

Storefront Improvement Grant

Application Form

For assistance or clarification, or if you are interested in meeting with our team to discuss the proposed project before applying, please contact ecdev@fortsask.ca or 780-912-2167.

Has the project commenced or have asset(s) been purchased?

Yes

No

Please note:

If your project has commenced, or your assets have been purchased, please contact the Economic Development Department directly at ecdev@fortsask.ca to confirm your eligibility BEFORE filling out this application form.

Applicant Name (Primary Contact):

Applicant Phone:

Applicant Email:

Do you have an active Fort Saskatchewan Business Licence?

Yes

No

Do you have, or have you applied for, a development/building permit?

Yes

No

Please note:

A development/building permit is not required at time of application, however it is a requirement to receive approved funds at the time of project completion.

Property Owner Information

Please complete this section ONLY if you are the PROPERTY OWNER.

Property Owner Name:

Business Trade Name:

Business Legal Name:

Business Phone:

Business Email:

Tenant Information

Please complete this section ONLY if you are applying as a TENANT of the property.

Tenants applying for this grant must include a [Commercial Property Owner Authorization Form](#)

Business Owner Name:

Business Trade Name:

Business Legal Name:

How many years are remaining on your current lease?

Briefly describe the goods and/or services your business provides:

Project Information

What is the estimated total project cost?

What is the amount of funding being requested?

Please note:

The maximum funding allowed under the Storefront Improvement Grant is \$15,000.

Address of where storefront improvements will occur:

How many facades will be improved?

1

2

3

4

What is the current ground floor use of the property?

What is the current use of the other floors of the property (if applicable)?

List all commercial businesses operating in the building (if applicable):

Please describe in detail the improvements that will be conducted. Please include what materials will be used, how the improvements will benefit the business and/or building, etc.

For example, does the project include painting, new lighting, and/or a new sign or awning? Will there be improvements for accessibility and energy efficiency?

Please provide the expected project schedule and completion date.

Please note:

All projects must be completed by December 31st in the year of approval. Approved funds will be distributed only if all required final reporting and documentation is also received by December 31st in the year of approval.

Application Checklist

Please include the following with your application. All documentation can be submitted to ecdev@fortsask.ca or in person at 10005 102 St, Fort Saskatchewan, AB.

1. Copy of Registered Title (no more than 30 days old) to confirm ownership OR

Copy of signed lease agreement confirming 3 or more years are remaining on current lease
AND a completed [Commercial Property Owner's Authorization Form](#)
2. If the property is not located on the map of eligible properties, confirmation that the building was built prior to January 1, 2000 will be required
3. Photos of the current state of the exterior prior to improvements
4. Drawings or illustrations of the proposed renovation or revitalization
5. Detailed project budget. Please use the [Expense Planning Sheet](#) provided on our website
6. Quotations from licensed contractors or for the cost of materials and labour

Signature and Submission

I understand my application submission does not constitute a guarantee for funding under the City of Fort Saskatchewan's Commercial Revitalization Grants Program. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed in accordance with the terms of the Program Agreement entered into with the City.

I have reviewed the program guidelines and requirements and have familiarity with the responsibilities of each party. I accept the requirements and will abide by such conditions and through signature below, certify that I will abide by such conditions set forth in this application and all reasonable conditions which may be used by the City in the implementation of this Program.

I have reviewed and agree with the above statement:

I Agree

Applicant Signature:

Applicant Name:

Date:



CITY OF
FORT SASKATCHEWAN

10005 102 St, Fort Saskatchewan, AB T8L 2C5