

Commercial Space Rehabilitation Grant Program

Deadline for Round 2: Tuesday, February 28, 2023

Note: Subject to funding availability, applications will be accepted until Tuesday, February 28, 2023 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 Commercial Space Rehabilitation Grant Program is available to owners of vacant properties or tenants at risk of being vacant properties* within the City of Toronto, that are used for commercial purposes, that are locally owned and operated, subject to funding availability and the above noted deadline submission date, whichever comes first. (* properties that have received funding from the Canada Emergency Rent Subsidy program)

Tenants who apply for the program must have written permission from the property owner to make any improvements to the property and receive grants.

Only one application for a business chain or for any franchise organization is permitted.

Grants cover one-half of the costs of eligible **interior improvements** up a maximum grant amount approved by the City of Toronto. A minimum of three eligible improvements must be made. The maximum base grant under the program is \$20,000 (based on a minimum of \$40,000 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 \$2,000 per application as part of the base grant.

Multi-unit properties are eligible for additional grant funding of up to \$4,000 per unit for each additional unit for which improvements are proposed, to a maximum of \$20,000. A minimum of three eligible improvements must be made to each unit.

Additional grant funding of up to \$4,000 is available for interior accessibility improvements which meet Accessibility for Ontarians with Disabilities Act ("AODA") design standards.

Applications for work totaling less than \$5,000 are ineligible. For assistance in calculating the maximum potential funding for your project, please call 416-392-1005.

The Commercial Space Rehabilitation Grant Program is not a maintenance program to fix broken windows, interior lighting or security systems, clean clogged plumbing, or replace ceiling panels. The intent of the program is to improve the function, efficiency, and interior appearance of commercial business premises.

Application

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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 and 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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Program Guidelines

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. Please use your business email address to communicate with us. Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

- 1) The Commercial Space Rehabilitation Grant Program is available only for interior improvements to vacant commercial properties business premises. The program is not to cover maintenance costs of existing interior property elements.
- 2) Eligible properties must be used for commercial purposes at street level.
- 3) Places of worship, institutional buildings, not-for-profit commercial buildings, and residential buildings are ineligible for the program.
- 4) Moveable furniture, window coverings, equipment, appliances, computers, IT expenses or elements such as tiling outside of the front door, are ineligible and should not form part of the submitted application.
- 5) 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 \$2,000 of the total eligible grant.
- 6) Applications must include a minimum of three (3) of the eligible interior and accessibility improvements listed below:

Interior Improvements

- a) Electrical upgrades
- b) Plumbing upgrades and plumbing fixtures
- c) HVAC upgrades, including kitchen exhaust/ventilation
- d) Building structural upgrades
- e) Interior lighting, light fixtures, and security systems
- f) Improvements related to fire prevention or suppression
- g) Improvements to reduce energy or water consumption
- h) Improvements that help achieve public health objectives
- i) Flooring, floor coverings, floor finishes, walls, ceilings, wall or ceiling treatments and interior painting visible to clients or customers
- j) Permanently affixed counters, shelving, interior signage, and merchandise displays visible to clients or customer

Accessibility

- k) Installation of wheelchair ramps, handrails and other interior accessibility devices which meet AODA design standards

Other Improvements

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

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- 7) Commercial Space Rehabilitation Grant Program grants are allocated based on individual property ownership, with one grant per property parcel owner. Adjoining business premises under the same ownership are eligible for only one grant. For example, if there are two or more adjacent or attached store fronts which are owned by the same owner or company, under the Program, this is considered as one property, and is eligible for only one grant. If needed, please contact 416-392-1005 for clarification.
- 8) 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.
- 9) Two quotes from two different contractors or suppliers, 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 the 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).
- 10) Incomplete applications will not be reviewed.
- 11) Applications received after the deadline, or when there are no longer any funds available, will not be reviewed.
- 12) The owner or a tenant of a property for which a Commercial Space Rehabilitation Grant Program grant has been issued may reapply for funding in subsequent years. However, the total value of all Commercial Space Rehabilitation Grant Program grants issued for any property shall not exceed the maximum grant under the terms of the Program over any ten-year period.
- 13) Applicants must determine if the property is listed in the City's inventory of heritage properties. (See page 9).
- 14) The city will consider only one property application from a business chain or franchise business chain under this Commercial Space Rehabilitation Grant program.

Permission to Photograph or Video Interior Improvements

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

Owner(s) Name (First, Last - print)

Signature of Owner(s)

Date (yyyy-mm-dd): _____

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Eligible Improvements

Grants cover one-half of the costs of eligible interior improvements up a maximum grant amount approved by the City of Toronto. A minimum of three eligible improvements must be made. The maximum base grant under the program is \$20,000 (based on a minimum of \$40,000 of improvements).

Applications must include a minimum of three (3) of the eligible interior improvements listed below. Please check all that apply:

- Electrical upgrades
- Plumbing upgrades and plumbing fixtures
- HVAC upgrades, including kitchen exhaust/ventilation
- Building structural upgrades
- Interior lighting, light fixtures, and security systems
- Improvements related to fire prevention or suppression
- Improvements to reduce energy or water consumption
- Improvements that help achieve public health objectives
- Flooring, floor coverings, floor finishes, walls, ceilings, wall, or ceiling treatments and interior painting visible to clients or customers
- Permanently affixed counters, shelving, interior signage, and merchandise displays visible to clients or customers
- Accessibility improvements which meet Accessibility for Ontarians with Disabilities Act ("AODA") design standards
- Other interior building improvements (please describe below)

Other improvements (if applicable):

Accessibility Improvements

Additional grant funding of up to \$4,000 is available for interior accessibility improvements which meet Accessibility for Ontarians with Disabilities Act ("AODA") design standards.

Do your proposed improvements include accessibility upgrades which meet Accessibility for Ontarians with Disabilities Act ("AODA") design standards:

Yes No

If the answer is yes, describe proposed accessibility upgrades:

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Multi-Unit Properties

Multi-unit properties are eligible for additional grant funding of up to \$4,000 per unit for each additional unit for which improvements are proposed, to a maximum of \$20,000. A minimum of three eligible improvements must be made to each unit.

<p>Are you making improvements to more than one unit of a multi-unit property? (minimum three eligible improvements per unit)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If the answer is yes, indicate how many units of the building are to be improved: (minimum 3 eligible improvements per unit)</p> <p><input type="checkbox"/> 2 Units <input type="checkbox"/> 3 Units <input type="checkbox"/> 4 Units <input type="checkbox"/> 5 Units <input type="checkbox"/> 6 Units (or more)</p>

Property Vacant Status

The Commercial Space Rehabilitation Grant Program is available to business operators and owners of commercial properties that are vacant or have been at risk of becoming vacant.

For the purposes of the Commercial Space Rehabilitation Grant Program, properties at risk of becoming vacant are defined as those that have previously received funding from the Canada Emergency Rent Subsidy (CERS) program.


<p>Please confirm your eligibility by checking one of the following boxes:</p> <p><input type="checkbox"/> The commercial property/unit is currently vacant.</p> <ul style="list-style-type: none"> • Attach digital colour photo(s) showing the vacant interior space*. <p><input type="checkbox"/> Property is not vacant but was previous recipient of CERS funding.</p> <ul style="list-style-type: none"> • Attach proof of funding (CRA document) under the CERS program.
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* NOTE: Photographs submitted with your application may be reproduced by the City of Toronto in publications/materials, including marketing and promotional materials, and the City of Toronto official website. Please do not include any private individuals on the attached photograph(s).

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Description and Scope of Work of Proposed Improvements

- Provide notes on a drawing or photo to show what areas of the interior space are to be, repaired, painted, rebuilt, resurfaced, etc.
- Indicate what fixtures are being replaced such as lighting, interior signage, vents, etc.



Description and Scope of Work of Proposed Improvements (cont'd)

- Please attach a detailed drawing of the proposed interior improvements.

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Estimated Cost of Proposed Interior Improvements

Two estimates are required for all aspects of the work. Applicants may hire a general contractor to oversee the entire project or separate contractors/vendors for various components of the work.

Please summarize the lowest combined cost estimate and a second cost estimate below. The quotes must be for the same scope of work. Funding will be awarded based on the lowest bid.

Copies of all estimates must be provided with your application.

Lowest Estimate

<p>Name of Contractor(s) comprising the Lowest Estimate</p> <p>(if more than one contractor for different components of the work, list all contractors comprising the lowest estimate)</p>	
<p>Total Cost (lowest estimate)</p>	<p>\$</p>

Second Estimate

<p>Name of Contractor(s) comprising the Second Estimate</p> <p>(if more than one contractor for different components of the work, list all contractors comprising the second estimate)</p>	
<p>Total Cost (second estimate)</p>	<p>\$</p>

Please attach copies of all estimates to your application.

Application

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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 5.)
 - b. Recent photographs providing an overall view of the interior space being renovated.
 - c. Recent photographs clearly illustrating the areas of the building that are the subject of the proposed work. etc.
5. To arrange a review by Heritage Planning staff of the scope of work, contact Neil MacKay at telephone number 416-338-6461 or email him at Neil.MacKay@toronto.ca for applications east of University Avenue, and contact Amir Nissan at telephone number 416-338-4805 or email him at Amir.Nissan@toronto.ca for applications west of University Avenue. Please use your business email address to communicate with Heritage Planning staff. 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 8 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 7 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: _____
Authorized 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

Tenant: I/We are the tenants of the property at _____ and have attached a "No Objection" letter to the proposed interior 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.

Both Owner and Tenant: 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 building 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 (photocopies of all invoices stamped 'paid' or showing zero balances 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 authority to bind the Corporation

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Checklist

Deadline for Round 2: Tuesday, February 28, 2023

- Subject to funding availability, applications will be accepted until Tuesday, February 28, 2023 or until funds are fully expended, **whichever comes first**.
- Applications are considered on a first in, first reviewed basis.

PLEASE SUBMIT APPLICATION BY EMAIL 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 application form:

- 2 separate contractor or supplier estimates for proposed interior improvements
- High resolution digital photograph of the current area for interior improvements (cellphone photo acceptable)
- Sketch, marked photo and / or architectural drawing of the proposed improvements
- Proof of rent subsidy funding under the Canada Emergency Rent Subsidy program
- 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 9)
- Signed "Declaration of a Non-Discrimination Policy" (page 10)
- Signed "Letter of Application" (page 11)
- 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

NOTE:

- Please email the application form to our office with the above-mentioned documents.
- Please use your business email address to communicate with us.
- No work on the building interior should commence prior to written confirmation of the grant.
- Incomplete or late submissions will not be reviewed.