



# Old Strathcona Business Association Window and Storefront Repair Grant Program Guide

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## Window and Storefront Repair Grant Program Overview

If you have a ground-level business within the Old Strathcona Business Improvement Area and have incurred damage to your windows or storefront as a result of vandalism, the OSBA can provide you with funding to assist with the costs of repair. **This program is a reimbursement grant, so an applicant must show proof of expenses paid to qualify.**

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## Eligibility Criteria

ALL of the following criteria must be met:

- The business or multi-unit residential building must be located within the boundaries of the Old Strathcona Business Improvement Area.
- A commercial, street-level business. (Only ground floor repairs will be considered.)
- Street-level windows in a multi-unit residential building, such as a condominium, are included in this program.
- **Damage must be a result of vandalism.**
- If the applicant chooses to perform the repairs themselves, only the material/supply costs will be eligible.
- Must have a valid business license or valid exemption.
- The applicant is the property owner, or a person/tenant legally designated by the property owner to complete the Grant Program.
- Eligible property includes:
  - Windows
  - Fixtures - any physical property that is permanently attached to the visible, public-facing, ground-level exterior of the property (this includes, but is not limited to, lights, benches, security cameras, planters, railings, patio boardwalks, affixed patio furniture, etc.)
  - Building façade - the front of the building, including siding, brick, or other

### **Ineligible expenses include, but are not limited, to, the following:**

- Automobile repairs
- Rolling shutters, security bars and panels to replace windows
- Anything that is not street-level (no upper floors)
- Repairs for areas that are not public-facing
- Anything that is City of Edmonton supplied or public property
- Labour costs for "Do it Yourself" (DIY) repair work

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## Window and Storefront Repair Grant Program Process

### Step 1 - Apply to the Program

Applications will be accepted on a first-come, first-served basis and will no longer be accepted once all funding is allocated.

Applicants will submit an [online application](#) which includes contact information, business license number or valid exemption, business information, photos of damages with proof of location (façade, address, etc.), and a signed declaration letter.

A review of the application will occur within a maximum of 10 business days following submission.

There is no waiting list for the program, and incomplete applications will not be kept on file.

### Step 2 - Review and Allocation Letter

Applications are reviewed by the Grant Administrator for completeness and project eligibility.

If the Grant Administrator approves the application, an Allocation Letter will be sent to you.

The Allocation Letter outlines the following:

- The allocated funding for the approved repairs;
- The description of the repairs; and
- The date by which the repairs are to be required to be completed – **three months from the date of the Allocation Letter.**

Please note that all decisions made by the Grant Administrator (or delegate from the Old Strathcona Business Association) to approve or decline an application are final.

### Step 3 - Work Phase

Repairs may begin at any point; however, **funding is not guaranteed until the Grant Administrator approves the application and an Allocation Letter is sent to you.**

The project must be completed in its entirety by the deadline in the Allocation Letter. Please let the Grant Administrator know if there are any changes to the expected timelines.

### Step 4 - Submit Required Documentation

You must report completion to the Grant Administrator by the assigned completion date for your project, which is **three months after the date of the Allocation Letter.**

At the time completion is reported, all reimbursement documentation must be submitted.

This documentation includes:

- Invoices and/or receipts, including proof of payment, for the eligible work.
- At least one photo of the broken window or storefront damage with proof of location ("before" photo).
- At least one photo of the repaired window or storefront damage with proof of location ("after" photo).
- A signed declaration letter.

## Step 4 - Grant Funds Issued

Once completion is reported, the Grant Administrator will review the submitted information. The maximum grant amount issued will be 50% of the total eligible items of work identified in the Allocation Letter, to a maximum of \$5,000 in funding per business license.

**Please note, if you received funding through the previous Window Repair Grant Program, the funds awarded in that program will be factored in when determining the funds available for this expanded program.**

Payment will be sent once all documentation is submitted and verified. You will receive an email from our bookkeeper inviting you to set up an account with RBC PayEdge (a vendor payment system). Please allow up to 30 days for processing of the application and payment.

## Other Important Information

- Eligible businesses or multi-unit residential buildings will receive a reimbursement grant of up to 50% of eligible costs (any combination of windows, fixtures, and façade) to a maximum of \$5,000.
- Businesses may apply multiple times, but the maximum total grant amount available is \$5,000 (less any funds awarded in the prior Window Repair Grant Program) per business license, not per application.
- If a commercial building has a mix of vacant and occupied units, it is eligible for multiple grants. All ground-level businesses with a valid business license or license exemption are eligible for separate grants, while each of the vacant units will be eligible for a grant.
  - For example, if a building has five units with two licensed businesses and three vacant units, each licensed business may apply for a grant, while the building owner/landlord can apply for a grant for each of the three vacant units.
- A police report is not required, but strongly encouraged for your own records.
- Replacement of broken windows or storefront damages prior to February 1, 2023 are not eligible under this program.

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## Application

### Application Form

**Note:** The application must be completed in full, including:

- Applicant/property information
- Eligible repair checklist
- Required documentation
- Applicant declaration, Property Owner Agent Authorization form, and Corporate Signing Authority form (if the property owner is a company)

Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file.

Your name, contact information, and project information are collected in accordance with 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used to administer the Window and Storefront Repair Grant Program. If you have any questions about the collection and use of your personal information, contact the Executive Director of the Old Strathcona Business Association, Cherie Klassen, at [cherie@oldstrathcona.ca](mailto:cherie@oldstrathcona.ca) or 780-437-4182. Please note that the name and location of buildings, building details, grant amounts, and total costs of projects may be released to various organizations, the media, and the public in connection with the Window Repair Grant Program.

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## Attachment 1 - Definitions

**Commercial Building** - For the purpose of administering the Window and Storefront Repair Program, a Commercial Building means a building that will be used for a commercial purpose at ground level, excluding home-based businesses; is designed to support and visually communicate the commercial use of the building; and will be street-oriented.

**Residential Building** - For the purpose of administering this grant, a Residential Building is defined as a non-commercial, multi-unit building that has street level windows.

**Façade** - The exterior of a commercial building.

**Fixtures** - Items attached to the building, including, but not limited to, security cameras, planters, benches, signage, lighting, garbage bins, siding.

**Storefront** - The first story of the facade of a Commercial Building that fronts onto a public road right-of-way or pedestrian-oriented City-owned open space, contains a public entrance, supports commercial activity, and is a primary visual focus. A Commercial Building may have more than one Storefront.

**Allocation Letter** - The standard form contract identifying the maximum grant amount, the approved project design, and the eligible improvements that the applicant may seek reimbursement for upon successful project completion.

**Mixed-use** - Means a development that includes Dwellings located above ground-floor Commercial Use Storefronts, or Dwellings located on the ground floor of the building adjacent to or located behind Commercial Use Storefronts, or live-work units.

**Vacant Commercial Use Storefront** - Means a Storefront that is used for the sole purpose of conducting activities related to commercial use, and that has been chronically vacant for at least six months. The vacancy may not be the result of major redevelopment or construction within the building.