

Scenic Rim Façade Improvement GRANT GUIDELINES



Grants, Funding
and Awards



SCENIC RIM
Regional Council

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Scenic Rim Façade Improvement Scheme Guidelines

Introduction

On 6 July 2020, Scenic Rim Regional Council adopted the Economic Stimulus Package 2: COVID-19 to minimise the ongoing financial impacts of the pandemic and in support of the Scenic Rim's economic recovery. As part of this initiative, Council is providing the Scenic Rim Façade Improvement Scheme Grant program to encourage primarily commercial property owners to enhance the appearance of their building facades.

This investment and contribution to the amenity of a more appealing street experience, can have a significant effect on the attractiveness and marketability of the surrounding area, therefore supporting and inspiring further business investment.

Scheme Scope

Commercial property owners can apply for funds up to maximum \$3,000 (excluding GST), subject to terms and conditions. With a total funding of \$50,000 currently committed to this Scheme. Applications open on 8 September 2020 and close on 31 December 2020, with approvals progressively rolled out as applications are received. The Scheme may close earlier should all funding be allocated be expended ahead of 31 December 2020. Council may elect to commit additional funds to extend the Scheme.

Whereby a commercial property owner is not willing to apply to the Scheme, a business owner may apply with approval from their respective property owner to undertake improvements to the building façade.

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within two weeks of receiving an application, subject to all the appropriate documentation being provided. Grant funding provided under the Scheme for façade improvement projects need to be expended and acquitted within four months from the signing of the funding agreement.

Scheme Goals

Improving façades has been found to positively influence the perception of a place and encourage overall improvement in the region's economy, social and cultural environment, and safety. The goals of the scheme are:

- to promote an improved partnership between Council and commercial property owners and/or business operators in enhancing the appearance of retail and commercial precincts.
- to provide financial assistance to encourage property owners and/or business owners to undertake works to upgrade building facades in the retail/commercial precincts that are complementary to the character of the town centre.

The Scheme works with other revitalisation initiatives to:

- promote the viability of retail/commercial precincts and villages
- help commercial property owner to retain and attract tenants
- increase visitors to the region and contribute to the quality of life of residents and workers
- ensure the region's town centre and villages are more inviting and interesting places to work and shop, and
- build local community and civic pride among the community of Scenic Rim

Principles

Council is committed to delivering the shared vision outlined in the Scenic Rim Community Plan 2011-26 which outlines the region's future and will guide Council and community action on issues including the environment, economic development, social wellbeing, infrastructure and governance. This is also supported by the strategic themes of the Scenic Rim Regional Prosperity Strategy 2020-25.

Scenic Rim's shared vision of 'a network of unique rural communities embedded in a productive and sustainable landscape', is directly relevant to the Vibrant and Active Towns of the Scenic Rim project. Vibrant towns and villages are also a key theme of the Community Plan and a feature of the region's identity.

Funding Allocation

Council funded grants will be awarded to eligible property owners (and/or business owners) subject to terms and conditions and Council approval, until allocated grant funds are exhausted. Submitting an application does not guarantee a grant or a specific grant amount. All project proposals are subject to a comprehensive review of the building shopfront and façade and must meet high quality standards and be eligible works with a qualified contractor.

The cost of works undertaken will be supported by a Council contribution of 25% of the project total, to a maximum of \$3,000.

Applicants must complete all proposed scope of works within four months of signing a letter of agreement with Council.

Applicants are to engage local licensed contractors and suppliers of goods and services (this will be reviewed/assessed as part of the application and subject to the applicant not being able to source the required goods or services within the Scenic Rim).

Applicants may be awarded partial funding for certain elements of their application or awarded funding at a lesser amount than the applicant has applied for. An offer of lesser financial assistance will involve consultation with the applicant prior to the grant application being approved.

Applicants must be able to fund the costs of the works up front as Council will provide its share of the funding at the completion of works and submission of acquittal paperwork.

Alternatively, invoices relating to the project as per the signed grant letter of agreement can be paid directly by Council to the preferred supplier at completion of the project, if requested as part of the application.

Eligible Works/Expenditure

The work must improve the building and facade by doing more than maintenance. Restoration works eligible for grant assessment includes the following:

- Lighting
- Exterior walls
- Windows
- Doors
- Shopfront improvements
- Entranceways
- Awnings/canopies
- Exterior architectural and/or artistic features
- Architectural/designer fees
- Landscaping
- Façade painting
- Reinstatement of lost elements, or fabric to the façade of the building
- Signage
- Limited permanent interior improvements (the reconfiguration of the interior walls, display spaces and interior window finishes to enhance the function and displays of the shopfronts)
- Hiring of equipment is permitted when directly related to the project.

Ineligible Works/Expenditure

Grant funding is not able to be spent on the following, which should be funded by the applicant:

- Council application or approval fees
- Business marketing or promotion (both print and online)
- Extensive interior improvements
- Operational or administrative costs related to the project
- Capital expenses (for example purchase of ladders, gurneys, scaffolding and safety barriers).
- Funds not to be used for payment of staff members.

Assessments of the Application

Applications under the Scheme will be assessed by Council against the Assessment Guidelines of the Scheme. Applications will be ranked based on assessment criteria and the level of financial support will be provided to the highest-ranking applicants. Council reserves the right to seek further information or clarification of a proposal to facilitate an improved outcome.

Council may only authorise the approval of the

grant funds if the funds are available and within the budget approved by Council and until funding is expended. Grants are awarded based on merit and not all applications that meet with assessment guidelines will be funded.

Requirements of the scheme

To be eligible for the Scheme the following requirements must be achieved.

- Improvements proposed must be to the building that are visible from the street and preferably located within town centre precincts;
- Applicants must be the commercial property owner or have proof of the property owner's consent to conduct work to the building;
- The applicant must show how the project will benefit the building's presentation and the town centre character;
- Applicants must file an improvement plan detailing the planned works,;
- Applicants must submit before photos of the proposed building with completed application;
- Licensed through contractors; Council; and All work being carried out must have the required permits and approvals through Council and be undertaken by a suitably licensed contractor.
- Applicants are to engage local licensed contractors and suppliers of goods and services (this will be reviewed/assessed as part of the application and subject to the applicant not being able to source the required goods or services within the Scenic Rim).

Detail of the project

You will need the following supporting information/documentation for your proposal:

Description:

- Planned works: A clear description stating what proposed works will be undertaken and project time frames.
- Quotes: Obtain quotes for works and goods/services (quotes from a licensed local contractor preferred). Applicants are to engage local contractors or suppliers of goods and services (this will be reviewed/assessed as part of the application and subject to the applicant not being able to source the required goods or services within the Scenic Rim).

- Photographs: Photographs of the building, each elevation and close ups of the area affected by the project is required. Successful applicants will be required to take progression photos and final completed works in the same locations (to submitted with the acquittal of the grant funds).
- Heritage: If your building is heritage listed, you may be required to undertake a heritage or cultural study of your building. Applicants will need to provide evidence of the building's heritage status. You will be required to submit historical photographs of the building façade.
- Approval: Applicants must be the commercial property owner or have written approval from the property owner to undertake the proposed works.

Private space and façade improvements are identified within Vibrant and Active Towns and Villages program in support of the public space improvements. Applications for buildings that are located within Vibrant and Active Towns and Villages (VATV) designated precincts that embrace the principals of the Scenic Rim Public Guidelines, will be viewed favourably.

Terms and Conditions

Applications for, and approval of funds under the Scheme, must be made prior to the project commencing. Applications will be assessed against the Scheme Guidelines, at Councils absolute discretion and all applications may not be successful. Council will not grant funds retrospectively to works completed prior to the approval of an application.

Council Planning and Permit Requirements

It is the applicant's responsibility to obtain any necessary building or planning permit and to ensure that chosen contractors are aware that they need to meet all areas of council compliance and Worksafe Queensland regulations relating to the identification, handling and removal of asbestos products. Replacement or enhancement works of existing structures will not generally require a planning approval, unless the building is heritage listed. However, any new structures such as adding an awning to your building will require planning approval. For further information please visit: www.scenicrim.qld.gov.au/planning-and-permits/home

Timing of the Projects

The applicant's proposed works are to be carried out as detailed in the approved proposal within four months of Council signing the grant agreement.

Notification of successful applicants

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within two weeks of receiving the application.

Applications open 8 September 2020 and close on 31 December 2020, with approvals progressively rolled out as applications are received. The Scheme may close early should all funding be allocated ahead of 31 December 2020. Alternatively the Scheme may remain open longer if not all funding has been expended. Applications received post 31 December 2020 will only be accepted at Council's discretion.

Council may elect to commit additional funds to extend the Scheme which will be considered as a round of funding that will be subject to timeframes determined at the time of the release of the funding.

Reporting Requirements and Payment of Funding

Successful applicants will be required to complete an Outcome Report as well as provide receipts for eligible expenses as part of this program. At this point in time, applicants will be reimbursed following review of the Outcome Report and Application Form.

Alternatively, invoices relating to the project as per the signed grant letter of agreement can be paid directly by Council to the preferred supplier at completion of the project, if requested as part of the application.

How do I apply?

Commercial property owners considering making an application under the Scheme are encouraged to discuss their potential project with Council's Economic Development Officer prior to submitting an application. Commercial property owners are also encouraged to seek professional advice from suitably qualified architects or designers to assist with the development of the proposed improvements.

In the situation whereby the commercial property owner does not wish to apply and the business owner within the property wishes to undertake the works, then applicants must discuss the project with the commercial property owner and have written approval from the property owner to undertake the proposed works, which is required to be submitted with the application.

Please complete an application form as well as submitting any supporting documentation.