



GLEBE BIA FAÇADE IMPROVEMENT GRANT PROGRAM

GUIDELINES

1. Program Purpose and Overview

The Glebe BIA (GBIA) Façade Improvement Grant Program is intended to support the enhancement of building façades within the Glebe commercial district. The program provides financial assistance to eligible property owners and business tenants to improve the visual quality, functionality, and streetscape presence of retail and commercial buildings.

The program aims to:

- Improve the overall appearance and character of the Glebe’s commercial area
- Encourage private investment in building improvements
- Enhance the pedestrian experience and strengthen the streetscape

For the 2026 program year, the GBIA has allocated \$25,000 in total funding. Grants are provided as a reimbursement of up to 50% of eligible costs, to a maximum of \$5,000 per building or tenant, subject to available funds. Projects must have a minimum total cost of \$1,000.

Funding is allocated on a first-come, first-served basis, subject to design merit and eligibility.

Application Deadline: April 20, 2025

2. Definitions

A façade is defined as the principal exterior face or faces of a building that front a public street and are visible from the public right-of-way.

3. Eligible Properties

Eligible properties must:

- Be privately owned buildings located within the defined boundaries of the Glebe BIA, as shown on the Program Area Map (Schedule “A”)
- Contain commercial or mixed-use space with a publicly visible façade

4. Eligible Applicants

Applicants must meet all the following requirements:

- Be either:
 - The registered property owner; or
 - A business tenant with written authorization from the property owner
- Have all property taxes, utilities, and business licences fully paid and current
- Have no outstanding City liens against the property or applicant
- Be in compliance with applicable zoning regulations, or commit to compliance prior to project completion
- Have no outstanding building permits, stop-work orders, or development conditions
- Propose improvements that face and are visible from the public right-of-way
- Meet all program insurance requirements
- Complete the approved project within six (6) months of commencement
- Not have received a previous grant under this program for the same improvements

5. Ineligible Applicants

The following are not eligible for funding:

- Residential-only buildings
- Apartment buildings
- Government-owned or government-occupied buildings (municipal, provincial, or federal)
- Properties located outside the GBIA boundary
- Vacant or non-operating businesses, except where renovations are required for re-opening
- Businesses primarily engaged in:
 - Gambling or gaming
 - Sexually oriented services
 - Payday or auto loan services
 - Liquor retail
 - Tobacco, CBD, or vape sales

6. Eligible Façade Improvements

Eligible improvements must contribute meaningfully to the overall enhancement of the building façade and streetscape. Eligible improvements include, but are not limited to:

- New exterior lighting
- Architectural features and decorative detailing
- Façade surface treatments, including painting, siding, stucco, stone, or masonry
- Windows, entrances, and doorways when incorporated as part of a broader façade improvement
- Awnings
- Permanent signage improvements, including:
 - Removal of non-conforming signage
 - Sign consolidation
 - Replacement of temporary signage with permanent signage
- Accessibility improvements located on the exterior of the building
- Permanent patio structures, provided they remain in place for a minimum of two full patio seasons, and meet the requirements to receive a City of Ottawa Right of Way Patio Permit
- Replacement of degraded exterior elements
- Installation of security window film

All improvements must comply with applicable Unified Development Code, heritage, and historic preservation requirements.

7. Ineligible Façade Improvements

The following improvements are not eligible:

- Routine maintenance
- Structural repairs
- Roofing
- Landscaping, paving, or fencing
- Interior improvements
- Parking lot or parking area improvements
- Non-permanent fixtures or furnishings
- Additions, accessory buildings, or new construction

- Improvements not visible from the public right-of-way
- Improvements inconsistent with redevelopment or design guidelines

8. Eligible and Ineligible Costs

8.1 Eligible Costs

- Direct labour costs related to the approved project
- Design, architectural, or engineering fees specific to the façade
- Contractor fees
- Rental of tools and equipment
- Materials and supplies
- Shipping and freight
- HST

8.2 Ineligible Costs

- Staff wages or benefits
- Purchase of tools or equipment
- Operating costs (utilities, etc.)
- Permit fees
- Costs related to non-visible façade areas
- Costs incurred prior to grant approval
- GST

9. Application and Approval Process

1. Applicants must submit a complete application package, including all materials outlined in the Grant Application Checklist.
2. Applications are reviewed by the GBIA Design Review Committee, which evaluates eligibility, design quality, and streetscape impact.
3. The Design Review Committee may approve the application, approve it with conditions, or recommend refusal.
4. Final funding decisions are made by the GBIA Board of Directors.
5. Applicants are notified of approval or refusal in writing.
6. Upon approval, the applicant must execute a Grant Agreement with the GBIA before commencing any work.

No costs incurred prior to execution of the Grant Agreement are eligible for reimbursement.

10. Design Review and Selection Criteria

Projects are evaluated and prioritized based on the following criteria:

- Age and condition of the building
- Degree of positive impact on the streetscape
- Quality and coherence of the proposed design

The Design Review Committee is also responsible for confirming that completed projects align with approved plans prior to reimbursement.

11. Project Completion and Reimbursement

Upon completion of the approved improvements:

- The GBIA will conduct an on-site inspection
- Applicants must submit verification of all expenditures, including:
 - Paid invoices and receipts
 - Proof of payment
 - Final inspection documentation (if applicable)
 - Photographs of completed improvements

Reimbursement is issued only after confirmation that all program requirements have been met.

12. Approval Timeline

Applicants should allow approximately one (1) month following the application deadline for review and decision.

Approved projects must be completed no later than December 1, 2026, unless otherwise approved in writing by the GBIA.

13. Appeal Process

Applicants whose projects are declined may request a meeting with the GBIA to:

- Receive feedback on the proposal, and/or
- Submit additional information or revisions for reconsideration

14. Legal

I / WE HEREBY APPLY for a grant under the Glebe BIA Facade Improvement Grant Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.

I / WE HEREBY AGREE to enter into a grant agreement with the Glebe BIA that specifies the terms of the grant.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Glebe BIA by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Glebe BIA, or its agents, to inspect my/our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the Glebe BIA in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Glebe BIA will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Glebe BIA. Notwithstanding any representation by or on behalf of the Glebe BIA, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant agreement. The Glebe BIA is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.



15. Contact Information

For questions regarding the program or application process, please contact:

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Executive Director

Glebe BIA

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