

PROGRAM DESCRIPTION

The Town of Westlock has launched an Economic Development Grant program starting with a Business Signage grant for commercial and industrial businesses. The grant is intended to assist business owners with installing new or updated exterior signage.

Eligible sign types under this grant stream include:

- Fascia (wall) signs
- Projecting signs
- Banner and canopy signs
- Freestanding (permanent) signs

Applicants may apply for reimbursement of eligible costs to complete their signage project. 50% of eligible project costs may be reimbursed up to a maximum of \$5000.00 per grant. Funding is limited and applications are approved on a first-come, first-serve basis. Eligible expenses include:

- Professional services (design)
- Permit fees
- Direct labour costs
- Sign purchase and materials.

With the exception of design and permit fees, project costs incurred prior to the application date are not eligible for reimbursement.

APPLICATION DEADLINES

Applications will be accepted starting March 1 through September 30 of each calendar year. Applications are awarded and reviewed in the order they are received.

SUBMISSION REQUIREMENTS

Completed applications should be submitted to the Program Review Officer at planning@westlock.ca.

Inquiries may also be made to planning@westlock.ca or by phone at 780-349-4444.

In order for your application to be deemed complete and eligible for review, the following must be submitted:

- Completed Application Form
- Pre-Construction Photos - Photos that show the current property & building(s) and the current signage (if applicable)
- Project Drawings/Renderings - Drawings/renderings should show the expected results and design of the signage project.
- Project Quotes/Costing - Quotes should indicate the cost of the project and be itemized to show the cost to be incurred for eligible expenses

ADDITIONAL INFORMATION

- Work on approved projects must commence within six (6) months from approval and be completed within one (1) calendar year.
- Applicants must possess a valid Town of Westlock Business license and be in good standing with the Town.
- The business must be located within Town limits and in one of the following commercial or industrial Land Use Districts: DT-MU, DT-T, C-MP, C-H, I-L, I-H, R-NC.
- The proposed signage must be installed on a facade or in a yard facing a public street and must fit the architectural design of the building, the nature of the business and the ambience of the neighbourhood.
- All required municipal and/or other governmental approvals must be in place prior to the installation of approved signage.
- Approved funding is provided as a one-time lump sum reimbursement at the completion of the project. The applicant must provide receipts to verify the costs incurred.

OFFICE USE ONLY

Date Received: _____ Rec'd By: _____ Deemed Complete: _____ DC By: _____ Land Use District: _____
Date Reviewed: _____ Decision: Approved Conditional Approval Refused Grant Amount: _____

APPLICANT INFORMATION

Applicant Name: _____				
Mailing Address: _____		City: _____	Province: _____	Postal Code: _____
Phone: _____	Cell: _____	Email: _____		

PROJECT LOCATION

Municipal Address			Roll Number			
Lot: _____	Block _____	Plan _____	Section _____	Township _____	Range _____	Meridian _____

PROJECT INFORMATION

Proposed Start Date: _____	Estimated Completion Date: _____
Estimated Total Cost of Project: _____	Requested Grant Amount: <i>50% of eligible project costs (\$5000 max)</i>
Describe Proposed Signage: _____ _____	

APPLICANT DECLARATION

I understand that my submission of an application does not constitute a guarantee for funding under the Economic Development Grant 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 and conditions of the resulting Reimbursement Agreement entered into with the Town of Westlock.

I understand that no work is to be performed until a Reimbursement Agreement is entered into with the Town. Work that has commenced prior to Town approval (excepting design services) is not eligible for reimbursement.

Applicant Signature _____	Date _____
Print Name _____	

PROPERTY OWNER AUTHORIZATION *(if different than applicant)*

I/We _____, the owner of the subject property hereby authorize _____ to act on my behalf with respect to this application.

Property Owner Signature _____	Date _____
--------------------------------	------------

Collection and use of personal information

Personal information is collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used in the management and administration of the Town of Westlock economic development and granting processes. Information related to your grant application and/or any grant(s) approved may be disclosed as allowed or required by law or for promotional purposes. If you have any questions about the collection, use or disclosure of your personal information, contact the Access to Information and Protection of Privacy Coordinator at 780-349-4444.