

# Big Lakes County Policy

## Business Refurbishment Program

<b>Policy Number:</b>	ADMIN 64
<b>Legal Authority:</b>	
<b>Approved by Council:</b>	August 25, 2021
<b>Effective Date:</b>	January 1, 2022
<b>Revised Date:</b>	August 24, 2022

### Policy and Procedure Statement

#### Purpose:

The purpose of this program is to encourage and provide businesses located within Big Lakes County with an opportunity to improve the physical appearance of their businesses or their online appearance utilizing grant dollars. The program will provide four (4) businesses with \$2,500 in matching grant funding for a total of up to \$10,000 per year. As a matching funding program, projects quoted to be \$5,000 or more are considered eligible.

The program provides an incentive for Big Lakes County business owners to invest in facade renovations, interior upgrades, or online presence upgrades. The improvements are intended to tackle some of the issues from the 2019 Visitor Friendly Assessment.

#### Program Goals:

The program works with other revitalization initiatives to:

- Build local community and civic pride among the business community and citizens of Big Lakes County
- Promote the viability of retail and commercial businesses and help building owners to attract and retain tenants/customers.

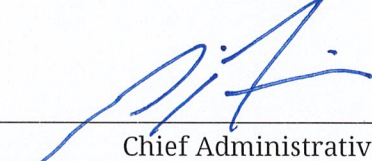
#### Criteria:

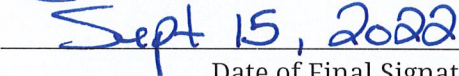
- Any business within Big Lakes County who is registered under the Big Lakes County Business License program may apply.
- The applicant must be either the property owner or a designated person who has the written authority from the owner to submit the application and/or so administer this project.
- The buildings must be used primarily for retail and commercial purposes. The project must be completed by December 31 of the year in which the business receives the grant.

## Application Requirements:

1. Please complete and submit the Business Refurbishment Policy Program Application Form by March 15 of every fiscal year. If all funds are not awarded, additional applications may be accepted after this deadline.
2. Include the land title certificate. If the applicant is not the owner, please ensure the property owner authorization portion of the application form is completed.
3. Must have a registered business license from Big Lakes County.
4. Submit 'Before' photos of the property and/or online presence if applicable.
5. The project description will then be referred to the Economic Development Committee for evaluation and recommendation with the final approval made by council. If there is still grant funding available after the review process is completed, subsequent applications will be accepted and evaluated on a first come, first served basis.

  
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Reeve

  
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Chief Administrative Officer

  
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Date of Final Signature