



STOREFRONT REFRESH GRANT APPLICATION 2025

Contains Application for the Town of Onoway
Storefront Refresh Grant Program





OVERVIEW

The Economic Development & Tourism Committee is here to support you through the Grant process.

We want you to succeed, therefore carefully review both the Guidelines, the Application and qualifying items.

- If you start work before receiving an Allocation Letter, the project will not receive a grant.
- It is your responsibility to determine whether or not the Storefront Grant project requires a permit to complete. If so it is your responsibility to obtain any necessary permits. Such as Building Permits, Electrical, signage, etc...
- It your responsibility to manage contractors and keep track of your invoices.
- It is your responsibility to request approval for any changes in design after the Grant Agreement is signed.
- Grant Maximums will not exceed \$1000. and maximum of one per property owner.

ITEMS INELIGIBLE FOR REIMBURSEMENT

- Permit Fees
- Insurance
- Lightbulbs
- Seasonal items. ex Christmas
- Anti-Aviary Spikes
- Window Cleaning
- Security Spikes or Bars
- Marketing Material
- Plant Material
- Incidentals
- Rolling Shutters
- Bike Racks

Or other additional item that arises once reviewed by committee.

APPLICATION PACKAGE

Your application package must be completed in full, and must include the following:

- Part 1: Applicant Property Information Form (Complete Agent for Property Owner only if applicant is not the property owner.)
- Part 2: Application Declaration
- Part 3: Attach Required Documentation

Incomplete Applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file.

Your name, contact information, and program information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) This information will be used to administer the storefront Refresh Program. If you have any questions about the collection and use of your personal information. Contact cao@onoway.ca. Please note that the name and location of the building, building details, grant amounts, and total costs of projects may be released to various organizations, media, and the public in connection with the Storefront Refresh program.



Part 1: Applicant/Property Information

*Fill out all fields. Incomplete applications will not be considered or kept on file

Date_____

Business Name_____

Applicant is the: ☐ Property Owner ☐ Agent of Property Owner ☐ Tenant

Mailing Address: _____

Telephone Number: _____E-mail:_____

Project Information

Dollar Value of the Project:_____

Grant Amount requested (max \$1000.)_____

Building Address: _____

Legal Address: _____

Commercial Business Type

☐ Personal Service ☐ Retail ☐ Hospitality ☐ Vacant

☐ Other: Explain:_____

Property Owner/Applicant Signature: _____

Date : _____



If the applicant is not the property owner, have owner please fill out the following:

Property Owner Signature: _____

Property Owner: _____

Telephone Number: _____E-mail:_____

APPLICANT DECLARATION



Part 2: Applicant Declaration

- I understand that submitting an application package **does not** guarantee funding by way of a Storefront Refresh Grant. I further certify that:
- I/we have reviewed the Grant Program Guidelines and I/we understand the conditions attached to the funding.
- This application includes all relevant documentation.
- All information in this application, and in supporting documents, is true and complete to the best of my/our knowledge.
- The Business has a valid Business License
- Incomplete applications and those that do not meet the eligibility criteria, will not be evaluated or kept on file.
- If funding is approved, work will be completed in accordance with the terms and conditions of the Allocation Letter.
- I/we acknowledge that it is my/our responsibility to determine whether or not my/our Storefront Refresh project needs a permit to complete, and to therefore obtain any necessary permits. Reimbursement will not be granted to projects completed without the required permits.
- I/we understand that all decisions regarding applications are final and cannot be appealed.
- I/we acknowledge that funding is granted on a first come, first served basis. Submission of an application package does not guarantee grant funding.

Applicant Name : _____
(please print)

Applicant Signature: _____

Date: _____



Part 3: Attach required Documentation

To complete the application, please attach the following documentation.



Three photos of existing storefront, one of them must be of the entire storefront (these will be your projects before pictures)



Signed Application, and if applicant is not the property owner, the signed declaration portion of the Application must also be completed.



Quotation for work with material and labour broken out



Application Declaration

How to Contact us

Any question please call Jennifer Thompson-Chief Administrative Officer.



780-967-5338

How to Apply

Submit your application to Jennifer Thompson-Chief Administrative Officer via e-mail.



cao@onoway.ca

Town of Onoway Mailing Address



Town of Onoway
Box 540
Onoway, AB
T0E-1V0