



Façade And Capital Enhancement Program

Contents

	Introduction	3
	Grant Objectives	3
	Project Criteria	4
	Project Levels	
	General Program Requirements	6
	Storefront Improvement Projects	8
	Simple Façade Improvement Projects	9
	Comprehensive Façade Improvement Projects	10
	Eligible Project Ideas	11
	Eligible Project Ideas: Major Improvements	12
	Project Examples	13
	Application and Program Process	16
	Appendices	
	Appendix A: Program Area - Urban Centre	18
	Appendix B: Detailed Scoring Matrix	19
	Appendix C: 2013 City of Leduc Downtown Heritage Inventory map	20
	Glossary of Terms & Resources	21



Introduction

Thank you for your interest in the Façade and Capital Enhancement Program (FACE). The FACE Program exists to stimulate the Urban Centre, supporting local business, cultural and economic vibrancy, safety, and accessibility, as aligned with the Façade and Capital Enhancement Grant Policy (No.900003). The City of Leduc aims to increase foot traffic and cultural and economic vibrancy within the Urban Centre.

Grant Objectives

The FACE Program Grant provides a financial incentive for improvements to buildings within the Urban Centre (Appendix A), as supported by the vision of the Urban Centre Redevelopment Plan (UCRP). This vision supports the objectives of this grant:

- Creating attractive and inviting storefronts
- Promoting civic pride, historical restoration along Historic Main Street, foster local culture identity and a vibrant public atmosphere
- Prioritizing pedestrian-forward public spaces
- Increasing vibrancy within the Urban Centre
- Supporting community economic vitality
- Promoting accessibility and safety improvements

Grant Specifics

Funding is provided as a matching reimbursement grant. The City of Leduc reimburses up to \$25,000 based on the extent of the proposed work and placement of the work within the project criteria. The use of design professionals may be required, but all work must be completed by contractors with a valid City of Leduc business licence.



Project Criteria

Projects must be a commercial or mixed-use building, located within the Urban Centre (Appendix A), with a capital (permanent) improvement that represents a long-term investment in a building.



Eligible and Ineligible Costs	
Eligible costs include:	Ineligible costs include:
- Professional fees, including project management, design, and engineering up to 15% of an application's budget. - Direct project labour costs. - Goods and Services Tax (GST). Buildings must not be currently enrolled in another City of Leduc funding opportunity within the same year of application to the FACE Grant Program.	- Routine maintenance. - Work already underway. - Purchases of tools and consumables. - Interior design materials (curtains, decoration etc.). - New building construction whereby a new building is to be constructed on a vacant lot and/or an existing building is to be demolished and replaced. - Building alterations which are not in alignment with the policies, guidelines, and intent of the UCRP. - Alterations which would alter, damage or otherwise obstruct the building's character defining elements, including those features outlined in the 2013 City of Leduc Downtown Heritage Inventory (Appendix C). - Any improvements that were purchased, or underway or completed prior to the FACE Grant Program. - Interior/structural repairs or upgrades not related to the interior addition/differentiation of a storefront. - Residential buildings (exception includes a mixed-use developments and commercially occupied homes, whereby at least 50% of the building's floor space is used for commercial purposes with significant retail presence at the ground-level may be eligible for grant funding under this program, at the City's discretion). - Interior tenant improvements not associated with a storefront improvement. - Any building modifications which contradict any relevant municipal, provincial or federal regulations, bylaws, or codes. - Roof repairs (except for those related to the visual enhancement of building's façade, such as the addition or repair/restoration of parapets and cornices). - Plumbing and/or heating systems. - Security systems and/or security bars. - Electrical upgrades that are not related to exterior lighting or signage. - Non-permanent fixtures, window displays, or interior window coverings that reduce transparency. - Removal of accessibility structures. - Development and building permit application fees. - Personal property or equipment that is not a permanent component of the building. - Materials and/or labour which are provided by the building's property owner or tenants are not eligible for matching funds under this program. - Improvements that do not contribute to an engaging pedestrian environment. - Home-based businesses. - Energy-efficient retrofits that include solar panels, energy-efficient furnaces, new windows, and insulation.

Scoring Criteria

A Design Committee will review, evaluate, and provide recommendations on the design aspects of the applications to ensure they meet the intent of the goals and objectives of the FACE Grant Policy and Program.

The Design Committee will decide on the successful grant recipients using the following scoring criteria. Note that decisions are final and cannot be appealed.

[Please refer to Appendix B for detailed scoring information.](#)

Criteria		
Project Practicality	Yes	No
The project budget is realistic and is within the scope of the FACE Grant Program.		
The project can be completed within the specified timeline.		
Project Impact		
The project provides a measurable and lasting benefit to the community within the Urban Centre.		
The project contributes to creating a unique sense of place, vibrancy, community identity, and/or connection to Leduc history.		
Project Innovation and Creativity		
The project is distinctive from existing approaches.		
The project demonstrates creativity and innovation.		

General Program Requirements

Please review the Façade and Capital Enhancement Project Policy (No.900003).

- Funding is awarded to a successful applicant based on determinations of the Design Committee and completeness of the project.
- Applying for a grant does not guarantee approval, or that projects can obtain the necessary permits.
- Grants are not retroactive. Costs incurred before applying for a grant and signing an agreement are not eligible.
- If approved, recipients will enter into an agreement with the City that sets out the terms of conditions of participation in the Program.
- Construction should be completed within 18 months of the date of your agreement. Requests for additional time must be received before the deadline has passed. Please notify the Grant Coordinator if your project changes during construction or permitting. Changes must be approved and an amendment to the agreement may be required. Extensions and changes may be considered on a case-by-case basis.
- Applicants may use the contractor(s) and design professionals of their choice. Applicants are responsible for paying contractors and for verifying business license requirements.

The following will be verified at the reimbursement stage:

- Property taxes are current and paid.
- Municipal utility bills are current and paid.
- The applicant is not in a legal dispute with the City.
- All necessary permits and permissions for the project have been obtained.

Reimbursement is provided upon the satisfactory completion of the project.

Who is responsible for what?	
APPLICANT	GRANT COORDINATOR AND DESIGN COMMITTEE
• Reading and understanding the program guide. • Completing the application package. • Obtaining all Development and Building Permits. • Providing all required documentation to the Grant Coordinator in a timely manner. • Completing the approved renovations as per the FACE Grant Policy (No. 900003). • Submitting all invoices and proof of payment in a timely manner. • Ensuring all contractors have a valid City of Leduc business license. • Post-construction building maintenance for a minimum of 5 years.	• Answering questions. • Providing feedback to applicants. • Reviewing submitted applications for completeness. • Performing site visits. • Creating grant agreements. • Managing allocation and distribution of grant finances following the completion of upgrades. • Ensuring that construction is completed within an 18 month period in order to allocate grant funding. • Approving an extension to the time period of construction as per the discretion of the Design Committee. • Ensuring that projects supported by the program contribute to program outcomes.

The grant value is up to 50% matching reimbursement for the eligible works incurred upon the completion of the project, and up to a one-time maximum of the following grant types:

Program Levels at a Glance				
	Grant Value	Description	Number of Major Improvements Required	Use of a Design Professional
Storefront Improvement Projects	<i>Equal or lesser to \$5,000</i> (50% of eligible invoiced construction costs)	- For single unit storefronts. - Replacement, addition, or repair/restoration of storefront façade using durable materials that enhance the appearance of the building. - Public art that is affixed to the building, which may include light art, muralism, or other creative capital enhancements.	No minimum	Discretion of the City
Simple Façade Improvement Projects	<i>Equal or lesser to \$15,000</i> (50% of eligible invoiced construction costs)	- For corner lots with storefronts on two street-facing sides. - Replacement, addition, or repair/restoration of storefront using durable materials that enhance the appearance of the building. - Replacement, addition, or repair/restoration of cornices, eaves, parapets and other exterior architectural features. - Addition of windows or other transparent openings to increase visibility of storefront, create vitality between the street and the business creating a more engaging environment, and increasing accessibility and safety. - Differentiation and addition of new interior storefronts. - Public art that is affixed to the building, which may include light art, muralism, or other creative capital enhancements.	At least one major improvement	Yes
Comprehensive Façade/Building Improvements Projects	<i>Equal or lesser to \$25,000</i> (50% of eligible invoiced construction costs)	- For buildings with multiple storefront units. - Improvements which add to the appearance and character of buildings through architectural enhancements, decorative features or the restoration of historic elements to the façade. - Replacement, addition, or repair/restoration of storefront façade using durable materials that enhance the appearance of the building. - Addition of windows or other transparent openings to increase visibility of storefront, create vitality between the street and the business creating a more engaging environment, and increasing accessibility and safety. - Differentiation and addition of new interior storefronts within a larger existing building. - Public art that is affixed to the building, which may include light art, muralism, or other creative capital enhancements.	At least two major improvements	Yes



Storefront Improvement Projects

Storefront means a unit of a commercial or mixed-use building that is located at street level and has existing windows for the display of available goods and services.

This project level is intended for a single unit storefront and façade, which may be located within a building that has multiple storefronts or within a building that has a single storefront.

Projects that may be considered are the replacement, addition, or repair/restoration of storefront façade using durable materials that enhance the appearance of the building and encourage local vitality and economic activity. Public art at this level is encouraged. Examples of projects can be found in the [guideline examples](#).

Grant Value

Equal or lesser to \$5,000
(50% of eligible invoiced construction costs)

Project Criteria

The applicant should be:

- The occupant of the storefront. Property owner permission must be obtained if the applicant is a tenant of the property.
- The owner of the property, or consultants or contractors (otherwise known as authorized agents) acting on behalf of the property owner.

The building contains:

- A commercial or mixed-use building that displays goods and services that are offered as part of the business.
- Located within the Urban Centre.

The storefront unit is:

- Located at street level with large windows for displaying goods and services that are offered as part of the business.

Projects are required to:

- Focus on street level improvements that enhance the public realm and encourage local economic activity by creating a welcoming and attractive storefront exterior. Examples of projects can be found in the [guideline examples](#).
- At the time of reimbursement, your storefront must:
 - » Be clean, tidy, and well-maintained.
 - » Remove any obstructions or clutter (e.g. appliances, storage, vinyl wraps, etc.) from storefront windows.
 - » Meet any municipal, provincial, and federal requirements, and follow approved plans.

Participation

- Improvement projects submitted with the intent of being placed at the Storefront Improvement level may be upgraded to Simple Façade Improvement level at the discretion of the Design Committee.



Simple Façade Improvement Projects

Simple Façade means a unit(s) of a commercial or mixed-use building that is located at street level and may or may not have existing windows for the display of available goods and services. This storefront may be located on a corner and has multiple active frontages (i.e. pedestrian-focused walls) or require increased investment.

This project level applies to single storefronts, multiple storefronts within a building, corner storefronts, and shared or joint façades that may span one or more adjacent units. Joint applications from adjoining storefronts within a single parcel may also be considered.

Projects that may be considered are the replacement, addition, or repair/restoration of storefront façade using durable materials that enhance the appearance of the building and encourage local vitality and economic activity. This could include major structural changes such as the addition of windows, upgraded doors, and interior addition/differentiation of storefronts and improvements and/or restoration to the historical character of buildings listed in the 2013 City of Leduc Downtown Heritage Inventory (Appendix C). Examples of projects can be found in the [guideline examples](#).

Grant Value

Equal or lesser to \$15,000
(50% of eligible invoiced construction costs)

Project Criteria

The applicant(s) should be:

- The occupant of the storefront(s) within a single property. Property owner permission must be obtained if the applicant is a tenant of the property.
- The owner of the property, or consultants or contractors (otherwise known as authorized agents) acting on behalf of the property owner.

The building contains:

- A commercial or mixed-use building that displays goods and services that are offered as part of the business.
- Located within the Urban Centre.

The storefront unit is:

- Located at street-level with large windows or potential to add transparent openings for displaying goods and/or providing services available inside.

Projects are required to:

- Focus on improvements that enhance the public realm and encourage local economic activity by creating a welcoming and attractive storefront exterior. The improvements must include at least one major improvement, which may include the addition of windows and/or other transparent features, accessibility improvements, and/or the addition/differentiation of storefronts. Examples of projects can be found in the [guideline examples](#).
- At the time of reimbursement, your storefront must:
 - » Be clean, tidy, and well-maintained.
 - » Remove any obstructions (e.g. appliances, storage, vinyl wraps, etc.) from storefront windows.
 - » Meet the City of Leduc Land Use Bylaw requirements and follow approved plans.

Participation

- Improvement projects submitted with the intent of being placed at this level may be eligible to be upgraded to the Comprehensive Façade Improvement level at the discretion of the Design Committee.

Comprehensive Façade Improvement Projects

Comprehensive Façade Improvements means substantial improvements made to the street-level, street-facing active frontages of a whole commercial or mixed-use building. This building may be located on a corner, have multiple existing storefronts and/or multiple active frontages (i.e. pedestrian-focused walls), or have the potential to add new street-facing storefronts within the building. This level requires significant investment.

Business owners who neighbour each other are encouraged at this level to collaborate to produce strong, contiguous projects that enhance the block, and include initiatives that combine restoration, upgrades, and improvements with active community meaning-making.

This project level is intended for: single building exterior improvements and interior addition/differentiation projects that require significant investment, corner units, and/or for multiple adjoining units.

Projects that may be considered are the replacement, addition, or repair/restoration of storefront façade(s) within a single building using durable materials that enhance the appearance of the building and encourage local vitality and economic activity, major structural changes such as the addition of windows, upgraded doors, and interior storefront addition/differentiation and improvements and/or restoration to the historical character of buildings listed in the 2013 City of Leduc Downtown Heritage Inventory (Appendix C).

Projects that include collaboration and promote a sense of civic pride, shared identity, and sense of place will be prioritized, and may include initiatives that enhance community meaning-making such as public art, heritage interpretation, artist-led public-facing interventions, or other site-specific features that help tell the story of the building, block, or district. Examples of projects can be found in the [guideline examples](#).

Grant Value

Equal or lesser to \$25,000
(50% of eligible invoiced construction costs)

Project Criteria

The applicant(s) should be:

- The occupant of the storefront within the same property, or multiple adjacent properties within the same parcel. Property owner permission must be obtained if the applicant is a tenant of the property.
- The owner(s) of the property, or consultants or contractors (otherwise known as authorized agents) acting on behalf of the property owner.

The building contains:

- A commercial or mixed-use building that displays goods and/or provides services that are offered as part of the business.
- Located within the Urban Centre.

The building may have:

- Storefronts/businesses that are located at street-level with or without large windows for displaying goods and/or provides services that are available inside.

Projects are required to:

- Focus on street-level improvements that enhance the public realm and encourage local economic activity by creating a welcoming and attractive storefront exterior. Your project must contain at least two major improvements, which may include the addition of windows and/or other transparent features, accessibility improvements, and/or the addition/differentiation of storefronts, community meaning-making initiatives, and creative solutions to increase vibrancy and economic development within the building and the street. Examples of projects can be found in the [guideline examples](#).
- At the time of reimbursement, your building interior and exterior must:
 - » Be clean, tidy, and well-maintained.
 - » Remove any obstructions (e.g. appliances, storage, vinyl wraps, etc.) from storefront windows.
 - » Meet the Land Use Bylaw requirements and follow approved plans.

Participation

- Improvement projects submitted with the intent of being placed at the Comprehensive Façade Improvement level may use elements from the Simple Storefront Improvement and Storefront Improvement levels.
- Previous recipients of grant funding at the Comprehensive Façade Improvement level may not be eligible to receive future funding within this grant.

Eligible Project Ideas

Tips for a well-designed storefront renovation:

- Choose a good designer and contractor.
- Ask yourself: Does your storefront and façade sell your business?
- Think about signage and how it may attract your customers.
- Make it easy for people to get inside (accessibility).
- Support window shopping (windows increase safety and act as a tool for marketing your business).
- Attract customers all year round (add bright colours and creative lighting to draw customers in during the winter months).

- Use durable materials that will last.
- Safety: illuminate nooks and make your storefront welcoming, as it discourages crime and increases visibility of your business and products.

Ideas for your project may fall into the following categories within the section below:

1. Accessibility Improvements
2. Public Art, Placemaking, and Identity
3. Historic Restoration
4. Cohesive Identity and Character

These ideas are applicable to all levels of improvements within this program. These improvements are simple and include storefront activation, increasing safety, adding public art, and costs that may incur within your project.

Accessibility Improvements	Public Art, Placemaking, and Identity	Historic Restoration	Cohesive Identity and Character
• Safety improvements such as exterior downcast lighting to increase accessibility and safety. • Replacement, addition, or repair/restoration of windows and/or doors. • Installation, upgrading or enhancement of accessibility structures including widen entrances, ramps, power-assisted entrance doors, or concrete immediately adjacent to the entrance to provide a levelled surface into the building.	• Addition of murals and other forms of public art to be displayed and affixed to the façade.	• Addition of a plaque that outlines the historic and/or cultural significance of the building in which the business operates out of. • Repair/restoration of architecturally significant historic storefront/façade features (windows and entrances, roof). This improvement must showcase the historical, architectural significance of the building. • Ideas that include community participation.	• Decorative lighting for storefront windows, such as holiday lights, coloured spotlights. • Addition of signage that encourages pedestrian activity and is recognizable while walking along the street, such as blade signage and fascia signage. • Replacement, repair, and/or enhancement of the exterior façade by painting of the exterior and/or the replacement or upgrade of façade with durable, attractive materials. • Addition of weather protecting structures that are winter-compatible such as wooden or metal awnings, or similar structures as awnings made of durable materials.

Eligible Project Ideas: Major Improvements

Depending on your project level, one or more major improvements may be required.

	Grant Value	Major Improvement Requirements	Use of a Design Professional
Storefront Improvements	<i>Equal or lesser to \$5,000</i>	No minimum	At the discretion of the City
Simple Façade Improvements	<i>Equal or lesser to \$15,000</i>	1 or more	Required
Comprehensive Improvements	<i>Equal or lesser to \$25,000</i>	2 or more	Required

1. Accessibility

- » Addition of power assisted electric doors.
- » Widening of doorways and addition of hardware to allow for power-assisted door entry.
- » Placement of a ramp that may allow anyone to enter your business.

2. Adding a new retail unit

- » Interior addition and/or differentiation that adds another storefront to the street.
- » Includes installation of dividing walls between existing retail units, and may include addition of doors, windows, and other openings for ability to see into the new business.

3. Enhancing lighting

- » Addition or upgrades to external lighting. This lighting could be downcast to promote safety, showcase signage, provide accent to or decorate the building.

4. Providing weather protection

- » Weather protection provided by the addition of an awning or other structures made of durable materials that may withstand multiple weather events and seasons.

5. Addition of new signage

- » Provide a new business sign that is affixed to the building. Examples include fascia signage, as well as projecting signs protruding from the overhead of the business, which allow pedestrians to identify the business as they walk on the street.
- » Provide a new building sign that clearly identifies the name of the building.
- » Signage must meet the City of Leduc Land Use Bylaw requirements.

6. Adding windows, doors, and other openings

- » Addition of windows where there may be blank walls. This increases visibility of the business from the street, adds an additional opportunity to showcase products and services that are offered by the business, and improves safety.
- » Addition or upgrade doors. Examples of this are adding doors at strategic locations for new or existing retail units to increase access to the business and upgrade doors that are otherwise opaque to transparent doors that allow a view into the business and increase safety.
- » Addition of other openings such as windowed garage doors for open air access to the business.

7. Façade Upgrades and Historic Restoration

- » Façade upgrades may include upgrading the building finishes to enhance the look and feel of the building or façade, while also using durable materials that last through multiple weather events and variable seasons. This may include upgrading siding, masonry, or other exterior finishes, and does not include roof upgrades.
- » Historic restoration can include buildings listed in the 2013 City of Leduc Downtown Heritage Inventory (Appendix C). Restoration may include refurbishing of original masonry, architectural ornament, and/or historic look and feel of the building. Roof upgrades may include restoration of original cornices, eaves, parapets, and other historic architectural features.

8. Community-driven meaning-making

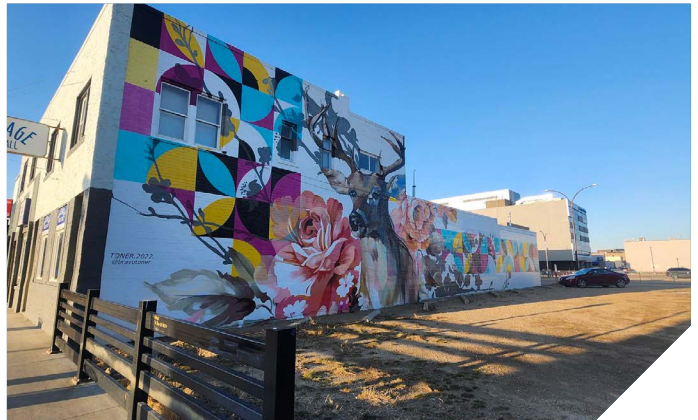
- » Community-driven meaning-making includes durable, publicly visible interventions that strengthen community identity, storytelling, and shared connection to place. This may include artist-led murals, interpretive heritage elements, and other site-specific features developed through community input or engagement.
- » These kinds of projects create a community story, sense of place, sense of pride, and a felt shared ownership of the public realm.

Project Examples

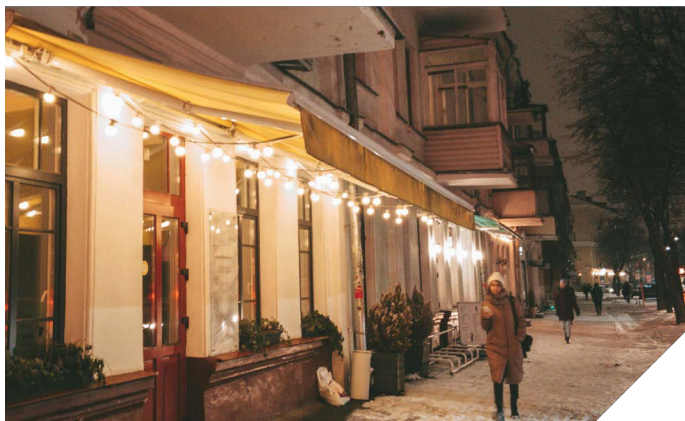
Decorative Display



Mural Art



Decorative Lighting At Night



Projecting Signage



Accessible Ramp



Durable Awning



Parapets And Projecting Signage



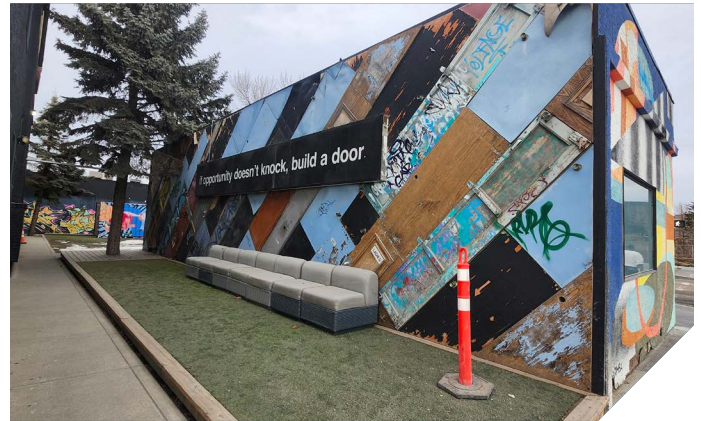
Gooseneck Lighting, Fascia Signage



Large Windows



Public Art On Façade



Large Windows, Winter



Corner Site Design



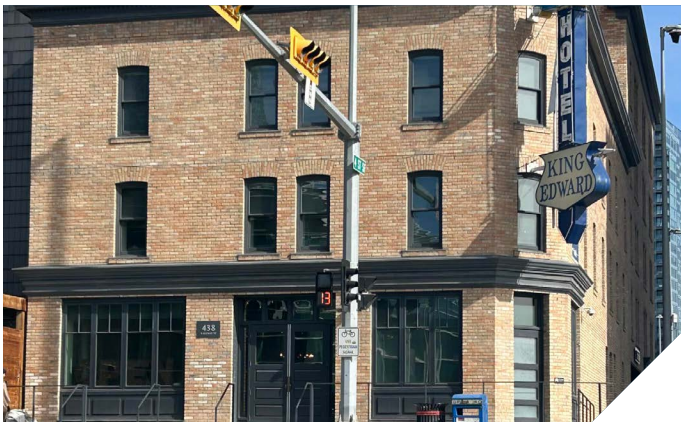
Large Windows, Ground Floor Gooseneck Lighting



Harmonizing With Historic Styles



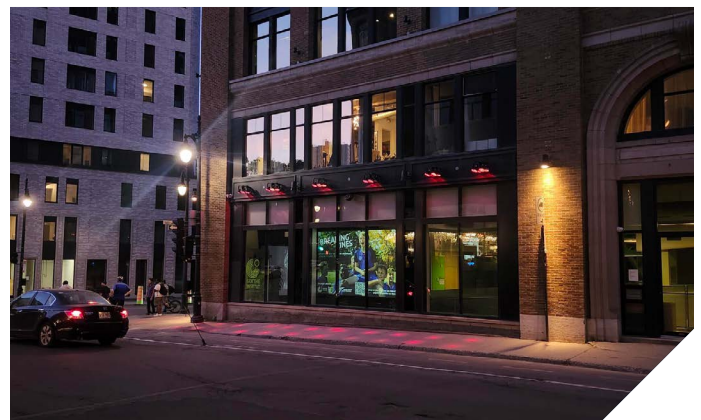
Community Meaning Making. The King Edward Hotel (Calgary) bricks used to tell the story and importance of the building to community members.



Bright Paint Treatment



Decorative Lighting



Application and Program Process

Applications will only be received during the FACE Program enrollment window.

- The application is reviewed by the Design Committee.
 - » If more information is required, one month will be given to the applicant to provide this information.
- Successful applicants will be notified and given the opportunity to sign the grant agreement with the City of Leduc.
- Successful applicants must obtain relevant permits prior to starting construction.
- Successful applicants must complete construction within 18 months of the signed agreement.
- Reimbursement will be issued once agreement conditions are met.

Step 1. Pre-Application Process

- Set up a pre-application meeting. This is highly recommended for the submittal of a complete application.
- Attend an information session.

Details for both the pre-application meeting and information sessions can be found at [Leduc.ca/FACE](https://leduc.ca/FACE).

Step 2. Prepare and Submit your Application

Prepare your application, of which includes:

- » Completed application form and package.
- » Letter of intent that details proposed improvements and projected impact of improvements on the public realm
- » Three quotes that detail an itemized cost of improvements, contracting work, professional design work, and materials.

For instructions to submit your application, visit [Leduc.ca/FACE](https://leduc.ca/FACE).

Please note that improvements may be required to be carried out by a design professional and must be done by a professional contractor with a valid business license. Must include all project costs (permit costs, project management) Must be prepared on business letterhead, including the professional/contractor's company name and contact information. Photographs of the building exterior, and interior where relevant, showing existing conditions.

Step 3. Initial Design Committee Review

Your application will be reviewed by the Design Committee to ensure that it meets eligibility and intent for the Program, and may require internal review, more information, or revisions. If more information is required, the applicant will be contacted to ensure completeness of the application.

The Design Committee will assess:

- » Completeness of the application.
- » Adherence to the intent of the program.
- » Quality of improvements and design interventions.
- » That the building is located within the Urban Centre.
- » Construction plans, building plans, and site plans.
- » Adherence to the Land Use Bylaw, as well as other plans, bylaws, and policies.
- » The level at which the proposed improvement is placed: Storefront Improvements, Simple Façade Improvements, or Comprehensive Improvements. This assessment is to confirm the scale of the project and how much funding may be released to the applicant if successful.

This step will take place within the application window and will be completed once the application window has closed.

Step 4. Final Design Committee Review

After the initial review period, the Design Committee will conduct a final review of applications received. This will take place after the submittal period has closed, at which time no new applications will be accepted. The Design Committee will be assessing for:

- » Completeness of the application.
- » Adherence to the intent of the program.
- » Quality improvements and design interventions.
- » That the building is located within the Urban Centre.
- » Submitted plans and designs for improvements.
- » Adherence to the Land Use Bylaw, as well as other plans, bylaws, and policies.
- » Other relevant application documents.

We will notify all applicants of their application status within one week after the review period ends.



Step 5. Sign an Agreement with the City

Once successful applicants have been identified, they will need to do the following:

- Sign an agreement with the City, of which:
 - » The conditions must be fulfilled within 18 months of signing.
 - » Must be signed within 14 days. Please note that agreements that remain unsigned after 14 days will be automatically revoked unless an extension is requested before the 14 days.

Once the agreement is signed, submit necessary permit applications:

- » Development Permit application(s) to the [portal](#).
- » Building Permit application(s) to the [portal](#).

Step 6. Permit Assessment

Before starting construction, relevant permits must be applied for. Ensuring that all necessary permits are applied for is the responsibility of the successful program applicant.

- Permits include:
 - » Development permit(s).
 - » Building permit(s).
 - » Trades permit(s) (e.g. electrical).

For permitting advice, you may access our planning website at www.leduc.ca/planning, email planning@leduc.ca, or visit the City of Leduc Civic Centre.

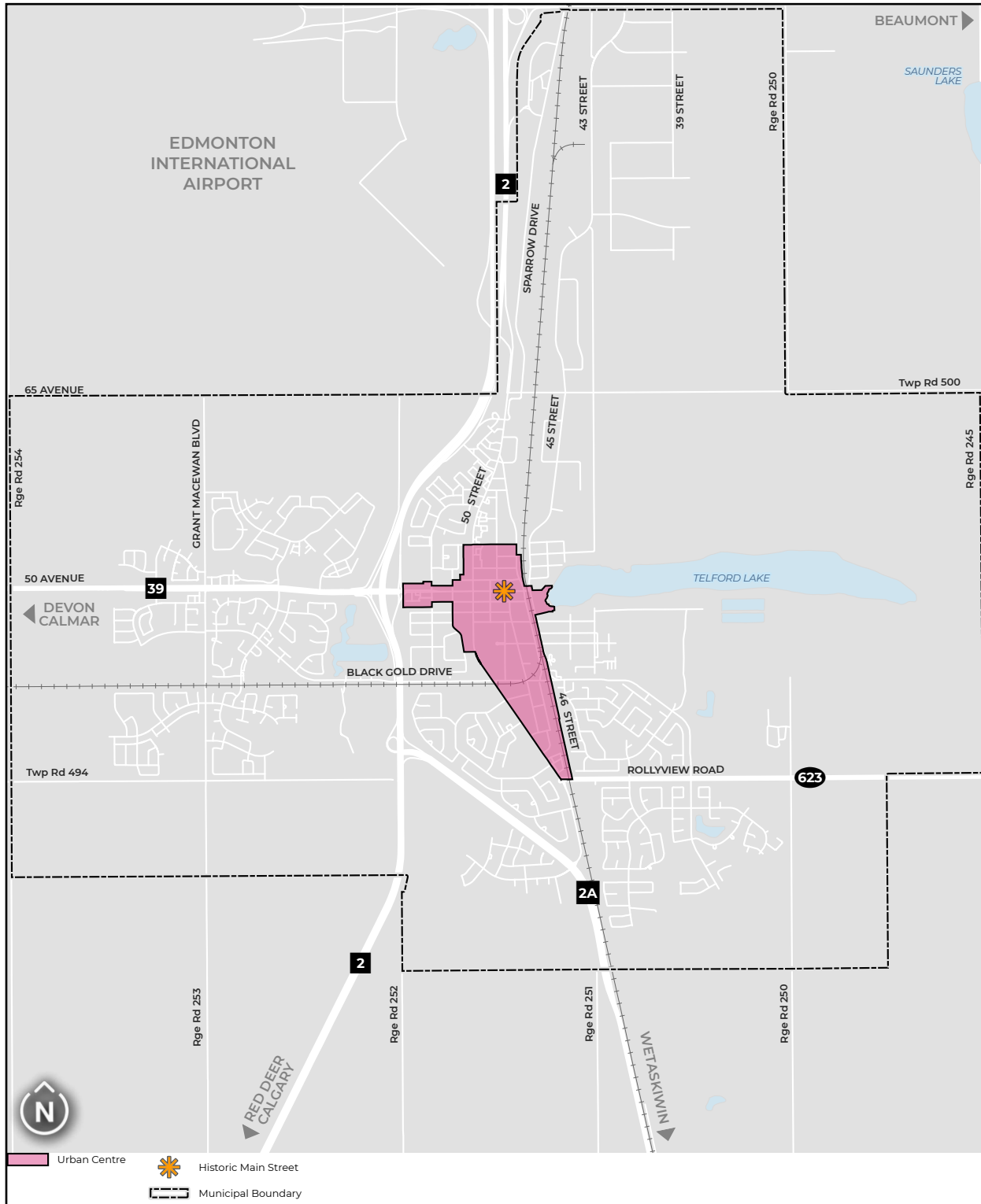
Civic Centre
1 Alexandra Park, Leduc
Monday to Friday 8:30-4:30
(780)980-7177

Step 7. Reimbursement

- Once your improvements are complete, contact the Grant Coordinator and a reimbursement application form will be sent to you.
- All work that requires a building permit must be inspected, and once the project is completed with no outstanding deficiencies, and agreement conditions are fulfilled the City will reimburse the successful applicant. This reimbursement will be in full and will not be partial in nature.
- Gather your documents and submit a single email to the Grant Coordinator with the following:
 - » Completed reimbursement application form.
 - » An email from the applicant confirming that the project is complete and requesting reimbursement.
 - » Photos that show the completed project.
 - » Invoices and receipts, including proof of payment.
 - » Permit numbers or copies of all permits associated with the project.
 - » A valid business license number for the operating business.
- You may be contacted by the Grant Coordinator to book a site visit to view the improvements.

Appendix

Appendix A: Program Area - Urban Centre

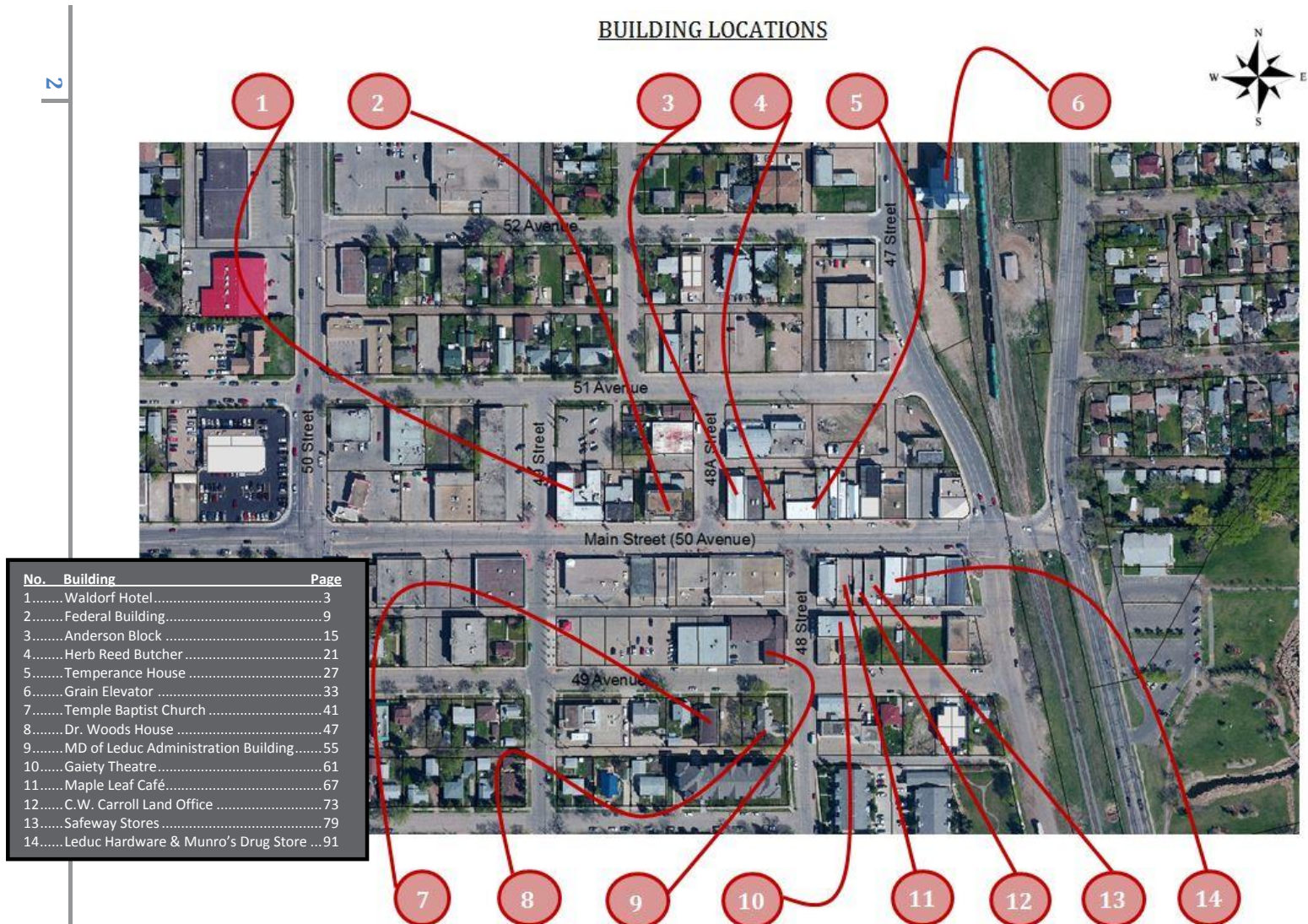


Appendix B: Detailed Scoring Matrix - FOR INTERNAL USE ONLY

Project Practicality and Quality Design							
				Yes	No	Eligibility	
Project Practicality	Projects can be completed within an 18 month window					YES / NO	
	Budget is reasonable to complete proposed improvements					YES / NO	
	Description		Examples		Yes	No	Eligibility (if "no" at Simple Façade or Comprehensive Façade Improvement levels, deem this ineligible)
Quality Design (20 points)	Enhancements were developed in consultation with a qualified professional at Simple Façade Improvements and Comprehensive Façade Improvement levels.		- Architects (landscape, building, etc.) - Urban Designer - Planner - Engineer - Contractor				N/A
	Description	Scoring (1-10)	Examples	Scoring (1-10)	Weighting (1-10)	Possible Points	Earned points
	Design considers neighbourhood context and aesthetics, including incorporating elements reflected in current available City policy and plans. (10 points)		- Applicable design found in the Urban Centre Redevelopment Plan - Incorporation of Leduc identity into Façade design - Thoughtful analysis considering the context of the surrounding neighbourhood		2	20	
							TOTAL POINTS:
Development Features							
	Project Impact	Scoring (1-10)	Project Innovation and Creativity	Scoring (1-10)	Weighting (1-10)	Possible Points	Earned Points
1. Placemaking (170 points)	1.1 Artwork is added to blank facades that is affixed to the building that incorporates Leduc story, history, and/or community characteristics. (10 points)		1.11 Artwork is added to blank facades that is affixed to the building that uses creative materials, display techniques, and/or innovative use of wall and/or public space. (10 points)		3	60	
	1.2 Building façade enhancements that incorporate a mix of durable materials to create visual interest in all seasons, incorporate community characteristics into the design, and create a sense of place that attracts customers and creates an inviting environment. (10 points)		N/A		7	70	
	1.3 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage examples may include shingle signage or fascia signage. (10 points)		1.31 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage may include elements of Leduc identity, story, and/or creative lighting elements. (10 points)		2	40	
2. Storefront/ Visual Impact (210 points)	2.1 Addition of large windows to add active frontages to the building façade, thus adding a storefront to display goods and services available in the business, increase safety and accessibility. (10 points)		2.11 Storefront and facade design is interesting, creative, and attractive. (10 points)		3	60	
	2.2 Addition of transparent features such as doors, including open-air features like retractable garage doors. (10 points)		N/A		5	50	
	2.3 Awnings made of durable materials that showcase the architecture of the building and feature elements of the façade, providing shelter for pedestrians from the elements. (10 points)		2.31 Awning design incorporates a substantial decorative feature. (10 points)		2	40	
	2.4 Improved exterior lighting at building entrances and storefronts (e.g., pot/down/up lighting) integrated into the sidewalk and building facades that increases accessibility, safety, and visual interest. (10 points)		N/A		6	60	
3. Heritage (60 points)	3.1 Restoration of building façade to buildings listed in the Heritage Inventory. (in this category, point eligibility is either/or) (10 points)		3.11 The façade design incorporates historic architectural features on buildings not listed in the Heritage Inventory. (in this category, point eligibility is either/or) (10 points)		3	30	
	3.2 Addition of plaques, wayfinding, and historical information for education, tourism, and placemaking. (10 points)		N/A		3	30	
4. Accessibility (50 points)	4.1 Includes widening of existing doors, addition of power-assisted openings, and ramps for accessibility for every ability. (10 points)		N/A		4	40	
	N/A		4.21 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage may include accessible elements such as various languages, braille, or other creative features to increase legibility. (10 points)		1	10	
							TOTAL POINTS:

Bonus				
	Description	Yes=full points No=0 points	Possible Points	Earned Points
5. Community Meaning Making (90 points)	5.1 Project has a substantial element of creative, integrated community participation woven into the improvement. Projects like this integrate community meaning-making, involving community and local participation, involving storytelling and a felt sense of ownership over place.	YES / NO	90	
6. Storefront Addition (100 points)	6.1 A storefront is added to the building, increasing commercial space. Addition of a storefront may include façade differentiation and addition of doors, windows, and other transparent features.	YES / NO	100	
7. Innovative Interventions (60 points)	7.1 Proposed design incorporates features beyond existing bylaw or code requirements and considers best practice principles, such as but not limited to Crime Prevention Through Environmental Design (CPTED) safety interventions, universal design interventions that increase accessibility for all, and any other design interventions respecting heritage, arts and culture.	YES / NO	60	
				TOTAL POINTS:
Total Possible Points: 760				TOTAL SCORE:

Appendix C: 2013 City of Leduc Downtown Heritage Inventory Map



Glossary of Terms

Active Frontages - Buildings or spaces that engage directly with the street, often with ground-floor commercial or other public uses.

Commercial - Businesses that provide goods, services, entertainment, and/or food and beverage offerings, including retail stores, offices, restaurants, and entertainment venues.

Historical Resource - A building, site, object, or district that is significant in history, architecture, or culture. Historic Resources can be identified as local or provincial significance.

Mixed Use - A single structure that contains commercial units at street level, and residential units above street level.

Public Realm - The shared public spaces of a city, including streets, sidewalks, plazas, and parks.

Sense of Place - the unique character, identity, and emotional connection that people associate with a particular location, which is shaped by architecture, cultural and historical elements, and the experiences and interactions of individuals within that space. A strong sense of place enhances community pride, belonging, and the overall distinctiveness of an area.

Street Wall - The continuous façade of buildings along a street.

Image Sources

[Exterior of a Store](#)

[French Bakery Baguette Brochette Exterior](#)

[Exterior of Corner Store](#)

[Exterior of Stores and Shops](#)

[Photo of a Restaurant in a Brick Building](#)

[Charming Outdoor Café with Empty Tables on Sunny Day](#)

[Charming Outdoor Cafe with Bright Red Tables](#)

Resources

City of Leduc. (n.d.). Planning and Development [Planning and Development | City of Leduc](#)

City of Leduc (n.d.). Permits, Licences, and Inspections <https://www.leduc.ca/residents/housing-building-development/permits-licences-inspections>

CPTED Canada. (n.d.). Welcome to CPTED Canada. <https://cptedcanada.com/>

Crime Prevention through Environmental Design (CPTED). (n.d.). The International Crime Prevention Through Environmental Design Association. <https://www.cpted.net>

Government of Canada. (2023). National Building Code – 2023 Alberta Edition (Alberta Building Code). <https://nrc-publications.canada.ca/eng/view/ft/?id=0316d953-0d55-4311-af69-cad55efec499>

Safety Codes Council and Government of Alberta. (2017). Barrier Free Design Guidelines (5th edition). <http://open.alberta.ca/dataset/barrier-free-design-guide-fifth-edition/resource/4c80d928-85ba-4a75-ac90-12a92ce61b05>

[Facade of a Modern Butchers Shop](#)

[People Walking on the Street at Night](#)

[Winter Scene Outside St Viateur Bagel Shop in Montréal](#)

[Charming Winter Street Scene with Red Phone Booth](#)

[Festively Decorated Street View in Winter](#)

[White Flowers Outside a Restaurant](#)

Other, photographs by Jennifer Herring, 2026.
Courtesy of City of Leduc