



## ELIGIBILITY REQUIREMENTS

- Eligible buildings must be located within the Downtown Maple Ridge Business Improvement Association (DMRBIA) Area.
- The applicant must be the property or business owner, with property owner's written consent.
- Grants are only paid upon completion of the pre-approved façade improvement project.; applications submitted after project is completed (or started) are not eligible.
- Maximum grant is 50% of cost of eligible improvements, maximum of \$10,000 per building façade (Max \$20,000 if corner).
- Only projects which meet the list of eligible improvements, or are otherwise deemed eligible upon review by the Project Review Committee may be eligible to receive a grant.

## PROCEDURE

- All applicants are encouraged to directly connect with the DMRBIA prior to formally submitting their application to discuss the program process, project design, and eligible improvements.
- Completed application submitted to the DMRBIA.
- Pre-construction inspection conducted by the Project Review Committee.
- The Project Review Committee reviews the application and will either approve, approve with conditions or refuse an application at its discretion. Additional information may be requested.
- A Performance Agreement is entered into between the successful applicant and the DMRBIA, which will include a detailed description of the project, total cost of the project, list of eligible project expenses, start and completion dates of the project (completion must occur by December 31, 2025, amount of the grant awarded, and any conditions.
- Project construction begins.
- Applicant provides to the DMRBIA a Certificate of Completion signed by the applicant and contractor or architect, copies of all bills pertaining to the project, proof of payment, and proof of final inspection (where required) + "after pictures".
- Completed project is inspected by the Project Review Committee.
- Applicant is issued a cheque.

## ELIGIBLE FAÇADE IMPROVEMENTS

Façade and storefront features eligible to be renovated, restored, or redesigned with grant dollars include:

Exterior Walls	Windows	Exterior Architectural Details	Landscaping Elements
Doors	Storefronts	Exterior Decorative Details	Exterior Security Lighting
Entranceways	Awnings	Design, Architectural, Engineering Fees	Façade Cleaning & Painting
Exterior Signage	Patio Areas	Moldings/Trim/Cornices	Laneways

## GRANT APPROVAL

- All project proposals are subject to a comprehensive review of the building storefront and façade, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guide.
- Submission of an application is not a guarantee of funding approval or a specific grant amount.

## GRANT REIMBURSEMENT PROCESS

- The applicant must provide the following to the DMRBIA for reimbursement:
- A Certificate of Completion signed by the applicant and contractor or architect;
- Copies of all bills pertaining to the project and proof of payment (copies of credit card receipts or cancelled cheques);
- Proof that the improvements have passed final inspection (where required) and meet all District of Maple Ridge requirements including zoning, building and safety code (where required);
- Project inspection completed by Project Review Committee;
- Applicant is issued a cheque.

### IMPORTANT

- Full details of this program are contained in the Façade Improvement Program Guide.
- The Applicant must obtain all necessary development, building and sign permits and is encouraged to consider the additional time required to obtain such permits.  
If the proposed improvements significantly alter the external building appearance (i.e. changes to existing materials, form & character) and/or if the work value is greater than \$25,000 the applicant will be required to submit a Development Permit Application from the City of Maple Ridge and will have to refer to the Maple Ridge Town Centre Development Permit Area Guidelines.