



Application

2022 CaféTO Property Improvement Grant Program

Deadline: Thursday, June 30, 2022

Note: Subject to funding availability, applications will be accepted until Thursday, June 30, 2022 or when funds are expended, whichever comes first. Applications are considered on a first in, first reviewed basis. Please submit application only by email to: michael.saunders@toronto.ca. Please use your business email address to communicate with us.

Program Grant Funding

This grant program is funded by the Government of Canada through the Federal Economic Development Agency for Southern Ontario.

The CaféTO Property Improvement Program is available to owners and tenants of commercial and industrial properties within the City of Toronto that have businesses that are locally owned and operated. Tenants who apply for the program must have written permission from the owner to make any improvements to the property and to receive grants.

Grants cover one-half of the costs of eligible **property or site improvements** up to a maximum grant amount approved by the City of Toronto. This includes patio improvements on private property and café spaces on public property for which a valid permit has been issued, for example through the CafeTO program. The maximum grant under the program is \$5,000 (based on a minimum of \$10,000 of improvements).

Architectural, engineering, certified Accessibility for Ontarians with Disabilities Act ("AODA") specialist, and Building Code Identification Number (BCIN) registered designer fees may be covered to a maximum of \$1,000 per application as part of the base grant.

Additional grant funding of up to \$2,500 is available for exterior accessibility improvements such as the installation of ramps, handrails and other accessibility devices which meet Accessibility for Ontarians with Disabilities Act ("AODA") design standards.

Applications for work totaling less than \$2,000 are ineligible. For assistance in calculating the maximum potential funding for your project, please call 416-392-1005.

The property improvement and site upgrades grant program is not a maintenance program to repair signs, remove or clean bird droppings from signs, replace dead trees and other landscaping vegetation or replace chipped driveway pavers etc. The intent of the program is to improve the appearance and/or function of exterior spaces associated with commercial or industrial properties.

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Applicant Business Information (please print)

Property Address (Street Number, Street Name, Suite/Unit Number, Toronto, Ontario, Postal Code)	
Registered Property Owner Name (First, Last)	
Mailing Address (Street Number, Street Name, Suite/Unit Number, City, Province/State, Country, Postal Code)	
Applicant Name (First, Last)	
Project is led or majority led by one or more of the following under-represented groups (check all that apply below)	
<input type="checkbox"/> Women <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Members of official language minority community <input type="checkbox"/> LGBTQ2+ <input type="checkbox"/> Youth (under 29) <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Newcomers to Canada <input type="checkbox"/> Visible minorities	
Corporation Legal Name	
Corporation Operating Name	
Business Number	
Type of Organization (check one below)	
<input type="checkbox"/> Incorporated <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (define):	
Applicant Business Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Country, Postal Code)	Business Telephone Number
	Business Mobile Number
	Business Email
	Check one below <input type="checkbox"/> Business Tenant <input type="checkbox"/> Property Owner <input type="checkbox"/> Both
Assessment Roll No	

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Please read the Guidelines below carefully and direct any questions to the Economic Partnership Advisor at 416-392-1005 or email to Michael.Saunders@toronto.ca. Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

Guidelines

1. The CaféTO Property Improvement Program is available only to improve the appearance and /or function of exterior spaces associated with commercial or industrial properties. The program is not to cover maintenance costs of existing property elements.
2. Eligible properties must be used for commercial or industrial uses at street level.
3. Places of worship, institutional buildings, and residential buildings are ineligible for the program.
4. The cost of an accredited design professional (architect or architectural technologist) may be included as a component of eligible grant expenses. Reimbursable expenses for these design services will not exceed \$1,000 of the total eligible grant.
5. Applications must include one or more of the eligible accessibility and or property improvements listed below:

Property Improvements

- a) Permanent improvements to patio or café spaces on private property that serve a business use excluding furnishings
- b) Café spaces on city property for which a valid permit has been issued
- c) Ground mounted signage
- d) Exterior decorative or security lighting
- e) Permanent on-site boulevard landscaping features (excluding plant material)
- f) Fencing

Accessibility

- g) Installation of wheelchair ramps, handrails and other exterior accessibility improvements which meet AODA design standards

Other Improvements

- h) Other improvements as agreed to by the General Manger of the Economic Development & Culture Division or his/her designate.

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6. CaféTO Property Improvement Grants are allocated on the basis of individual property ownership, with one grant per property parcel owner. Adjoining business premises under the same ownership are eligible for one grant. For example, if there are two or more adjacent or store fronts which are owned by the same owner or company, under the Program, this is considered as one property, and is eligible for one grant. If needed, please refer any questions to staff on this or other grant details.
7. To obtain grant approval and commence work under the Program, the property owner must receive, sign and return the "Letter of Understanding" issued by the Manager, BIA Office. Work already begun or completed on the property prior to this occurrence is ineligible.
8. Two quotes covering each component of the proposed work must be submitted with the application. Applicants are permitted to submit two quotes from each of two contractors that cover all components of the work. (Using one general contractor for all components of the work can be more effective and efficient because the contractor assumes responsibility to organize and coordinate the different trades and components of the work).
9. Incomplete applications will not be review.
10. Applications received after the deadline, or when there are no longer funds available, will not be reviewed.
11. The owner or tenant of a property for which a CaféTO Property Improvement Program grant has been issued, may reapply for funding in subsequent years. However, the total value of all CaféTO Property Improvement grants issued for the property shall not exceed the maximum grant under the terms of the program over a ten year period.
12. Applicants must determine if the property is listed in the City of Toronto Heritage Register.
13. The city will consider only one property application from a business chain or a franchise chain under this Commercial – Industrial Property Improvement Program.

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Estimated Cost of Proposed Improvements

Attach either two independent detailed contractor estimates for each component of the work, or two general contractor estimates covering all of the components of the work. The quotes must be for the same scope of work. Funding will be awarded on the basis of the lowest bid.

Name (First, Last) of the Contractor/ Subcontractor with lowest bid	
Amount	\$
Name (First, Last) of the Contractor/ Subcontractor with 2 nd lowest bid	
Amount	\$

Please attach copies of estimates to this page.

Permission to Photograph or Video Property Improvements

I/We authorize and hereby grant permission to the City of Toronto to photograph and / or videotape the subject property improvements, and / or to use and / or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the City of Toronto without compensation.

Owner Name (First, Last - Print)
Date (yyyy-mm-dd): _____

Owner Signature

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Attach a photo(s) of existing property exterior to accompany application

Please do not include any private individuals on the photo(s).

NOTE: The photograph of the property attached to this form may be reproduced in City of Toronto publications/ material, including marketing and promotional materials and the City of Toronto official website.

Description and Scope of Work of Proposed Improvements

Provide notes on a drawing or photo to show the location of proposed patio or site improvements, elements of the property to be improved, etc.

Description and Scope of Proposed Improvements (bullet form) with Municipal Address (Street Number, Street name, Suite/Unit Number, City/Town, Province, Postal Code)

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Property Heritage Status

1. Applicants must determine if the property is included on the City of Toronto Heritage Register. To determine if the property is listed or designated, first visit the web site www.toronto.ca/heritage-preservation or call 416-392-1975.
2. Answer the following question by checking the appropriate box below:

Is the property included on the City of Toronto Heritage Register? Yes No

3. If the answer to the above question is “No”, then no further action is required.
4. If the answer to the above question is “Yes”, you must contact the City’s Heritage Planning to obtain a review of the proposed scope of work prior to obtaining quotes from contractors. The scope of work for heritage buildings must include the following:
 - a. A clear description of the project including proposed conservation methods and techniques, accompanied by specifications and/or architectural drawings. (Note: an architect or an architectural technologist can prepare the scope of work/specification and the cost of this service is an eligible expense; see page 3, item 4).
 - b. Recent photographs providing an overall view of the main façade.
 - c. Recent photographs clearly illustrating the areas of the property that are the subject of the proposed work, e.g. photographs of railings, landscape features, etc.
5. To arrange a review by Heritage Planning staff of the scope of work, contact Erin Smith at telephone number 416-338-1089 or email her at Erin.Smith@toronto.ca for applications east of University Avenue, and contact Daniel De Moissac at telephone number 416-338-1096 or email him at Daniel.deMoissac@toronto.ca for applications west of University Avenue. Heritage Planning staff must sign in the space provided beneath the solid line on this page to certify their review and approval of the proposed scope of work. The Heritage Planning staff member must also initial page 6 of the application, “Description and Scope of Proposed Improvements”.
6. If required, Building Permit application drawings must also be approved and stamped by Heritage Planning staff.

For Heritage Planning Staff Only

The scope of work for the property with municipal address _____ has been reviewed and approved by Heritage Planning staff.

Name (First, Last) of Heritage Planning Staff

Date (yyyy-mm-dd)

The Heritage Planning staff member who reviewed the scope of work must also initial and date page 5 of the application, “Description and Scope of Proposed Improvements”.

Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

For Office Use Only
DECLARATION OF COMPLIANCE WITH ANTI-HARASSMENT/ DISCRIMINATION LEGISLATION & CITY POLICY

Date: _____

Group/Vendor/Individual Name: _____

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration: I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

 Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address: _____ Email _____

Tel. No. _____

Postal Code: _____ Fax No. _____

 Name of Signing Officer or Name of Applicant (Name – *please print*): _____ Position: _____

 Signature: _____ Date: _____
Authorised Signing Officer or Individual

Multilingual Services: 311 and TTY 416-338-0889



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Letter of Application

Grant Recipients (Organization)

Owner: I/We are the owner(s) of the property at _____.
I/We attach a copy of the most recent registered deed for the property as proof of ownership.

Or for Tenant: I/We are the tenants of the property at _____,
and have attached a "No Objection" letter to the proposed property improvements from the property owner and the same letter from the property owner shall confirm the person or corporation receiving the grant if the work is approved and satisfactorily completed.

For all: I/We are a locally owned and operated business.

I/We attach a copy of the articles of incorporation of the corporation (if a corporation).

I/We apply for funding in the amount of \$_____ for the purposes of improvements to the building and or property at municipal address _____.

I/ We agree that if program funding is approved a Letter of Understanding will be executed and returned to the City.

I/We certify that the property has been inspected and complies with the Ontario Building Code, City by-laws and all applicable law.

I/We will obtain all necessary permits required for or in respect of the improvements.

I/We will ensure that the improvements will be carried out in accordance with the Building Code, City of Toronto By-laws, and all other applicable law.

I/We will provide proof of payment to any contractors i.e. photocopies of all invoices stamped 'paid' relating to the improvements.

I/We acknowledge that the completed improvements are subject to inspection by the City.

Date (yyyy-mm-dd)

Signature

Corporation Name (if applicable)

I/We have the authority to bind the Corporation

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Checklist

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PLEASE SUBMIT APPLICATION TO:

Michael Saunders
Economic Partnership Advisor
Economic Development & Culture
Business Growth Services – BIA Office
77 Elizabeth Street, 2nd Floor
Toronto, ON M5G 1P4
Tel: (416) 392-1005
Email: michael.saunders@toronto.ca .

Documents to be submitted with the completed property application form:

- 2 contractor estimates for proposed façade improvements
- High resolution digital photograph of the current property exterior
- Detailed drawing of proposed improvements
- Proof of ownership (copy of the land deed or copy of the latest property tax bill)
- Confirmation of the heritage status of the property (page 7)
- Signed "Declaration of a Non-Discrimination Policy" (page 8)
- Signed "Letter of Application" (page 9)
- If the tenant is applying for the grant, please provide a 'no-objection' letter from the property owner, stating the contact person for the file and who is to receive the grant if the application is approved and the work is satisfactorily completed.

NOTE:

- Please submit the application form to our office with the above mentioned documents.
- No work on the property should commence prior to written confirmation of the grant.
- Incomplete or late submissions will not be reviewed.