

City Centre Incentive Program Grant Application

The City Centre Incentive Program (CCIP) will use the information requested in this form to evaluate eligibility. The City Revitalization team will review the application for completeness and eligibility under the selected incentive stream. Internal business areas may be consulted as required to assess requirements and eligibility.

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Section A: Complete this form

Review the **CCIP Guide** for a more detailed description of the program including eligibility

criteria. **All submissions must include the following documents at time of application:**

- ☐ A completed application form including all required signatures by applicants and owners
- ☐ A detailed estimate provided by a Saskatchewan licensed contractor, architect, consultant or engineer*
- ☐ Licensing information for each entity providing an estimate
- ☐ The applicant's Information Services Corporation incorporation information if the applicant is a corporation (if applicable)
- ☐ Province of Saskatchewan Land Titles, Registry Title or other proof of ownership
- ☐ Lease agreement or intent to lease (Min 2 years) where work is to be funded/undertaken by a tenant
- ☐ Digital images which provide an overview of the current space where work will be performed

Storefront Improvement Incentive must also include the following at time of application:

- Site plans and elevations/renderings showing existing conditions and proposed layout, dimensions, entrances and work to be undertaken on site
- ☐ **Section C** along with supplemental documents/statements to substantiate score points

Tenant Fit-up Incentive must also include the following at time of application:

- Floor plans and interior elevations/renderings that show proposed use, layout, dimensions and work to be undertaken within the unit.
- ☐ **Section D** along with supplemental documents/statements to substantiate score points

*For information on application requirements for projects done by the applicant without a contractor, contact the City at revitalize@regina.ca.

Submission

Submit your completed application form and all required documents to revitalize@regina.ca.

The City must receive the application form, confirm receipt of all required documents and signatures, and verify eligibility within the designated intake period. The City may request any additional supporting information that it deems necessary as part of the review process. City Revitalization will provide the prescribed timeframe for submitting requested information to maintain eligibility through any stage of the program.

Applications deemed incomplete or ineligible by the end of the intake period will not be considered for funding.

CCIP Grant Application Form

Section B: General Application Detail

1. Applicant Contact Information

Name: Title:

Company:

Mailing Address:

City: Province: Postal Code:

Phone: ☐ Cell ☐ Work ☐ Home

Email Address:

Please Indicate one of the following:

- ☐ I am the property owner, financing the proposed work
- ☐ I am a representative applying on behalf of the property owner financing the proposed work
- ☐ I am the tenant, financing the proposed work

2. Owner Contact Information (if different than Applicant)

Name: Title:

Company:

Mailing Address:

City: Province: Postal Code:

Phone: ☐ Cell ☐ Work ☐ Home

Email Address:

- ☐ There is more than one property owner, a separate list has been appended to provide owner details.

3. Property Details

Property Address:

Lot(s): Block: Plan No:

Current Property Type: ☐ Residential ☐ Non-Residential ☐ Mixed-Use

Current Use:

Proposed Use or Occupancy:

Please refer to the **interactive program map** to complete this part

- Is the project located within the City Centre Boundary? ☐ Yes ☐ No
- Is the project located within a designated Priority Funding Area? ☐ Yes ☐ No

4. Funding Stream you are applying for (select all that apply)

- ☐ Tenant Fit-Up (Please complete **Section C** of this application)
- ☐ Storefront Improvement (Please complete **Section D** of this application)

5. Prior Incentives

Has any portion of the property received incentives under any other City of Regina program: ☐ Yes ☐ No

If Yes, Please select all that apply and indicate applicable file number and/or year of application

- ☐ Housing Incentive Policy:

Application number and/or year of application

- ☐ Heritage Incentive Policy:

Application number and/or year of application

- ☐ Intensification Incentive Program:

Application number and/or year of application

- ☐ Revitalization Incentive Program:

Application number and/or year of application

- ☐ Community Investment Program:

Application number and/or year of application

- ☐ Community Non-Profit Tax Exemption Program:

Application number and/or year of application

- ☐ City Centre Incentive Program:

Application number and/or year of application

- ☐ Others:

Name of incentive

Application number and/or year of application

6. Program Eligibility

To be eligible to apply for grant incentives, please confirm the following:

- ☐ The property is located within the City Centre Boundary
- ☐ The project will incur a minimum of \$5,000 in total eligible project costs
- ☐ The proposed project(s) has met the minimum 30 scorecard points for all streams being applied for.
- ☐ The property contains a principal building constructed at least five years prior to the date of application.
- ☐ The project is located within the first two floors of a building or property interfacing a sidewalk or street frontage.
- ☐ The construction work for the proposed project has not started prior to the effective date of the intake period.
- ☐ The proposed work has not been incentivized under a municipal incentive program.

Section C: Storefront Improvement Incentives Information

7. Specific Eligibility Requirements

To be eligible to apply for the Storefront Improvements Stream, please confirm the following:

- ☐ The proposed project is for a commercial land-use located within the building.

8. Eligible Work

Projects must include at least one of the eligible work items from the list below. Please check all that apply:

- ☐ Refinishing of building frontages with mix of new materials
- ☐ Redesign of the façade to improve visual appeal
- ☐ Privately funded professional installed artwork, playscape and permanent outdoor features on private property that interfaces the sidewalk or street frontage.
- ☐ Installation of new on-site permanent business name signage permanently affixed to the wall or privately owned parcel of land.
- ☐ Installation of accessibility features to improve access and entry to the building
- ☐ Relocation, addition and enlargement of existing openings along frontage and side interfacing the sidewalk or street.
- ☐ Long-lasting landscaping on private property including tree planting, shrubs, soil, grass, statuary, rain gardens, perennial vegetation
- ☐ Permanent electrified lighting affixed to the building or on site that is ornamental and intended to enhance visibility between the public and private realm

Have any applicable permit applications been submitted to the City for the project? ☐ Yes ☐ No

If Yes, please provide permit application numbers associated with project:

Expected Construction Start Date:

Month, Day, Year

Expected Construction End Date:

Month, Day, Year

9. Estimated Project Cost

Please use quotes or invoices to complete the following details.

- ☐ Please check this box if a separate document providing this information has been attached to your application.

Work Type and Quote #	Project Cost Type	Estimated costs (including GST/PST)
1.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
2.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Consultancy	\$
3.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
4.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
5.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
6.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
7.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
8.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
9.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
10	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
Summary of Project Cost	Total Estimated Project Costs	\$
	50% of Estimated Project Costs	\$
	Maximum entitlement	\$ 50,000

For a detailed outline of eligible and ineligible items and costs, please refer to the **CCIP Guide**.

10. Project Details

Please complete the following section with details of the proposed project and outline how it meets the Storefront Improvement funding stream objectives and scorecard criteria. Additional information is outlined in the **CCIP Guide**.

- ☐ Please check this box if a separate document providing this information has been attached to your application.

11. Storefront Improvement Scorecard

This scorecard must be completed and submitted as part of an application for a Storefront Improvement grant application. For each criterion, partial credit cannot be applied unless specified within the criteria. Applicants may be asked for further information or documentation to prove that they meet the requirements set out below. The final evaluation and determination of the points for each category shall be conclusively determined by the City.

Development Features		Examples & Ideas	Possible Points	Earned Points
Placemaking (35 points)	Building Façade enhancements that incorporate a mix of materials to create visual interest in all seasons.	<ul style="list-style-type: none"> Decorative Canopy/Awnings/Marquee Decorative buildouts Use of a mix of materials including masonry, wood features, metal accents, paint, etc. 	15	
	Addition of permanent artwork and installations to the exterior of the building.	<ul style="list-style-type: none"> Artwork to blank facades Light-based artwork and installation that provide visual interest during evening and winter seasons 	10	
	Reduction of existing parking or excess bare land on site to encourage “stay in place” activities and a sense of exploration.	<ul style="list-style-type: none"> Interactive elements and freestanding sculptures/artwork that add visual interest to space Permanently affixed benches, seating, play structures Permanent landscaping elements beyond landscaping requirements of the Zoning Bylaw (e.g. Perennial trees, shrubs, rooftop gardens, water features, etc.) 	10	
Safety, Transparency & Accessibility (50 points)	Signage that clearly defines the function within the building and supports readability	<ul style="list-style-type: none"> New permanently affixed signage Addition of building directory or wayfinding signage Signage and address that is scaled and uses a font that is easy to read from sidewalk Signage that includes a mix of languages and ways of reading 	10	
	Adapting barrier free design to improve accessibility	<ul style="list-style-type: none"> Access to the building from the sidewalk or public realm converted to include a ramp or grade level entry addition of features such as handrails and automated door mechanisms 	15	
	Building openings improved to encourage transparency and accessibility	<ul style="list-style-type: none"> New clear glazing added to building walls along facades interfacing the streets that were previously blank Replacement of existing openings with enlarged clear glazing to increase transparency Adding, enlarging or relocating main entrances to sides interfacing the sidewalk to improve access by the public 	15	
	Exterior lighting to enhance visibility and safety	<ul style="list-style-type: none"> Addition of permanent exterior lighting along street frontages (e.g. Pot lights, wall sconces, landscape lighting) oriented to the sidewalk and public access points 	10	
Quality Design (15 points)	Enhancements were developed in consultation with a qualified professional	<ul style="list-style-type: none"> Architects (landscape, building, etc.) Urban Designer Planner Engineer 	5	
	Design considers neighbourhood context and aesthetics, including incorporating design features reflected in current available City policy and plans	<ul style="list-style-type: none"> Applicable sections in Design Regina, Official Community Plan Neighbourhood Plans if applicable Independent site analysis considering the context of the surrounding neighbourhood 	5	
	Proposed design incorporates features beyond existing bylaw or code requirements and considers inspiration from best practice design principles	<ul style="list-style-type: none"> Crime Prevention Through Environmental Design Universal Design Urban Design Placemaking Designs respecting heritage, arts and culture 	5	
Total Possible Points			100	
Minimum to be Eligible for Storefront Improvement Incentives			30	
City evaluation completed by: _____			Date: _____	

Section D: Tenant Fit-up Incentive Information

12. Specific Eligibility Requirements

To be eligible to apply for the Tenant Fit-up stream, please confirm the following:

- ☐ The proposed project is intended for the establishment of a new tenant within an existing building
- ☐ The proposed project is not for the alteration or expansion of an existing business
- ☐ The tenant has a lease agreement or an intent to lease the space for a minimum of two or more years

13. Eligible Work

Projects must include at least one of the eligible work items from the list below. Please check all that apply:

- ☐ Alterations related to a change in layout within the unit
- ☐ Aesthetic renovation within the unit including walls, floors, ceiling, decorative hardware and lighting fixtures
- ☐ Upgrades to the interior of a unit to meet zoning, fire, health and safety or building code, as part of a change in occupancy or use

Have any applicable permit applications been submitted to the City for the project? ☐ Yes ☐ No

If Yes, please provide permit application numbers associated with project:

Expected Construction Start Date:

Month, Day, Year

Expected Construction End Date:

Month, Day, Year

[Continue on next page....]

14. Estimated Project Cost

Please use quotes or invoices to complete the following details.

- ☐ Please check this box if a separate document providing this information has been attached to your application.

Work Type and Quote #	Project Cost Type	Estimated costs (including GST/PST)
1.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
2.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Consultancy	\$
3.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
4.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
5.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
6.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
7.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
8.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
9.	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
10	<input type="checkbox"/> Material	\$
	<input type="checkbox"/> Labour	\$
	<input type="checkbox"/> Design/Engineering	\$
Summary of Project Cost	Total Estimated Project Costs	\$
	50% of Estimated Project Costs	\$
	Maximum entitlement	\$ 50,000

For a detailed outline of eligible and ineligible items and costs, please refer to the **CCIP Guide**

15. Project Details

Please complete the following section with details of the proposed project and outline how it meets the Tenant Fit-up funding stream objectives and scorecard criteria. Additional information is outlined in the **CCIP Guide**.

- ☐ Please check this box if a separate document providing this information has been attached to your application.

16. Tenant Fit-up Scorecard

This scorecard must be completed and submitted as part of an application for a Tenant Fit-up grant application. For each criterion, partial credit cannot be applied unless specified within the criteria. Applicants may be asked for further information or documentation to prove that they meet the requirements set out below. The final evaluation and determination of the points for each category shall be conclusively determined by the City.

Development Features		Examples & Ideas	Possible Points	Earned Points
Primary Land Use (45 points)	Cultural, Arts & Entertainment	<input type="checkbox"/> Assembly Recreation E.g., Gym/sports/Fitness facility, Entertainment and cultural attractions, Arcade, Bowling Alley, Escape Room, Movie Theatres, museums, Cultural & Creative Centers <input type="checkbox"/> Industry, Artistic E.g. Fine woodworking, glassmaking, pottery, etc.	20	
	Service, Food & Retail	<input type="checkbox"/> Retail Trade, Shop E.g. Boutique, Grocery Store, Convenience Store <input type="checkbox"/> Food & Beverage, Lounge/Restaurant E.g. Café, Restaurant, Licensed beverage room <input type="checkbox"/> Service Trade, Accommodation, Clinic, Light and/or Personal E.g. Hotels, Medical Clinics, Counselling, Small appliance repair, Hair stylist <input type="checkbox"/> Industry, Food & Beverage E.g. Microbrewery, Bakery, Chocolatier	10	
	Community & Education	<input type="checkbox"/> Institutional, Education E.g., School <input type="checkbox"/> Institutional Training E.g. Job Training, Apprentice Training <input type="checkbox"/> Institutional, Daycare E.g. Adult daycare, Child daycare center, Nursery school/Playschool <input type="checkbox"/> Assembly, Community Centre E.g. Rinks, Library, Community Centre	15	
Business Functions (35 points)	Orientation	<ul style="list-style-type: none"> Entryway is immediately located at grade level Access to business is abutting the sidewalk Interior activity visible from the street 	5	
	Location	The proposed tenant is located on one of the following floors: <input type="checkbox"/> Grade level <input type="checkbox"/> Lower level <input type="checkbox"/> Second level <input type="checkbox"/> Combination of the above noted levels	10	
	Unique venture	<input type="checkbox"/> The tenant is a locally owned business <input type="checkbox"/> The business is the first location within the city <input type="checkbox"/> The business introduces a new service or amenity to the City Centre	5	
	Operation	Hours of operations extend beyond standard weekday hours (typically 9am-5pm) <input type="checkbox"/> Evening hours (5pm-9pm) <input type="checkbox"/> Weekends (min 8+ hrs./day) <input type="checkbox"/> Unit provides a mix of services and/or shared tenants that encourage the activation of a unit space from morning to night E.g. Daytime coffee shop, Evening bar and lounge	15	
Quality Design (20 points)	Interior enhancements and design of the unit were developed with support from a qualified professional	<ul style="list-style-type: none"> Architect Interior Designer Planner Others: _____ (Reference all that may apply) 	5	
	Additional amenities were incorporated into the unit	<input type="checkbox"/> Dedicated Nursing Rooms <input type="checkbox"/> Child spaces/permanent play structures <input type="checkbox"/> Secure indoor bike parking <input type="checkbox"/> Public meeting areas <input type="checkbox"/> Low sensory room <input type="checkbox"/> Multipurpose space <input type="checkbox"/> Others: _____ (Reference all that may apply)	15	
Total Possible Points			100	
Minimum to be Eligible for Storefront Improvement Incentives			30	
City evaluation completed by: _____			Date: _____	

Section E: Applicant Terms and Conditions Agreement

Conditions. The City reserves the right to determine applicant participation in any incentive stream on a case-by-case basis. Grants are subject to City identified priorities, scorecard evaluation and budget availability and intake may be closed or suspended by the City at any time without notice. Even where funding has been committed to an applicant, the City will not provide a grant or may reduce a grant amount if there is no budget approved for the program, or the program is terminated for any reason. The City will not be liable for any damages including direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort, or otherwise, arising from any such reduction or termination of funding.

Costs may only be claimed once. When a project qualifies for more than one incentive under this program or other City of Regina Programs, specific eligible costs may only be claimed once.

Applicant. For the purposes of this Agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents and shall include the owner and tenant financing the work. Should an unincorporated entity be named as the Applicant, any individual who signs this application shall be deemed to be the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

Use of Money. The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the **CCIP Guide** any conditions as set out in the Funding Commitment letter issued by the City. In the event of any conflict between the application (excluding this Agreement) and the City's Funding Commitment letter, the Funding Commitment letter shall take precedence. Where the City has paid the grant, the City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: does not comply with the conditions set out in this application or the Funding Commitment letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant made a material misrepresentation in the application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City. Where applicants have been provided a funding commitment and grant has not been paid out, the City reserves the right to revoke funding commitments at any time, for any reason including but not limited to where the work does not comply with the application, CCIP Program Guideline or Funding Commitment letter, or where any terms and conditions prescribed by the city have not been met.

Good Standing Status and Compliance with Bylaws and Policies. Applicants receiving funding from the City must not have any outstanding taxes or other charges owing to the City, must not be in active litigation against the City and must abide by all applicable laws (including bylaws) as well as the City's policies and procedures. An Applicant that has outstanding taxes or charges, is in active litigation or has breached a law or policy will lose, at the discretion of the City, eligibility under the CCIP, any funding commitment awarded or any outstanding grant payment.

Freedom of Information and Protection of Privacy. The City is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected in this application will be used to administer the Program. In addition, to the extent required by *The Cities Act* and *The Cities Regulations*, the City will report the names and grant amounts of those receiving grants under this Program in the City's public accounts. Addresses, project detail and images of properties receiving grants and grant amounts will be reported publicly and information will be used by the City for program reporting, monitoring, planning and evaluation.

Indemnification. The City's role is limited to providing the grant to the Applicant. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Applicant's activities under this Agreement including, without limitation and no matter when asserted, claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

Representations. In making this application, I the undersigned, hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership or condominium corporation, I represent that I have the authority to bind the corporate entity, partnership or owners of the units in the condominium corporation. Submission of this Application does not constitute funding approval. A Funding Commitment letter will be provided by the City upon assessment of this application and if approved, the terms and conditions herein shall apply to the grant. Where the Applicant is a group of individuals, each individual must sign the application. The execution of the application form or any subsequent agreements under this program in no way constitutes a development permit or building permit approval. It is the responsibility of the Applicant/owner to ensure all proper approvals are obtained. Failure to do so may result in cancellation of the commitment or ineligibility under the CCIP. By signing this application form, the Applicant is agreeing to all the terms, conditions and requirements in the application form, the **CCIP Guide** and the Funding Commitment letter (where the project is approved for funding by the City). Together these documents form the legal agreement that binds the Applicant with respect to the project. These documents constitute the entire and exclusive agreement that governs the funding commitment and supersedes all prior agreements, undertakings, representations and understandings, whether written or oral, between the parties or their representatives.

Signatures. All identified applicant(s) including the owner(s) and tenant(s) must sign the application form.

I am a <input type="checkbox"/> Tenant <input type="checkbox"/> Owner <input type="checkbox"/> Representative of the owner, identified in the application.		
<div></div>	<div></div>	<div>Month, Day, 2025</div>
Signature	Print Name	Date of Signature

I am a <input type="checkbox"/> Tenant <input type="checkbox"/> Owner <input type="checkbox"/> Representative of the owner, identified in the application.		
<div></div>	<div></div>	<div>Month, Day, 2025</div>
Signature	Print Name	Date of Signature

I am a <input type="checkbox"/> Tenant <input type="checkbox"/> Owner <input type="checkbox"/> Representative of the owner, identified in the application.		
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