

CITY CENTRE VIBRANCY PROGRAM

The purpose of the City Centre Vibrancy Program is to provide City of Medicine Hat ('the City') funds to support commercial property owners and/or their tenant(s)/business owners with permanent property improvements that enhance the vibrancy, sustainability, or livability of the City Centre. This program provides a 50% matching grant of eligible, approved pre-tax expenses up to a maximum of \$15,000, with an opportunity to apply for an interest-free loan for an additional \$15,000, provided by Community Futures Entre-Corp.

This program is a partnership between and has been funded by both the City of Medicine Hat and Community Futures Entre-Corp.

Goals of this program are meant to:

- Enhance the local economy
- Create and retain jobs
- Increase the vibrancy and activity in our City Centre region
- Enhance vacant property to suit new tenant opportunities
- Protect and increase property values

Funding Breakdown

- a) 50% (max \$15,000) will be provided as a grant through funding provided by the City.
- b) 50% (max \$15,000) can be accessed through a loan (upon approval) repayable by the applicant over a 3-year period provided by Community Futures Entre-Corp.
 - This loan will be interest-free for the applicant due to the interest being paid through funding provided by the City.

Program Overview

- a) Provides up to a maximum of thirty thousand dollars (\$30,000) per business or property owner.
 - 50% (max \$15,000) of eligible pre-tax expenses will be provided in grant funds
 - 50% (max \$15,000) of eligible pre-tax expenses can be accessed through an application for an interest-free loan repayable over a 3-year period.
 - Loan documentation required and approvals will be done at the sole discretion of Community Futures Entre-Corp
- b) Approved Grant Funds must be matched by outside funding, either through the interest free Community Futures Loan or other funds.
- c) Funds approved will be subject to the remaining funds available under this Program at the time of an approved application.

Timeline

- a) Applications will close once all available funds have been committed.
- b) Applications will be evaluated on a first-come first-served basis
 - Applications will be deemed complete once all necessary documentation has been received and verified
- c) The deadline to submit project receipts in order to receive the grant portion of this program will need to be received no later than December 15, 2027.

Application Requirements

Step 1:

- a) Completion of online application form through Medicine Hat Economic Development website
 - <https://www.medicinehat.ca/medicine-hat-economic-development/incentives/>
- b) Once online application is completed, required documentation will include:
 - Project costs documentation, one of the following:
 - A detailed contractor estimate
 - If you are directly purchasing material and supplies, you may submit a project budget with product information and pricing in lieu of a contractor estimate (no labour costs will be reimbursed)
 - A recent and accurate land title certificate in respect of the subject property verifying that the Applicant or approving Property Owner is the registered owner thereof or, alternatively, a fully executed, and in full force and effect, real estate purchase contract in respect of the subject property.
 - If applicant is not the registered owner, you will be required to provide a signed approval letter from building owner or landlord regarding the project.
 - A government-issued photo ID of the Applicant or, where the Applicant is a corporation, a government-issued photo ID of the Person applying on behalf of the corporation
 - A current City of Medicine Hat issued business license (if applicable)

Step 2:

- c) If applicable, completed loan documentation provided by Community Futures Entre-Corp
 - At their sole discretion, Community Futures Entre-Corp will request and require specific documentation to assess the loan.

Other Requirements:

- d) The subject property must be a commercial property within the boundaries of the City Centre as defined by the Boundary Map (listed below).
- e) The Applicant or property **must not** be in arrears regarding municipal taxes or utilities.
- f) The Applicant **must not** be involved in unresolved litigation with the City. Applicants that are involved in unresolved litigation with the City are not eligible for this Program.

Eligible Projects

- a) Work on the approved project must not have begun prior to approved application
- b) Construction of a new building **is not** an eligible project.
- c) Building must be located within the defined Boundary Map
- d) The project must include any of the following eligible improvements:
 - quality façade improvements;
 - permanent interior and exterior space improvements;
 - patios;
 - accessibility improvements;
 - Make necessary building upgrades that contribute to the customer experience.
 - adding square footage to an existing building on the site.

** The above list is not all-encompassing. Other improvements could be eligible if they meet the objectives of the program and comply with the applicable municipal development regulations.*

- e) The City may, in its sole discretion, approve or deny the proposed project based on the above eligible improvements and goals of the program.
- f) The project must meet all applicable building safety codes, development requirements, and comply with zoning requirements upon completion of construction.
- g) The project must result in improvements that add to the vibrancy, sustainability, and/or livability of the City Centre, as determined by the City.
- h) Project must be completed and eligible proof of receipts received by December 15, 2027 in order to receive the approved grant portion of this program.

Payment Schedule

- a) Once application is approved, and all due diligence has been performed by both the City of Medicine Hat and Community Futures Entre-Corp Business Development, the applicant is eligible to receive,
 - 50% of eligible pre-tax project costs (max \$15,000) in an interest-free loan, repayable over 3 years, administered by Community Futures Entre-Corp.
- b) Once the approved project is complete or the maximum amount has been spent, and proof of payment (receipts) for eligible expenses has been submitted to Community Futures Entre-Corp by the approved deadline, the applicant is eligible to receive,
 - 50% of eligible pre-tax project costs (max \$15,000) in the form of a grant that will be administered by Community Futures Entre-Corp.
- c) In order to receive the grant portion, the applicant must not be delinquent regarding the Community Futures Entre-Corp loan (if applicable)

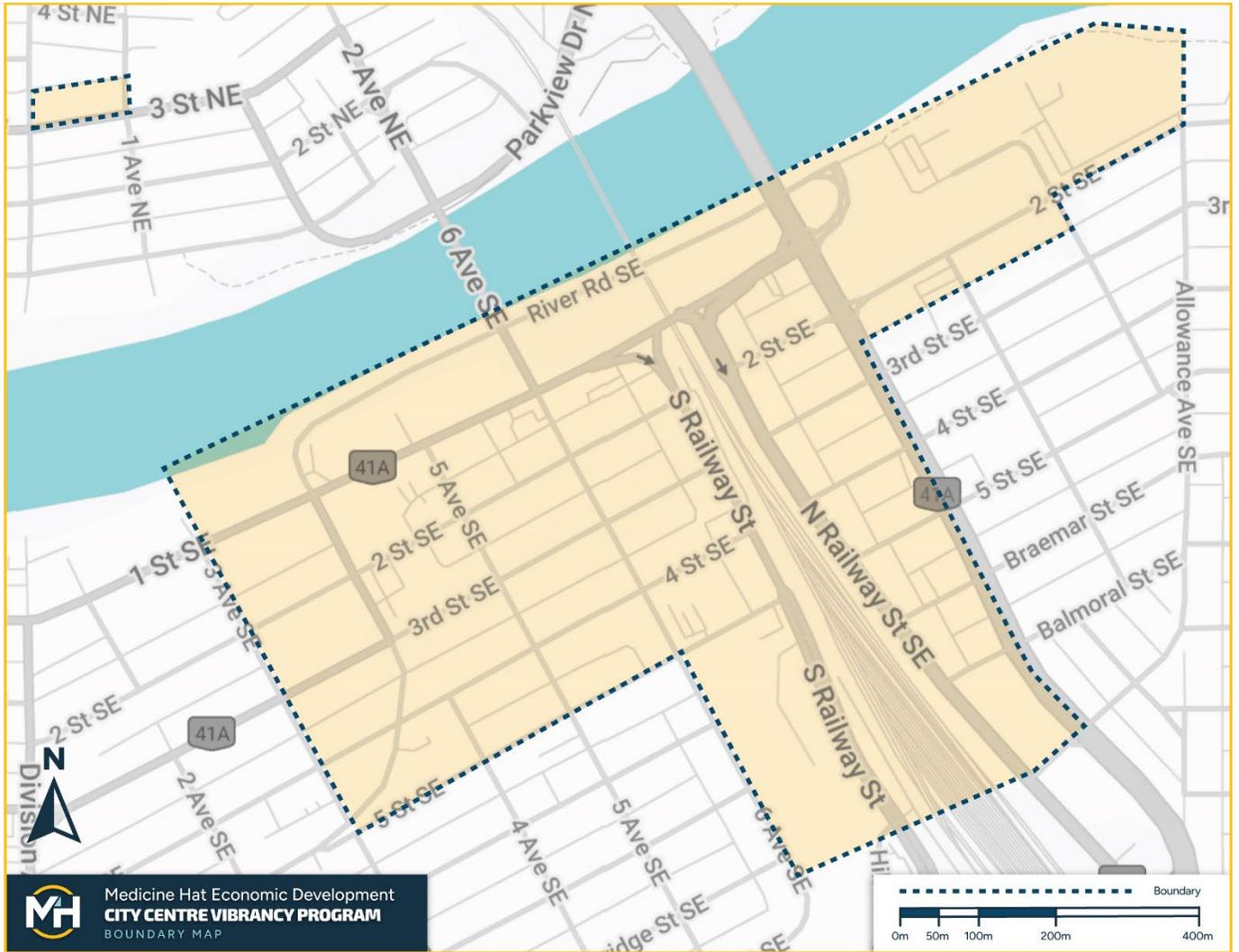
Non-Eligible Expenses

- a) Costs associated with time and/or labour performed by the applicant and/or applicant's staff
- b) Changes to the project scope that have not been pre-approved
- c) Insurance and warranties

Cancellation of Incentive Program

The City may, in its sole discretion cancel or alter this Incentive Program at any time.

Boundary Map



Process:

1. Applicant
 - Completion of online application form through Medicine Hat Economic Development website: <https://www.medicinehat.ca/medicine-hat-economic-development/incentives/>
2. Medicine Hat Economic Development
 - Meet with applicant to review project and collect required documentation
 - Perform due diligence process
 - Refer applicant to Community Futures Entre-Corp
3. Community Futures Entre-Corp
 - If applicant is applying for matching loan
 - Collect required documentation from the applicant to assess a loan application
 - Provide loan application decision
 - Sign and execute required loan documentation
 - If applicant is not applying for matching loan
 - Proceed with project and submit for grant portion only
 - Proceed with payment schedule (please refer to Payment Schedule section)
 - Applicant is eligible to receive approved loan portion once loan documentation is signed
 - Applicant is eligible to receive the grant portion for the approved project once it is complete or the maximum amount has been spent, and proof of payment (receipts) for eligible pre tax expenses has been received by the approved deadline.