

**Business Revitalization Program
C1 Small Commercial**

OVERVIEW

The C1 Small Commercial Business Revitalization Program provides C1 Zoned Businesses in the Downtown Core an opportunity to improve and/or update the visual appearance of their Business.

Eligible improvements may include painting, flooring, shelving/cabinetry, light fixtures and exterior frontage including permanent signage, trim, fascia, siding and brickwork, and exterior windows/doors. Examples of non-eligible improvements include appliances, electrical/plumbing (including furnace/hot water tank/utility upgrades), structural improvements (including replacement of structural wall), roofing, sidewalks, staff rooms, development permits and/or inspection fees. All applicants are advised to contact Economic Development in advance if they have any questions about the eligibility of specific improvements.

DETAILS

1. Each Business can submit one application annually.
2. Program applies only to existing permitted and licensed Businesses within the Town of Vegreville.
3. Program does not apply to Home-Based Businesses or new Commercial Construction.
4. Priority is given to C1 Zoned Businesses within the Downtown Core however consideration will be given to Businesses outside of the Downtown Core if the program is underapplied or if funding is otherwise available.
5. Applicants eligible for a rebate of up to 20%.
6. Maximum program benefit is \$2,000 per Business location, example:
 - i. \$8,000 of Improvements (excluding G.S.T) Rebate 20% = \$1,600
 - ii. \$10,000 of Improvements (excluding G.S.T) Rebate 20% = \$2,000
7. Minimum of 20% of the improvements must be devoted to exterior frontage.
8. Applications are accepted from April 1 to October 31.
9. All improvements must be completed by December 1.
10. Eligible improvements must comply with the current Vegreville Land Use By-law.
11. Applicants are responsible for ensuring they meet the eligibility criteria and must confirm they qualify for the Business Revitalization Program.
12. Other programs may be available to assist with the cost of improvements upon approval of the application. The successful applicant is invited to contact *Community Futures* to explore funding options.

Applicant Checklist

Please complete and return the following checklist as part of your complete Application Package.

I have provided proof of completion of the following and have attached the required documents where applicable:

(please check off when complete or note 'NA' if not applicable and provide reason why)

- Completed and Signed Application; and,
- Written approval from the landlord/owner granting permission for any and all work to be completed, if applicant is a tenant in the building where the work is being completed and **must include** Owner's Name, Phone Number and Email address; and,
- As per development permits, any work requiring inspection must be approved upon completion as per requirements; and,
- All permit-based work must be approved by the Development Authority before the project is classified as complete; and,
- Two (2) quotes which must be received prior to the commencement of work being started; and,
- Where work is completed by the Owner and in the absence of a contractor, applicant provides itemized cost details; and,
- Copies of all invoices attached.

Completed applications can be sent to:

Mail	Email	Drop off
Town of Vegreville Economic Development Box 640 Vegreville, Alberta T9C 1R7	ecdev@vegreville.com	Town of Vegreville Administrative Building 4829 50 Street Vegreville, Alberta Front Door – Drop Box Available 24 hours
	Need More Information?	
	Contact Economic Development 780-632-3891	

APPLICATION

Vegreville Economic Development Business Revitalization Program C1 Small Commercial

Application Year:	Date of Application:	Vegreville Business License #:	
Business Name:	Applicant Name:	Business Contact Number:	
Business Mailing Address:	Business Physical Address:	Applicant Contact Number:	
Email Address:	Zoning:	Total Project Dollar Value:	
Proposed Project Start Date:	Quote 1 (excluding G.S.T - Attached): Total	Permits/Approvals by Development Authority (List all and Attach Copies):	
Proposed Project Completion Date:	Quote 2 (excluding G.S.T - Attached): Total		
Building Status - Own or Lease: Own - Has any work been completed by the Owner? Yes (Attach itemized cost details) No		Specific Improvements (Check all that apply): Painting Flooring Shelving Cabinetry Light fixtures Permanent signage	Exterior frontage Trim Facia Siding Brickwork Other (provide details in <i>Full Project Description</i>)
Lease (Attach written approval from the landlord/owner granting permission for any and all work to be completed)			
Full Project Description (attach additional sheet if necessary):			
I hereby verify that all information provided herein is accurate to the best of my ability:			
Printed Name		Signature	
Date			
Internal Use Only (Check all boxes as completed)			
Date Application received:	Application Reviewed by:	Date Reviewed:	
Business Licence confirmed with IP&D	Permits validated with IP&D	Eligible Rebate Amount:	
Approved – Total Rebate Amount Approved:	Rejected (Specify Rejection Reason)		
Approval/Rejection Letter Drafted by:	Approval/Rejection Letter Mailed (Copy attached)	All Original Application and Supporting Documents Scanned and Saved	
All Original Application and Supporting Documents forwarded to Accounts Payable for Processing	Voucher Drafted Posted to Account Package prepared for presentation by Ec Dev Manager and Board Members		