

Program Guide

Interior improvements to commercial units in participating Corner Store sites can help property owners and new business tenants fill vacant storefronts, create better first impressions for businesses, and support vibrant neighbourhoods.

The purpose of the Interior Corner Store Light Grant is to:

- Attract and retain businesses that meet the needs of the community and compliment the desired tenant mix.
- Improve the appearance and functionality of the interior commercial space.

Interior Corner Store Light Grants

The following matching reimbursement grant may be available through Corner Store Light:

- A reimbursement grant of up to 50% of eligible construction costs for exterior and/or interior improvements to active storefronts or ground floor underutilized or vacant commercial interiors to a maximum amount of \$15,000

A titled lot can only receive this grant once. Common areas such as foyers or hallways are not eligible unless they are improved along with a commercial unit and are part of the same titled lot.

*See the Exterior Corner Store Light Program Guide and Application for information on accessing the interior portion of this grant.

Eligibility

Eligible commercial buildings must answer yes to all of the following:

- Construction work has not started
- Be located in a mature or established neighbourhood
- Be commercial in use or mixed-use in nature with commercial on the main floor
- Located within a commercially zoned property with an area of less than 1.0 hectare
- Not be located in a Business Improvement Area or other Target Areas
- Not have previously received an Interior Corner Store Grant
- Have a vacant ground floor commercial interior space for at least 6 months prior to application, or
- Have a ground floor commercial interior space that has been underutilized for a period of at least 3 years prior to application for a grant

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- At the end of the project, the property will have a 2 year minimum lease with a business tenant

Eligible Costs

Below you will find a list of eligible and in-eligible expenses for the Interior Corner Store Light Grant. You are encouraged to source eligible projects or services locally wherever possible.

Eligible costs could include, but not limited to:

- Demolition
- HVAC
- Framing
- Structural repair
- Accessibility features
- Equipment rentals
- Electrical
- Flooring
- Drywall / paint
- Concrete
- Health and safety
- Labour costs
- Plumbing
- Doors
- Fire safety
- Permanent fixtures

Eligible costs that can be reimbursed through the program also include architectural, design, or engineering fees to a maximum of 20% of eligible work costs, project management and administration fees to a maximum of 10% of eligible costs, and demolition, equipment rentals and labour costs. Work must be performed by a contractor with a valid City of Edmonton business license.

Ineligible costs include, but are not limited to:

- Hazardous abatements
- Furniture
- Exterior windows
- Consumable products
- Non permanent fixtures
- Window coverings
- Exterior doors
- Services fees
- Appliances
- Lightbulbs
- Insurance
- Permits

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The Process

There are six steps to accessing the Interior Corner Store Grant



Apply to the Program

- All applicants must contact the Program Manager prior to submitting an application package to discuss grant eligibility.
- The Program Manager or a delegate will visit the site prior to approval of an application.
- Projects that have begun or are completed prior to signing an Interior Corner Store Grant are ineligible to receive the grant.
- Submit completed applications to the Program Manager.

Application Review

- Applications will be reviewed against the eligibility requirements and the guidelines of the program.
- Partial applications and/or applications submitted outside of an application period will not be reviewed.
- Applicants will hear back from the City within 3-4 weeks of the application period closing.
- Approval of applications is subject to the availability of funding and the project's alignment with grant eligibility criteria.
- All decisions to approve or refuse an application are final and cannot be appealed.

Reimbursement Agreement

- The Reimbursement Agreement outlines the responsibilities of the City and the applicant, along with the scope of work approved, maximum grant amounts, and general terms.
- The City will pull the Land Title and a Corporate Registry Search to confirm ownership of the property.
- Applicants must submit all documentation necessary to draft an Interior Corner Store Light Grant Reimbursement Agreement within three months of approval.

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- Approved applications must submit a minimum of two quotes for all eligible work, including a cost breakdown. This could be two quotes from two general contractors, or two quotes per subcontractor for each category of work.
- Applicants are responsible for applying for all relevant City of Edmonton permits and must share permit applications with the program.
- The Reimbursement Agreement must be signed by all parties within one month of sharing the draft.
 - The property owner must always sign the Reimbursement Agreement, even if the tenant will be doing the work and receiving the grant.
 - If the documentation is not submitted or the Reimbursement Agreement signed in a timely manner, the file will be closed and funding reallocated. The applicant may re-apply to participate in the program in the next application period.

Construction

- Projects must be completed within one calendar year.
 - Projects that are not completed within one year may apply for an extension if there are extenuating circumstances. Otherwise, the file will be closed and the funding reallocated.

Reimbursement

- The grant will be issued:
 - After the work is complete,
 - Invoices, proof of payment, permit service reports and a cost summary has been submitted to the Program Manager, and
 - All required inspections are conducted with a successful outcome.
- All documentation must be submitted and inspections completed within the one year timeframe specified in the Reimbursement Agreement.
- If the documentation is not submitted in a timely manner, the file will be closed and funding reallocated.
- In order to be eligible to receive the grant, the property owner must submit a signed two year (or longer) lease agreement for the eligible commercial unit.

Maintenance

- The applicant must maintain all improvements supported through the program for a minimum of 5 years, including clear and uncluttered windows and doors. It is important to clarify with your tenant that they can comply with this requirement.
 - If the improvements are not maintained, up to 50% of the matching grant must be repaid to the City of Edmonton.

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Important to know

The Program Manager will support you through the program process but here are some important things to understand about the program to ensure success.

- The project will not receive a grant if work starts before a Reimbursement Agreement is signed by all parties.
- It is your responsibility to obtain all required permits, such as electrical, mechanical, plumbing, gas and building.
- It is your responsibility to manage contractors and keep track of invoices.
- You must request approval for any design changes after the Agreement is signed.
- It is your responsibility to be aware of deadlines. If you miss a deadline to submit relevant documentation, the program file will be closed and the grant funding reallocated.
- Grant amounts will not be increased due to changes in project scope or cost overruns.

Application

Application packages must be completed in full and include the following.

- Part 1: Applicant information
- Part 2: Eligibility criteria
- Part 3: Applicant declaration and authorization for agent of the property owner
- Part 4: Attached documents
- Part 5: Statutory declaration

Submit Completed Applications to Program Manager

- Phone: (780) 442-7148
- Email: cornerstore@edmonton.ca
- Website: edmonton.ca/cornerstore

Disclaimer

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used to administer the Development Incentive Program. If you have any questions about the collection and use of your personal information, contact the Development Incentive Program Manager at 780-496-6196, 9th Floor 10111 104 Ave, Edmonton Alberta T5J 0J4. Please note that the name and location of buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media and the public in connection with the Development Incentive Program.

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