



Community Improvement Plan Grant Application Package

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1 Program Information

1.1 Overview

The Community Improvement Plan offers a comprehensive suite of financial incentive programs which are intended to stimulate private investment into the downtown area by aiding with the costs of certain kinds of property improvements. The Planning Act provides the legislative basis to allow the Town to offer financial incentives, in the form of grants or loans, to assist with the cost of eligible community improvement work to achieve the community improvement goals. The Town's Official Plan provides the enabling policies which allowed for the preparation of this Plan.

All programs are subject to funding allocated by Town Council on an annual basis.

1.2 CIP Goals and Objectives

This subsection contains all of the information located in Section 1.4 of the CIP. The following goals and objectives build on those of the Town's Official Plan. The goals are:

1. To improve the visual and functional aspects of the downtown. In order to meet this goal, the Town's objectives are:
 - To improve building façades and signage through façade and signage improvement grant programs.
 - To repair sidewalks and replace the existing canopies which are dated and in need of replacement.
 - To update the streetscape of the major downtown streets by providing amenities such as furnishings and waste receptables and by adding landscaping such as shade trees and planter boxes.
2. To promote the safety of pedestrians and cyclists within the downtown area. In order to meet this goal, the Town's objectives are:
 - To repair cracking sidewalk.
 - To improve existing pedestrian and cyclist street crossings and identify future locations for future crossings.
 - To provide additional bicycle parking/hub and look for opportunities to improve cyclist safety within the downtown core.
3. To promote a favorable climate to encourage private investment for the revitalization, redevelopment, and improvement of the downtown. In order to meet this goal, the Town's objectives are:
 - To offer incentive programs which will be utilized by private land owners and tenants.
 - To encourage private investment into private property by investing in the publicly owned lands.

2 Application Package

2.1 Eligibility Requirements

This subsection contains all of the information located in Section 5.2 of the CIP.

This subsection outlines the requirements for a property to be eligible for any of the financial incentive programs listed below. In addition to the individual requirements of each program, all applications must meet the following criteria:

- a) An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program applies and prior to an application for a building permit;
- b) If the applicant is not the owner of the property (i.e., tenant), the applicant must provide written consent from the owner of the property to make the application;
- c) An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports, and other details, as required by the Review Team, to satisfy the Town with respect to projected costs and conformity to the CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including the Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- d) The Review Team will review applications and supporting materials for CIP programs. The Team will evaluate applications against program eligibility requirements and make a recommendation to Town Council. The application is subject to approval by the Town's Council;
- e) As a condition of application approval, the applicant may be required to enter into an agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- f) To be considered eligible, any community improvement works must be on a property located within the community improvement project area, as indicated on Schedule 'A' to By-law 39-2020.
- g) Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis;

- h) The Town reserves the right to audit the cost of any and all improvement works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- i) The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax incentive and/or grant payment;
- j) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay reduce or cancel the approved tax incentive and/or grant payment and require repayment of the approved tax incentive and/or grant;
- k) The Town may discontinue any of the programs contained in the Downtown CIP at any time, but applicants with approved tax incentive and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;
- l) Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;
- m) Eligible applicants can apply for one, more, or all of the incentive programs contained in the CIP, with the exception of the Tax Increase Grant which cannot be combined with any other grant in this plan. No two programs may be used to pay for the same eligible cost, also, the total of all tax incentives and grants provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvement works to the property;
- n) The subject property shall not be in arrears of any municipal taxes, area rates or other charges;
- o) All expenses that are eligible for the incentive programs contained herein, must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town;
- p) Applications may be circulated to any internal municipal organizations for review and comment;
- q) Outstanding work orders from the Town's Fire Department or the Building Department must be addressed prior to grant approval; and

- r) Application for financial incentives shall be in accordance with the eligibility criteria indicated for each individual incentive program (Sections 5.4-5.9 of the CIP or in the CIP Grant Opportunities package), as well as the general policies and requirements for submitting applications as outlined in Section 2.1 of this package.

2.2 Available Programs

The following is a summary of the incentive programs offered by the Town of Deep River:

1. **Façade Improvement Grant Program** (Up to a maximum of 50% of eligible costs up to a maximum grant of \$10,000);
2. **Signage Improvement Grant Program** (Up to a maximum of 50% of eligible costs up to a maximum grant of \$2,500);
3. **Building Improvement/Energy Efficiency Grant Program** (Up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000);
4. **Accessibility Improvement Grant Program** (Up to a maximum of 50% of eligible costs up to a maximum grant of \$2,500);
5. **Municipal Application/Permit Fees Grant Program** (Up to a maximum of 100% of eligible costs up to a maximum grant of \$1,500); and
6. **Tax Increase Grant Program** (Up to a maximum of 50% of eligible costs up to a maximum of \$4,000 per year, for a maximum of five (5) years.

2.3 Application Form

Instructions

Thank you for applying to the Community Improvement Plan Grant Program. Please read the eligibility requirements carefully to ensure that you provide all the information that is required by the program.

Please be sure to read the Terms and Conditions carefully and note that by signing the application form you agree that you have read, understood, and agree to these terms and conditions.

If you have any questions about the program requirements or this agreement, please contact the Town. Before filling out the application read the entire **program/individual grant requirements**. It may be useful to print a copy of program/individual grant requirements to refer to while completing the application.

Information about eligible organizations and expenses are detailed in the Individual Grant Requirements.

We ask that you answer each question fully or indicate “not-applicable” if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program. Please provide reasons and supporting data where applicable to support your application. Be sure to demonstrate how your project addresses the grant program priorities, along with preparing the necessary supporting documents.

Note that the Town of Deep River’s consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

For technical questions related to the application process or questions related to your proposed project, contact the Town of Deep River.

The Town of Deep River cannot guarantee funding to all applicants, nor can the Town ensure that the total amount requested by successful applicants will be granted. The Town reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part of an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

A – Business Information

Business Name:

Legal Name:

Is your business incorporated?

B - Business Address Information**Business Address**

Unit Number:

Street Address:

P.O. Box:

Deep River, ON. Canada K0J 1P0

Mailing Address

Unit Number:

Street Address 1:

Street Address 2:

City/Town:

Province:

Postal Code:

Country:

C - Applicant Contact Information

Salutation:

First Name:

Last Name:

Title:

Email Address:

Phone Number (Work):

Phone Number (Mobile):

D – Property Owner Contact Information (if different from Applicant)

Salutation:

First Name:	Last Name:
Title:	Email Address:
Phone Number (Work):	Phone Number (Mobile):

E – Business Capacity

Number of Full-Time staff:	Number of Part-Time staff:	Number of Volunteers:
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F – Partnerships and Stakeholders

Information of any business partners or stakeholders other than the applicant:

Full Name:	Type:	Role or Contribution:	Contact Information:

G – Other Considerations

	Yes	No	Unknown
Does your property have any tax arrears, outstanding fines, or work orders from the Town of Deep River?			
Have you previously applied to the CIP for any grants for this property or business?			
Are you aware of any approvals that are required for your proposed project? (i.e., building permit, zoning by-law amendment, etc.)			
Have you secured or do you intend to apply for any other grants for this proposed project?			

If you answered yes to any of the previous questions, please provide further information.

If known, please describe any encumbrances, charges, or other holdings on the property. Leave blank if unknown.

H - Grant Selection

Please select the grant program(s) you are applying to. If you are applying to more than one grant, please ensure you provide copies of Sections I through L for **each** grant program.

Grant		Description	Required Sections
One or more of the following:			
	Façade Improvement Grant Program	I want to apply for a grant of 50% of the construction costs to a maximum of \$10,000 for my façade improvement project.	A-L
	Signage Improvement Grant Program	I want to apply for a grant of 50% of the construction costs to a maximum of \$5,000 for my signage improvement project.	A-H, I, K, L
	Building Improvement/Energy Efficiency Grant Program	I want to apply for a grant of 50% of the construction costs to a maximum of \$5,000 for my building/energy efficiency improvement project.	A-L
	Accessibility Improvement Grant Program	I want to apply for a grant of 50% of the construction costs to a maximum of \$2,500 for my accessibility project.	A-L
	Municipal Application/Permit Fees Grant Program	My project requires a building permit and/or planning approval(s) and I want to apply for a rebate on the fees that I will pay (100% of the Town fees up to a maximum of \$2,500 for the Planning Fee Grant and 100% of the Town fees up to a maximum of \$2,500 for Building Permit Fee Grant.)	A-H, L
OR			
	Tax Increase Grant Program	The municipal taxes are anticipated to increase as a result of my project and I want to apply for a grant to cover 50% of the tax increase to a maximum of \$4,000 per year for up to five years.	A-H, I, L

I - Project Information

Project Name:

Project Start Date:

Project End Date:

Requested Amount (this amount must align with requirements outlined in the Individual Grant Requirements):

Total Cost of Project:

Project Summary: Provide a short summary of your project. This information may be posted publicly. The summary should be no more than 3 sentences, and should identify the main idea of your project.

Project Description: Please describe your project and how it will be implemented, including who will lead and manage the project, who will be involved, and will you be creating any products or providing any services? Also describe how your project will meet the CIP goals and objectives, located in Section 1.2. If you need more space, you can attach a separate document.

J - Project Work Plan

Provide plan of project development/stages. Please provide as much detail as possible.

[illegible]

K - Budget / Cost Estimate

Description of Item or Service	Quote 1	Quote 2
TOTAL		

L – Applicant Checklist

Please check the following to ensure that you have completed your application prior to submitting.
Please Ensure that you are checking the correct table(s).

Façade Improvement Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included two quotes for any work being applied for under the grant.
	Included design drawings and architectural/engineering plans.
	Included a detailed work plan.

Signage Improvement Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included two quotes for any work being applied for under the grant.
	Included design drawings and architectural/engineering plans.

Building Improvement/Energy Efficiency Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included two quotes for any work being applied for under the grant.
	Included design drawings and architectural/engineering plans.
	Included a detailed work plan.

Accessibility Improvement Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included two quotes for any work being applied for under the grant
	Included design drawings and architectural/engineering plans.
	Included a detailed work plan.

Municipal Application/Permit Fees Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included proof of permit application and/or zoning amendment application.

Tax Increase Grant Program	
	Completely filled in Application Form and signed the Application Agreement.
	Had property owner sign application, or email or send letter to the Town regarding application (if applicable).
	Had a phone, email, or in-person consultation with Town staff member listed on the final page (highly recommended).
	Included description of how project meets CIP goals and objectives (Section 1.2)
	Included latest tax receipt and proof of reassessment.

2.4 Applicant Agreement

I, _____ declare that:

(print name of applicant)

1. The information contained in this application, attached supporting materials and documentation, is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of Applicant

If the applicant is not the registered property owner, the property owner must also sign this application:

Date

Signature of Property Owner

2.5 Submission and Contact Information

The Town of Deep River highly recommends a pre-application consultation meeting. Please contact the Town to discuss your application (contact information below). We will help you complete the application if required, advise you of what grants you can apply to, and ensure you know what supporting documentation to submit. Your completed application, with all required supporting materials (see Section L), may be submitted in person at the Town office, sent via mail, or emailed to the contact below.

Town of Deep River
100 Deep River Road
Deep River, ON K0J 1P0
Phone: 613-584-2000
Email: townmail@deepriver.ca