

Title: Indoor Improvement Grant

Policy No: 7501

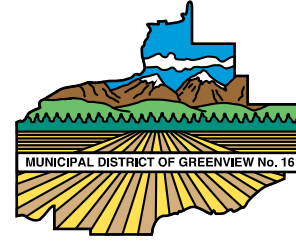
Effective Date: June 25, 2024

Motion Number: 24.06.327

Supersedes Policy No: New

Department: Economic Development

Review Date: June, 2027



Legal References:

Not applicable

Cross References:

Bylaw 23-951 "Business Licensing Bylaw"
 Policy 8000 "Greenview Support Recognition"
 Policy 7500 "Beautification Grant for Economic Development"
 Policy 6009 "Patio on Public Property"

Purpose: Greenview is committed to supporting businesses within the hospitality and tourism sectors. The Indoor Improvement Grant is designed to assist in the interior enhancement of establishments' premises, including promoting a revitalized and welcoming atmosphere for customers and the community.

1. DEFINITIONS

- 1.1. **Hospitality Sector** means Small Businesses which provide food services as part of their operations such as restaurants, cafes, and bistros.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act (Canada)*; or
 - D) Registered as a charity under the *Income Tax Act (Canada)*.
- 1.4. **Small Business** means a business whose annual active income does not exceed \$500,000.00, is not part of a franchise and is based within Greenview but does not include the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.
- 1.5. **Indoor Improvement** means enhancing the visual appeal and functionality of a business' interior, focusing on areas like dining spaces, customer service areas, and other public-facing interiors.

2. POLICY STATEMENT

- 2.1. Greenview believes in supporting local businesses within its communities.

- 2.2. The Indoor Improvement Grant is available as first-come-first-served, based on the approved annual budget.
- 2.3. The Indoor Improvement Grant may not be stacked with any other Greenview grants, in the same qualifying year.
- 2.4. Indoor Improvement Grant funds may only be used for capital purposes relating to the interior aesthetics of the building. Improvement must be consistent with any permitting or architectural guidelines imposed through bylaw or policy by Greenview, should any be applicable to the property. Requests for operating assistance are not eligible. Requests for food services equipment, entertainment equipment, or point of sale devices are not eligible.
- 2.5. The Indoor Improvement Grant will begin accepting applications on the first Monday of March of each year. Applications not served due to a lack of funding must reapply the following year.
- 2.6. The following items will generally be considered qualifying for the Indoor Improvement Grant:
 - A) Restoration of interior finishes and repainting, including window coverings;
 - B) Tables, chairs, and seating;
 - C) Repair or replacement of flooring;
 - D) Interior lighting related to public areas;
 - E) Counters and structures related to service delivery;
 - F) Washrooms updates and washrooms appliances;
 - G) Menus or hard copy print materials; and
 - H) Removal of barriers to access for people with disabilities and mobility challenges.
- 2.7. Indoor Improvements not outlined in section 2.6 may be considered eligible by the Manager of Economic Development provided they align with the program's objectives and comply with the applicable development regulations.
- 2.8. The following items will not be approved for the Indoor Improvement Grant:
 - A) Improvements to residential infrastructure;
 - B) Improvements to large-scale businesses; and
 - C) Improvements to food preparation or assembly areas.

3. INDOOR IMPROVEMENT STREAM

- 3.1. A Small Business may apply for the Indoor Improvement Grant, provided the Small Business:
 - A) Meets the definition of Small Business;
 - B) Meets the definition of Hospitality Sector;
 - C) Includes a financial report with their application; and
 - D) Holds a valid business license.
- 3.2. An organization is ineligible to apply for the Indoor Improvement Grant if they are:
 - A) A Non-profit Organization or a registered charity; or
 - B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.
- 3.3. A qualifying Small Businesses may receive a grant not exceeding 70% of the total project costs to a maximum of \$5,000.00. All amounts require receipts and only materials and professionally contracted services or trades related to the qualifying Indoor Improvement

will be reimbursed.

- 3.4. Applicants may re-apply during the program’s operating year; however, new applicants will be given priority.

4. APPLICANT RESPONSIBILITIES

- 4.1. Applicants must annually submit their application following the first Monday of March when applications open. Applications from the previous year will not be kept. All work must be completed in the year of application.

- A) For the first year of this program, 2024, applications will open in June.

- 4.2. The applicant applying must demonstrate that they:

- A) Meet the definition of Small Business;
 - B) Have included a financial report as per section 4.3;
 - C) Have included an improvement plan listing what improvements have been made and the scope of improvements;
 - D) Hold a valid Business License;
 - E) Meet the definition of Hospitality Sector, and
 - F) A letter of permission from the property owner, if applicable.

- 4.3. The applicant must provide a financial report within six (6) months of the application which details:

- A) Receipts or invoices associated with the Indoor Improvement upgrades.
 - B) A description of what improvements were made to the Small Business; and
 - C) Proof that the upgrades have been completed.

- 4.4. Successful applicants must give recognition to Greenview’s contribution as per Policy 8000 “Greenview Support Recognition.”

5. COUNCIL RESPONSIBILITIES

- 5.1. Council shall annually set a budget for the Indoor Improvement Grant program.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall annually prepare the receipt of Indoor Improvement Grant applications following the first Monday of March.

- 6.2. The Manager of Economic Development shall review, approve, and arrange payment with selected applicants in accordance with this policy.

- 6.3. Administration shall report all grants awarded under this policy to Council.