

## Application Information

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1. If an agent is acting for the property owner, please ensure that the required authorization is completed and executed by the owner as provided on page 8 of the Application Form.
2. It is the responsibility of the Applicant to contact and formally retain the services of an architect or designer. The City will issue the grant to the property owner. Any costs incurred above and beyond the Design Guide funding amount are the sole responsibility of the Applicant.
3. Please ensure that you:
  - (a) attach a Letter of Engagement or Contract with the specified Design Professional; and,
  - (b) ensure that the Letter of Engagement or Contract includes the information specified in the Program Information.
4. Please print (or type) the information requested on the application form.
5. You may deliver your application in person or mail it to Economic Development Division, 96 Grand Avenue South, Suite 103, Cambridge, ON N1S 2L9

**To confirm your eligibility for this program, or for further information about this program, please contact:**

Economic Development Division  
96 Grand Avenue South  
Suite 103  
Cambridge, ON N1S 2L9

Email: [invest@cambridge.ca](mailto:invest@cambridge.ca)  
Phone: (519) 740-4685

## **Design Guide Frequently Asked Questions**

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### **1. What is the Design Guide Program?**

This is the first step in improving your downtown building. The Design Guide Program provides grant funding for professional design fees to:

- Develop a design concept;
- Develop a checklist of things to do and things to be aware of before starting your project;
- Develop a scope of work and phases of work;
- To be eligible for this program, buildings must be located in one of the three downtown core areas:
  - Downtown Cambridge (Galt City Centre), Preston Towne Centre, or Hespeler Village.

\*One Design Guide Program grant is available for every core area property.

### **2. What amount of Design Guide Program Funding is available?**

The Design Guide grant for your property will be calculated using the following formula:

- Design for Street Façade \$1,000
- Design for Second Public Façade \$250
- Design for Third Public Façade \$250
- Design for Fourth Public Façade \$250

\*Potential Maximum Funding: \$1,750

*\* Money spent in excess of the Design Guide Program grant may be applied to Building Revitalization Program (BRP) funding calculations in the City & Owner's Share category.*

### **3. How can I receive Design Guide Program Funding?**

You will receive the Design Guide Program grant after:

- Your application has been received and approved by the City of Cambridge and you have received a Letter of Approval;
- Your Letter of Engagement/Contract with a Design Professional and Design Submission have been received and reviewed by City Staff to ensure that they conform to the Program's objectives; and,
- The Design Professional has been paid and invoices have been submitted to the City.

## 4. What do I need to prove I have retained a Design Professional?

### a) Letter of Engagement/Contract

The City requires a Letter of Engagement/Contract between the Applicant and Design Professional for Professional Design Services. The Letter of Engagement must specify the following information:

1. The building owner is the purchaser of the Design Professional's services;
2. The Design Professional is required to provide design advice consistent with the general design guidelines connected with the Building Revitalization Program (BRP);
3. Services to be provided, fee structure (including funding provided by the City for final product), anticipated product; and,
4. The City will have full access to the Design Professional's drawings and other documents resulting from the professional services provided for the exterior of the building including making of copies, without further permission from the building owner.

## 5. What is required to submit a Design Guide Application?

The following must be included in all submissions prior to receiving Design Guide Program funding:

- Photographs of property (existing);
- Written description of existing conditions and identification of things to be aware of;
- Scope of Work and Phases of Work:
  - A.)** Describe how improvements will complement, enhance, and contribute to the streetscape;
  - B.)** Describe how improvements will complement and enhance existing building;
- Sketch/rendering illustrating a design concept for the exterior of the building (colour, material, signs, lighting, etc.).

## Design Guide Program Checklist

No.	Item	Responsibility
1.	Contact the City to check if your building is eligible for a Design Guide Program grant. If your building is a Designated Heritage Property or Property of Interest, consultation with the Heritage Planner and possibly the Municipal Heritage Advisory Committee (MHAC) is required.	<b>Applicant</b>
2.	Fill out a Design Guide Program Application form. City staff can meet you at your convenience and help you with this process. To fill out an application form you will need: <ul style="list-style-type: none"> <li>• Name and ownership of the property (Birthdate or Assignee)</li> <li>• General information about the property and building.</li> </ul>	<b>Applicant</b>
3.	Select a Design Professional and enter into an Agreement (Letter of Engagement/Contract).	<b>Applicant</b>
4.	Review Application, including the Letter of Engagement, and issue Letter of Approval.	<b>Economic Development</b>
5.	Work with the Design Professional to complete the design for the exterior facades of your building.	<b>Applicant</b>
6.	Schedule a meeting with the City to present the final design to make sure it meets the objectives of this program.	<b>Applicant</b>
7.	Design Review Meeting - Applicant and City of Cambridge staff	<b>Economic Development</b>
8.	Once City has reviewed and approved the Design Submission to ensure it meets the objectives of the Program, pay the Design Professional.	<b>Applicant</b>
9.	Issue Design Guide Program funds after receiving: <ul style="list-style-type: none"> <li>• Copy of the Design Submission</li> <li>• Copy of paid invoices for Design Professional's work</li> </ul>	<b>Economic Development</b>