



# Application Form

## Community Improvement Plan

### Financial Incentive programs

Please complete this application for the following available Town of Minto grant programs:

- Facade Improvement and Signage Grant
- Building Improvement and Structural Works Grant
- Interior Leasehold Improvement Grant
- Property Improvement Grant
- Flood Risk Reduction Grant
- Community Planting and Stewardship Grant
- Licensed Home Child Care Grant
- Application Fee Grant
- Property Tax Increment Equivalent Grant (TIEG)

Refer to the Community Improvement Plan (CIP) for detailed information on each Grant Program and whether the CIP is applicable to your property and the work you are proposing. For more information regarding eligibility criteria, submission requirements, application process and terms and conditions of funding, please see the CIP available at [www.town.minto.on.ca](http://www.town.minto.on.ca). If you have any questions, contact the Director of Economic and Community Development, Belinda Wick-Graham at [belinda@town.minto.on.ca](mailto:belinda@town.minto.on.ca) or 519-338-2511 Ext. 241.

**Important:** Be sure you submit a complete application form along with the required supporting documents to [belinda@town.minto.on.ca](mailto:belinda@town.minto.on.ca)

#### 1. Applicant Information

Applicant*	Registered Owner of Project Lands (Subject Property)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email Address:	Email Address:

Applicant is:

- Property Owner
- Tenant\*
- Agent\*

\* If the applicant is not the registered property owner(s) of the Subject Property, the applicant and property owner must also fill out the Authorization of Registered Owner(s) form (Appendix A).

Municipal address of Subject Property: \_\_\_\_\_

Legal description of Subject Property (if known): \_\_\_\_\_

## 2. Financial Information

Please fill out the table below regarding the grant program(s) for your project. Applicants may be eligible for funding consideration under more than one program per application request subject to program criteria, limitations and restrictions.

Grant Program	Requested Grant (y/n)	Maximum Funding Amount
Façade Improvement and Signage Grant		\$3,000
Building Improvement and Structural Works Grant		\$20,000
Interior Leasehold Improvement Grant		\$5,000
Property Improvement Grant		\$3,000
Flood Risk Reduction Grant		\$3,000
Community Planting and Stewardship Grant		\$3,000
Licensed Childcare Grant		\$2,000
Application Fee Grant		\$10,000
Property Tax Increment Grant		Varies

## 3. Project Description

Provide a written description of the proposed project and how it represents an improvement for the community. Please attach additional pages if necessary.

---

---

---

---

---

## 4. Project Photos

Include any past/historical photos and/or drawings (where available)

Include photographs of the existing condition of the buildings and/or property.

Include design drawings, sketches, rendering and/or elevation drawings illustrating the proposed improvements.

**5. Project Details (To be completed if applying for an Application Fee Grant and/or TIEG)**

a. Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? If you answer 'yes', please provide a description of each and its purpose. YES\_\_\_ NO\_\_\_

b. Current zoning of the subject lands:\_\_\_\_\_

c. Describe the present use(s) of the subject lands:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Has an application for planning approval and/or building permit, or any additional required permits, related to the project, as described above been submitted to date? YES\_\_\_ NO\_\_\_ If 'yes' have any of these approvals or authorizations been received? YES\_\_\_ NO\_\_\_

e. Will other approvals and/or permits be required to complete the Project?

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Zoning By-law amendment          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Site Plan or Site Plan amendment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Building permit                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sign permit                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

f. Other approvals or permits required? Please specify: \_\_\_\_\_

g. If an application is already in process, please provide the Town file number:\_\_\_\_\_

h. Approximate construction start date:\_\_\_\_\_

i. Approximate construction end date: \_\_\_\_\_

**6. Program Objectives (To be completed if applying for a Building Improvement/Structural Works Grant, Application Fee Grant and/or TIEG)**

Which objectives of the Town of Minto's Community Improvement Plan does your project meet? Check all that apply and provide a brief description of how the project meets that objective.

Significant commercial, industrial, residential, institutional, or agricultural projects that substantially renovate, restore, improve and upgrade a prominent building or structure or key vacant property, and accomplish more than one of the following:

- Address structural and life safety issues to create usable and efficient floor space.

---

---

---

- Improve property standards or preserve architectural significance.

---

---

---

- Improve the environment by planting trees, protecting habitat, or other methods to enhance the natural ecosystem.

---

---

---

- Upgrade public infrastructure such as sanitary sewer, water, storm water drainage, roadway, sidewalks.

---

---

---

- Preserve or enhance employment opportunities.

---

---

---

- Create affordable housing in a range of occupancies

---

---

---

Enhance fire protection such as sprinkler systems, fire separations and similar.

---

---

---

Improve energy efficiency or reduce water and sewer needs.

---

---

---

Enhance urban design on and around the subject lands and adjacent public spaces as well as linkages to trails, parks, core areas and other focal points.

---

---

---

Support planting, replacement and enhancement of a healthy urban and rural tree cover consistent with Minto’s Tree Planting Program and Trees for Minto initiatives

---

---

---

Implement sound watershed planning practices that help mitigate, protect, or reduce flooding impacts within the Maitland River watershed or other local or rural drainage areas.

---

---

---

**7. Project Funding (To be completed if applying for an Application Fee Grant or TIEG)**

Have grants been received from the Municipality, Provincial or Federal Governments for the subject property? Please describe and include the total amount of grant funding received.

---

---

---

**8. Eligible Costs**

Please provide a list of the costs that are eligible for the project below. Reference section three (3) of the Town of Minto Community Improvement Plan for a list of eligible project costs for each grant program.

Attach (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all components of the eligible work.

Eligible Cost Item	Actual/Estimated Cost (Provide 2 Quotes)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

## 9. Applicant Certification

I, \_\_\_\_\_ certify that I:

Print name of individual Applicant or, if Applicant is a corporation authorized, an authorized signing officer

- a. am the Applicant named in Part 2 of the Grant Application Form or, if the Applicant is a corporation, an authorized signing officer of the Applicant;
- b. have reviewed the CIP and all eligibility requirements therein for the purpose of completing this Grant Application Form, and all statements made in and information contained herein in support of my/my company's eligibility as well as in any other supporting document(s) are true to the best of my knowledge and belief
- c. have no, nor will I have any, direct or indirect pecuniary interest in the preparation of Project cost estimates as may be required and provided with this application or throughout the completion of the Project;
- d. have not commenced any work or incurred expenses in connection with the Project;

I further certify that I acknowledge and understand that:

- e. approval of this application is fully at the discretion of the Council of the Town, and the Town may refuse my application for, among other things, if the feasibility of the Project is deemed to be limited;
- f. should any matters which I have declared above be found to be incomplete or untrue, I will no longer be considered eligible to receive Grant(s) and this application will be terminated, and no monies will be advanced;
- g. further to the Notice of Collection of Personal Information in Part 1 of this Grant Application Form, my personal information may be required to be disclosed to other person or organizations in connection with the processing of this application and the administering of any Grant(s) for which I may be approved, and I consent to such disclosure and use;
- h. this application and any supporting material, including studies and drawings, filed with this application, upon such filing becomes a record of the Town and further,;
  - i. the information contained therein will become part of the public record upon inclusion in a report to the Council of the Town seeking approval of the application; and
  - ii. the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 ("MFIPPA"), as amended applies to and governs all records and information related to this application and any approval pursuant to same;
- i. employees, agents or contractors or other approving agencies may enter the Subject Property for the purposes of collecting information for the review and report on the Application and if this Application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all Grant(s) are disbursed to the Applicant or the Town terminates the Grant(s) and I give such permission as owner of the Subject Property or I have obtained the written permission for such entry from the owner in the form attached as Appendix A;

j. the Town reserves the right to conduct credit rating checks as it deems necessary; and

k. the payment of the Grant(s) will be made only to me/my company as the applicant, except as set out in (j) below, and is subject to:

i. approval of my/my company's application by Council of the Town;

ii. my/my company's execution of an agreement in the form attached

iii. my/my company continuing to be the owner or tenant of the Subject Property, as applicable; and

iv. completion of the Project as approved by Council of the Town and in accordance with the agreement referred to above.

l. if me/my company wish to transfer to another person (a "new recipient") the right to receive a Grant(s) (or any part thereof in the case of a TIEG) that has not already disbursed, approval of such transfer may be given provided that the request is made in writing a minimum of 30 days' prior to any change in my/my company's status as owner or tenant of the Subject Property; and

i. If the request is made prior to me/my company having finalized an agreement for the Grant(s), an agreement is executed by the new recipient in the form attached prior to the transfer; or

ii. if the request is made subsequent to me/my company having finalized an agreement for the Grant(s), an agreement is executed by both me/my company and the new recipient whereby we agree that the new recipient will assume all the rights, liabilities and obligations of my/my company in the agreement that has been entered into.

\_\_\_\_\_ (Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ (Signature)

Witness Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**10. As an applicant have you completed and attached the following:**

Your application meets the eligibility criteria of the incentive program being sought.

Your project supports one or more of the identified work activities available through the incentive program.

- You have provided a detailed project description
- One (1) copy of a completed and signed application form
- One (1) copy of all supporting documentation, as determined by the CIP Implementation Committee at a pre-consultation meeting, which may include (but is not limited to):
  - Good quality photographs of the existing condition of the buildings and property;
  - Past/historical photographs and/or drawings (where available);
  - Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
  - Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
- A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
- Any additional requirements as determined by the CIP Implementation Committee.

*\*Note: the Town of Minto is not responsible for any of the costs associated with the preparation of a CIP financial incentive application.*

**Appendix A: Authorization of Registered Owner(s)**

**Please complete this page if the applicant is not the registered property owner(s) of the Subject Property.**

I/We, \_\_\_\_\_, being the registered owner(s) of the Subject Property referred to in Part 2 of this Grant Application Form,

1) hereby authorize \_\_\_\_\_, being the Applicant named in Part 2 of this Grant Application Form, to prepare and submit this application for approval; and

2) grant permission to Town, other municipal and relevant external agency staff to enter upon the Subject Property during regular business hours over the time that this application is under consideration by the Town and, if the application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all grant funds are disbursed to the Applicant or the Town terminates the grant.