

The first step in improving your downtown building

DesignGuide Program

FACT SHEET

Working together to improve Galt City Centre, Hespeler Village, and Preston Towne Centre

What is the DesignGuide Program?

This is the **first step** in improving your downtown building. The DesignGuide 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: Galt City Centre, Preston Towne Centre, or Hespeler Village.

One DesignGuide Program grant is available for every core area property.

DesignGuide Funding

The DesignGuide 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.*

Receiving DesignGuide 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.

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Retaining 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.

Required Elements of a DesignGuide Submission

The following must be included in all Submissions prior to receiving DesignGuide Program funding:

1. Photographs of property (existing)
2. Written description of existing conditions and identification of things to be aware of
3. 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
4. Sketch / rendering illustrating a design concept for the exterior of the building (colour, material, signs, lighting, etc.)

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DesignGuide Program Checklist

No.	Item	Responsibility
1.	Contact the City to see if your building is eligible for a DesignGuide 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.	Applicant
2.	Fill out a DesignGuide 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"> Name and ownership of the property (Birthdate and Social Insurance Number of Owner or Assignee) General information about the property and building 	Applicant
3.	Select a Design Professional and enter into an Agreement (Letter of Engagement / Contract).	Applicant
4.	Review Application, including the Letter of Engagement, and issue Letter of Approval .	City Planning
5.	Work with the Design Professional to complete the design for the exterior facades of your building.	Applicant
6.	Schedule a meeting with the City to present the final design to make sure it meets the objectives of this program.	Applicant
7.	Design Review Meeting	Applicant and City Planning
8.	Once City has reviewed and approved the Design Submission to ensure it meets the objectives of the Program, pay the Design Professional.	Applicant
9.	Issue DesignGuide Program funds after receiving: <ul style="list-style-type: none"> Copy of the Design Submission Copy of paid invoices for Design Professional's work 	City Planning



Contact:

Planning Services Department

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