GLEBE BIA FAÇADE IMPROVEMENT GRANT PROGRAM

GRANT APPLICATION CHECKLIST

Applicants must submit a complete application package. Incomplete applications may not be reviewed.

PART A — BEFORE YOU APPLY (Eligibility Confirmation)

☐ Property is located within the Glebe BIA boundary
☐ Applicant is the property owner or an authorized tenant
☐ All property taxes, utilities, and business licences are current
☐ Proposed improvements are eligible under the Program Guidelines
☐ All improvements are visible from the public right-of-way
☐ No work has started prior to grant approval

PART B — APPLICATION SUBMISSION REQUIREMENTS

☐ Completed Façade Improvement Program Application Form
☐ Proof of property ownership OR written authorization from the property owner
☐ Minimum three (3) clear "before" photographs showing:

- The full building façade
- The surrounding context
- Any areas proposed for improvement

☐ Design drawings or elevations clearly illustrating all proposed façade improvements
☐ Description of materials, colours, lighting, and architectural features
☐ Written project description outlining:

- Nature of the business
- Scope of façade improvements
- How the improvements enhance the building and streetscape

☐ Detailed project budget identifying all anticipated costs
☐ Itemized contractor quote(s) for the proposed work
☐ Identification of any required City permits
☐ Copies of permit applications, if available at time of submission

PART C — AFTER APPROVAL (Required for Reimbursement)

Do not begin work until you have received written approval and signed the Grant Agreement.

☐ Grant Agreement signed prior to commencement of work
☐ All required permits obtained before construction
☐ Project completed in accordance with the approved scope of work
☐ Minimum three (3) photographs of the completed façade improvements
☐ Copies of paid invoices and receipts
☐ Final inspection documentation, if applicable

IMPORTANT NOTES

- Costs incurred before grant approval are not eligible for reimbursement
- Approval of an application does not guarantee funding
- Funding is subject to available program funds and compliance with program guidelines