



## Signage Grant Program

## ECONOMIC DEVELOPMENT PLAN

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### APPLICATION FORM

#### FOR OFFICE USE ONLY

Name:
Phone:
Email:
Address:

Date Application Received:
Council Approval Date:
Grant Amount:
Grant Payment Date:

### REGISTERED PROPERTY OWNERSHIP INFORMATION

Name:	
Address:	PID No.:
Postal Code:	
Type of Ownership:	Owner's Signature - Approving Improvements:

### PROPOSED IMPROVEMENTS TO COMMERCIAL PROPERTY

Storefront Improvements:
Signage type:
Estimated Cost of Signage Improvements:

Check appropriately:

I own the property in consideration       I lease the property in consideration

I have read the **Signage Grant Program Guidelines** and I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

# Signage Grant Program Guidelines

## Eligibility Requirements:

Please check each box to indicate acceptance of the eligibility requirement.

- All work must be done on a street facing side of an existing COMMERCIAL property.
- All work must be done on the exterior of the building and result in a publicly visible improvement. Work on the rear or roof of the building is not eligible for a Signage Grant.
- Signage Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.**
- Only work begun **after** approval will be eligible for a Signage Grant.
- APPLICATIONS will be reviewed on a first come, first served basis per annum, meeting Zoning By-law & Building By-law requirements.
- Total Project cost may exceed \$2,000 but Signage Grants are limited to 50% of cost up to a maximum of \$1000.00.
- Approved Home Occupations may qualify for Signage Grants for the commercial or mixed use of the building.
- New COMMERCIAL construction projects are eligible to apply for Signage Grants when submitting Plans for Building Permit Approval.

## Properties that are not Eligible:

The following types of property are not eligible for the Signage Grant Program:

**Property with overdue sewer utility fees**

**Property/owners in Litigation with the Town**

**Property in condemnation or receivership**

**Property owned by religious groups**

**Property owned by nonprofit organizations on which taxes are not being paid**

**Properties, on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, organizations, etc.**

**Exclusively residential buildings**

# Signage Grant Program Guidelines

## Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review, and will draft a recommendation to Council for consideration.

The program will grant to owners or to tenants of Commercial properties up to \$1000.00 (or up to 50% of the cost of the sign project, whichever is less). The Grant is in the form of a reimbursement of costs, following a submission and review of the detailed bill(s) as supplied by sign makers and contractors involved, endorsed by the owner or tenant.

This program is meant to stimulate Commercial property improvements, increase business visibility and encourage visual continuity in the business core for signage design. All existing and new businesses in a Commercial Zone are eligible to apply (on a first come first served basis) per annum for each property. Council will determine the amount of funding to be made available to the program during preparation of its annual budget.

Each application package will be reviewed to determine whether the project should receive a grant and determine the amount of the award giving priority to projects that meet the following criteria:

**Will the project positively contribute to the Town's Economic Development Plan?**

**Will the project ameliorate a blighting influence?**

**Will the project substantially leverage more investments than the required matching amount of the grant?**

**Will the grant result in an improvement that would not be made otherwise?**

**Does the project comply with the Signage Grant Program's Guidelines?**

## Required Materials for Application

*Application packages must include enough documentation to illustrate the visual impact of the project and its costs. **Failure to provide required information will delay the review process.** The items submitted should include:*

- Completed application form including**, written consent from property owner giving permission to conduct Signage improvements.
- Colour photographs of existing conditions
- Samples of materials and colours to be used
- Any other documentation necessary to illustrate the visual impact of the proposed project, site plan and completion schedule.
- Submit two competitive proposals from licensed and bonded contractors.** These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. **Contractors cannot be changed unless new proposals have been submitted to the Town.**
- Owners or merchants who are in contracting business and intend to perform work on their own properties or businesses, must furnish **at least one proposal other than their own for the work to be done.**
- Owners and merchants may also perform work on their own buildings; however they will not be reimbursed for their time while acting as contractor and/or installing material. **Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees.**

## Signage Grant Program Guidelines

### Award Reimbursement

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, with no Signage Grant to exceed \$1,000. All necessary government approvals, building permits and taxes are not eligible items for reimbursement.

The Town reserves the right to refuse reimbursements in whole or in part for work that:

does not conform to the program guidelines.

***do not conform to the proposals submitted with your application and authorized by Council.***

are not commensurate with the workmanship and cost customary to the industry.

are not completed within 12 months. Since Grant Funding cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date.

***Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.***

***Staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by Council in order to retain the façade grant.***

### Required Material for Reimbursement

Reimbursement can be expected in approximately **Three (3) to six (6) weeks** after all of the following documentation has been submitted:

**Copies of all paid invoices, cancelled checks, and or bank statements for all of the façade work covered by grant. These must equal at least the required matching amount plus the amount of the Signage Grant. All project expenditures must be shown to be paid in full. The invoices must be marked paid, signed, and dated by the contractors.**

***Cash payments are not acceptable.***

***Lien waivers cannot be substituted for cancelled checks or bank statements.***

**Colour photographs of completed project.**