



## **Program Guide BUSINESS ACCESSIBILITY PROGRAM (BAP)**

Town of Kentville invites applications from eligible businesses that wish to improve the accessibility of their business through various forms to ensure that all persons wishing to enter and access their programs, services, and facilities are able to do so with no, or limited barriers.

### **Eligibility**

All commercial businesses located within Town of Kentville and are incorporated or operate under a corporate name and are registered with Canada Revenue Agency.

Applicants must own, or have a long-term lease of more than 6 years for the building or business under consideration.

### **Ineligible Applicants**

- businesses that are not physically located within the geographical boundaries of Town of Kentville.
- residential buildings where persons live full or part-time, except the bottom floor commercial portion when applicable.
- home-based businesses.
- businesses that have previously received funding under this program.
- businesses that are not open to the public physically.
- mobile businesses.
- non-profits, community organizations, and other governments.

### **Eligible Costs**

The following items shall be considered eligible costs and will be allowable expenses for cost sharing when approved as part of an application under this program:

- physical improvements to make front entranceways of the business barrier free, including doors, ramps and modest approach ways.
- physical improvements to make counters for the public and employees' barrier-free.
- changes to business materials and structures such as signage, menus, promotional information, tables, benches, chairs, decks, ramps, lighting,

audible changes, and similar items to improve physical and spacial accessibility.

- changes to websites and on-line platforms that make the business more accessible to all Kentville residents, reflecting provincial and national accessibility standards.
- changes to work areas to make them more accessible for all persons to be able to work in that location barrier free.

### **Ineligible Costs**

- beautification and external façade improvements whose main purpose is not improving accessibility.
- landscaping.
- purchase of materials and goods prior to submitting an application.
- purchase of materials and goods that are standard items and have no features that improve accessibility.
- regular promotion and advertising of a business including in print and on-line.
- building upgrades for HVAC, windows, doors, flooring, roofing, plumbing, or other changes that do not affect accessibility.
- new construction, not as part of an extension, upgrade, or remodel.
- engineering and architectural design work.
- purchase or lease of land, surveying, subdivision, permits, legal fees, or other pre-project planning costs.

### **Funding Available**

Each year, Council will establish a funding amount to be made available to Kentville businesses under this program. The program provides up to 70% funding for eligible costs up to a maximum of \$10,000, with the local business being required to pay at least 30% of eligible costs and 100% of non-eligible costs. Applicants are free to stack other funding programs, but in no case shall Town of Kentville funding, when combined with other funding partners, exceed 100% of the total project cost.

### **Application Process**

Businesses interested in obtaining funding under this program must submit the required application with supporting information. Applications will be reviewed as received throughout the year as long as annual budget has remaining funds not yet allocated. Application approvals will be based on a first come, first serve basis monthly.

All applications will be reviewed by designated Town of Kentville staff as well as designates of its Inclusion, Diversity, Equity and Accessibility (IDEA) Committee.

Applications will normally take four weeks to review and for applicants to receive a response.

Incomplete, or applications missing required documents, will delay the review process.

### **Preference**

Preference in funding decisions will be given to local independent businesses first, followed by regionally-operated businesses, then those operating throughout Nova Scotia, followed by those operating nationally or internally, while considering applications as they are received.

### **Project Completion**

Upon the completion of an approved project, the applicant shall supply photos and a brief description of the work carried out for promotion of the program in future years.

### **Audit**

All projects approved for funding must keep copies of all permits, documents, receipts, etc. of the work completed for a period of no less than 6 years and acknowledge that they are subject to audit by the Town of their application and funding during that time.