Indicate what fixtures are being replaced such as new windows, doors, signage, lighting or awnings
- If you need additional space for description please use the reverse of this page.

Description and Scope of Work of Proposed Improvements (cont'd)

- Please attach a detailed drawing or sketch of the proposed façade below or show proposed façade improvements on a building photo with a colour marker.



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Property Heritage Status

1. Applicants must determine if the property is included on the City’s Inventory of Heritage Properties. To determine if the property is listed or designated, first visit the web site www.toronto.ca/heritage-preservation or call 416-392-1975.

2. Answer the following question by checking the appropriate box below:

Is the property included on the City’s Inventory of Heritage Properties? Yes No

3. If the answer to the above question is “No”, then no further action is required.

4. If the answer to the above question is “Yes”, you must contact the City’s Heritage Preservation Services (HPS) to obtain a review of the proposed scope of work prior to obtaining quotes from contractors. The scope of work for heritage buildings must include the following:

- a. A clear description of the project including proposed conservation methods and techniques, accompanied by specifications and/or architectural drawings. (Note: an architect or an architectural technologist can prepare the scope of work/specification and the cost of this service is an eligible expense; see page 3, item 6.)
- b. Recent photographs providing an overall view of the main façade.
- c. Recent photographs clearly illustrating the areas of the building that are the subject of the proposed work, e.g. photographs of masonry units, windows/doors, etc.

5. To arrange a review by HPS staff of the scope of work, contact Erin Smith at telephone number 416-338-1089 or email her at Erin.Smith@toronto.ca for applications east of University Avenue, and contact Nathan Bortolin at telephone number 416-392-5072 or email him at Nathan.Bortolin@toronto.ca for applications west of University Avenue. HPS staff must sign in the space provided beneath the solid line on this page to certify their review and approval of the proposed scope of work. The HPS staff member must also initial page 5 of the application, “Description and Scope of Proposed Improvements”.

6. If required, Building Permit application drawings must also be approved and stamped by HPS staff.

For Heritage Preservation Services Staff Only

The scope of work for the property with municipal address _____ has been reviewed and approved by HPS staff.

(Name of HPS Staff)

(Date)

The HPS staff member who reviewed the scope of work must also initial and date page 5 of the application, “Description and Scope of Proposed Improvements”.



Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration: I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address: _____ Email _____

Tel. No. _____

Postal Code: _____ Fax No. _____

Name of Signing Officer or Name of Applicant (Name – *please print*): _____ Position: _____

Signature: _____
Authorised Signing Officer or Individual

Date: _____

Multilingual Services: 311 and TTY 416-338-0889



For Office Use Only
DECLARATION OF COMPLIANCE WITH ANTI-HARASSMENT/ DISCRIMINATION LEGISLATION & CITY POLICY

Date:

Group/Vendor/Individual Name:



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Letter of Application

Grant Recipients (Organization)

Owner: I/We are the owner(s) of the property at _____.
 I/We attach a copy of the most recent registered deed for the property as proof of ownership.
 I/We certify that all property taxes and other amounts owing to the City are fully paid and not in arrears.

Or for Tenant: I/We are the tenants of the property at _____,
 and have attached a "No Objection" letter to the proposed façade improvements from the property owner
 and the same letter from the property owner shall confirm the person or corporation receiving the grant if
 the work is approved and satisfactorily completed, and that all property taxes and other amounts owing to
 the City are fully paid and not in arrears.

For all:

I/We attach a copy of the articles of incorporation of the corporation (if a corporation).

I/We apply for funding in the amount of \$_____ for the purposes of improvements to the building and or property at municipal address _____.

I/ We agree that if program funding is approved a Letter of Understanding will be executed and returned to the City.

I/We certify that the building façade has been inspected and complies with the Ontario Building Code, City by-laws and all applicable law.

I/We will obtain all necessary permits required for or in respect of the improvements.

I/We will ensure that the improvements will be carried out in accordance with the Building Code, City of Toronto By-laws, and all other applicable law.

I/We will provide proof of payment to any contractors i.e. photocopies of all invoices stamped 'paid' relating to the improvements.

I/We acknowledge that the completed improvements are subject to inspection by the City.

Date (yyyy-mm-dd)

Signature

Corporation Name (if applicable)

I/We have authority to bind the Corporation

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Checklist

Deadline: Thursday, May 7, 2020

- Subject to funding availability, applications will be accepted until Thursday, May 7, 2020 or until funds are fully expended, **whichever comes first**.
- Applications are considered on a first in, first reviewed basis.

PLEASE SUBMIT APPLICATION TO:

Michael Saunders
Economic Partnership Advisor
Economic Development & Culture
Business Growth Services – BIA Office
77 Elizabeth Street, 2nd Floor
Toronto, ON M5G 1P4
Tel: (416) 392-1005
Email: Michael.Saunders@toronto.ca

Documents to be submitted with the completed façade application form:

- 2 contractor estimates for proposed façade improvements
- High resolution digital photograph of the current façade or outside property
- Sketch, marked photo and / or architectural drawing of the proposed façade
- Proof of ownership (copy of the land deed or copy of the latest property tax bill)
- Confirmation of the heritage status of the property (page 8)
- Signed "Declaration of a Non-Discrimination Policy" (page 9)
- Signed "Letter of Application" (page 10)
- If the tenant is applying for the grant, please provide a 'no-objection' letter from the property owner, stating the contact person for the file and who is to receive the grant if the application is approved and the work is satisfactorily completed.

NOTE:

- Please submit the application form to our office with the above mentioned documents.
- No work on the façade should commence prior to written confirmation of the grant.
- Incomplete or late submissions will not be reviewed.