



# TOWN POLICY

## COUNCIL POLICY:

### Main Street CPTED Grant Program

**POLICY NUMBER:** C-30

**RESOLUTION NUMBER:** 2024-200

**ADOPTED:** August 13, 2024

**SUPERSEDES:** New

**PREPARED BY:** Assistant Administrator

**DATE:** August 8, 2024

**UP FOR REVIEW:** August 8, 2029

#### Policy Statement:

Crime Prevention Through Environmental Design (CPTED) is a key component of Cardston's Main Street crime prevention strategy. This policy provides access to municipal funding for Main Street property owners who are seeking to implement CPTED improvements at their place of business.

#### 1. Definitions

1. CPTED: a crime prevention strategy that uses the design and management of built and natural environments to reduce victimization, deter criminal behavior, and build a sense of community.

#### 2. Guidelines

1. This incentive program will be limited to businesses on Main Street and will be composed of two parts: assessment and implementation.
2. All projects under this program must employ proven CPTED principles targeted to a specific location.

#### 3. Procedure – Assessment

1. Beginning in 2024, the Town will undertake a promotional CPTED program with all businesses located on Main Street between 1<sup>st</sup> Avenue and 5<sup>th</sup> Avenue E. in the following order:
  - a. Educational material concerning CPTED and this policy will be delivered by mail; and,
  - b. Trained staff will offer a free assessment, including recommendations for external CPTED improvements, to all eligible businesses in person.
2. The completed assessment will be given to the property owner and a copy will be kept in the land file at the Town office.

#### 4. Procedure – Implementation

1. Beginning in 2025, the Town will offer an application-based grant program to support businesses described in subsection 3(1) in the implementation of external CPTED improvements.





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2. The grant program shall be administered as follows:
  - a. Applications shall include the Application Form as provided in Schedule "A", and conform to all eligibility criteria and standards provided therein.
  - b. One application per business per year will be accepted.
  - c. Completed applications shall be reviewed by Council.
  - d. Individual project funding is capped at 50% of total grant budget.
  - e. Funding shall be allocated on a 75/25 cost share basis, with the Town paying the greater share. Cost share formula will be reviewed on an annual basis.
  - f. Successful applicants have one year to complete their project. Awarded grants expire one year from the date of approval.
  - g. Grant funds shall be delivered to successful applicants upon receipt of Final Report as described in Schedule "A".
3. Grants will be awarded to successful applicants until the program is fully subscribed or the program is closed at Town Council's direction.





# SCHEDULE “A”

## Main Street Crime Prevention Through Environmental Design (CPTED) Grant Program

### Purpose:

Crime Prevention Through Environmental Design (CPTED) is a key component of Cardston’s Main Street crime prevention strategy. This program provides access to municipal funding for Main Street property owners who are seeking to implement CPTED improvements at their place of business.

### General Application Information:

A free CPTED assessment will be offered to all businesses located on Main Street between 1<sup>st</sup> Avenue and 5<sup>th</sup> Avenue E. Those desiring to implement any of the recommendations made in their assessment may apply for funding through the Main Street Crime Prevention Through Environmental Design (CPTED) Grant Program.

### Eligibility Standards:

1. Project must be undertaken at a business located on Main Street in Cardston between 1<sup>st</sup> Avenue and 5<sup>th</sup> Avenue.
2. Project design must conform to recommendations included in assessment provided by the Town of Cardston, and be approved by an individual holding CPTED certification.
3. Project must receive all necessary approvals, including Development and Building permits.
4. Applicant must have an ownership interest in an eligible property.
5. Property shall not be in arrears of taxes, utilities, or other municipal charges.

### Ineligible Expenses:

1. Ongoing operation, general maintenance, and life cycle costs.
2. Non-permanent finishes and equipment, including rentals.
3. Construction equipment and related hardware, tools, machinery.
4. Construction insurance and permits.
5. Administration, financial reporting, fundraising, preparing the application, and similar activities.
6. Expenses incurred prior to the date of grant application approval.

### Delivery of Payment:

A Final Report must be delivered to the Town following project completion. Final Reports must include:

1. Written description of improvements completed signed by the successful applicant
2. Invoices that demonstrate all project expenditures
3. Proof of payment of all invoices (scan/copy of cleared cheques, successful EFT’s, itemized receipts showing debit/credit/cash transaction)
4. “After” photos, showing the location after project completion

Applicants who fail to submit said report within 90 days void their application and forfeit their right to payment.

The Town of Cardston may inspect the project to confirm completion.





# Application Form

**TITLE: Main Street CPTED Grant Program**

**POLICY NUMBER: C-30**

## Applicant Information:

Organization/Individual Name:
Contact Person:
Address:
Phone:
Email:

## Project Description:

Project Title:
Project Location:
Description of CPTED improvements proposed:
Expected Start Date:
Expected Completion Date:
Total Project Cost:
Amount Requested:

## Attachments Checklist:

- Copies of necessary permits and approvals
- Detailed quote(s) from contractors/suppliers selected to complete the project
- Current photos of project location

**Certification:** I/we certify that the information provided in this application is accurate and complete to the best of my/our knowledge. I/we understand that any false or misleading information may result in the rejection of this application or withdrawal of grant funding.

**Applicant's Signature:**

**Date:**

**Submission Instructions:** Please submit completed applications to the Town Office by the submission deadline. Incomplete applications may not be considered for funding.

**Contact Information:** For inquiries regarding this application or grant program guidelines, please contact the Town of Cardston at 403-653-3366 or visit [cardston.ca](http://cardston.ca)

*Applicants must ensure that the application form is complete including required support documents. Additional requirements and/or support documents may be required on a case-by-case basis at the discretion of the Chief Administrative Officer or delegate based on the nature of the work proposed. Incomplete applications will not be returned to applicant.*

