

# SOUTH GLENGARRY



## COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION PACKAGE

JUNE 2023



## Community Improvement Plan Overview

*The South Glengarry Community Improvement Plan (CIP) includes financial incentives (Grants) to encourage improvements of privately owned land and buildings to stimulate economic growth, encourage development of underutilized areas, revitalization and beautification of our villages. These funds are targeted for main streets in primary and secondary settlement areas and include public art and exterior upgrades.*

### Grant Incentive Program Areas:

-  Planning and Design
-  Building Improvements
-  Commercial Signage or Awnings
-  Landscaping
-  Public Art
-  Accessibility (Commercial only)

### Who Can Apply:

**Land and Building Owners or Tenants with Owner Authorization within the designated Community Improvement Project Area**

**\*Written approval must be received prior to commencement of work related to the grant**

### Examples of Eligible Work:

Building facade rehabilitation, restoration and improvement works on existing commercial, residential and mixed-use buildings are eligible for a grant under this program, but is not limited to:

- ✓ Repair or restoration of facade masonry, brickwork, or wood
- ✓ Repair, replacement or restoration of architectural features
- ✓ Repair or replacement of windows or doors
- ✓ Repainting, cleaning, or re-facing of facades
- ✓ Improvements to the appearance or access to entrances of commercial units
- ✓ Installation of new signage or improvements to existing signage
- ✓ Installation of new canopies and awnings or improvements to existing canopies and awnings
- ✓ Installation new exterior lighting
- ✓ Improvements to existing exteriors
- ✓ Accessible entrances

## Grant Programs Available

### GRANT 1: PLANNING AND DESIGN - MAX \$1,500

**DESCRIPTION:** Intended to offset the professional fees associated with preparing the necessary plans, models and renderings that will illustrate the extent of the improvements to support the application.

**AMOUNT:** A one-time grant of 50% up to a maximum of \$1,500 toward the cost of preparing architectural and/or site plans for building facade improvements, commercial signage, commercial awnings, landscaping improvements and public art.

### GRANT 2: BUILDING IMPROVEMENT - MAX \$5,000 + \$2,500

**DESCRIPTION:** The purpose of this grant is to provide funding to assist property owners in improving the aesthetic qualities of their buildings by renovating building facades that are visible from the street.

**AMOUNT:** A grant that will cover up to 50% of the costs, up to:

- 1) A maximum of \$5,000 towards the cost of the **front facade** that is visible from the street
- 2) A maximum of \$2,500 for a **secondary facade** visible from the street

Maximum combined \$7,500

### GRANT 3: COMMERCIAL SIGNAGE/AWNINGS - MAX \$2,000 + \$2,500

**DESCRIPTION:** Intended to assist Applicants with the replacement and updating of existing signage, and to encourage the replacement or addition of awnings, with or without commercial lettering.

**AMOUNT: Signage:** Minimum eligible cost of \$750, the Township will provide a grant for up to 50% to a maximum of \$2,000, for eligible projects

**Commercial Awnings:** The Township will provide a grant for 50% of costs up to a maximum of \$2,500 for the installation of a commercial awning in conformity with the design guidelines.

### GRANT 4: LANDSCAPING - MAX \$2,000

**DESCRIPTION:** The inclusion of a landscaping component is intended to provide financial assistance to enhance the front yard of a property, including parking areas, visible from the street and other landscaping features between the building facade and municipal property.

**AMOUNT:** A grant of 50% up to a maximum of \$2,000 for:

- 1) Improving the landscaping between the private property and the municipal property
- 2) Improving (including paving and/or in laid bricks) and greening the parking areas visible from the street.

### GRANT 5: PUBLIC ART - MAX \$2,000

**DESCRIPTION:** The purpose of this grant is to promote South Glengarry as a destination for arts and culture by encouraging the installation of exterior public art (sculptures, fountains and murals) on private property in order to embellish and animate the streetscape.

**AMOUNT:** A grant of 50% up to a maximum of \$1,000 for the installation of exterior public art or window displays in vacant storefronts and of 50% up to a maximum of \$2,000 for the following but not limited to: murals, window art, outdoor sculptures/statues and interpretive signage

### GRANT 6: ACCESSIBILITY (COMMERCIAL ONLY) - MAX \$5,000

**DESCRIPTION:** The purpose of this grant is to provide funding to assist property owners to improve existing buildings to increase accessibility for people with disabilities that may otherwise be considered cost prohibitive (to meet current Building Code and Ontario's accessibility laws and standards)

**AMOUNT:** A grant that will cover up to 50% of the costs, up to: 1) A maximum of \$5,000 towards the cost of accessible facade that provides access to the building 2) A maximum of \$2,500 towards the cost of accessible improvements for the interior that impairs access to patrons. (Total maximum improvement grant of \$7,500)

# Application and Approval Process

## Application Process

1. We recommend that you contact our Economic Development Officer to ensure your project plan meets eligibility requirements:  
  
Jennifer Treverton (613) 346-1166 Ext. 2206
2. You will need to provide:
  - a. Your **civic address** to ensure your project is in a CIP designated area
  - b. Outline your **plans and project timing**
  - c. Schedule a site visit (highly recommended)
3. Complete the **Application Form** and submit it to the Economic Development Officer **with**:
  - A digital photo** of the subject property (Mandatory)
  - A site plan and/or professional design/study/architectural drawings** (if applicable)
  - Additional reports to support the application, such as environmental reports (if applicable)
  - TWO quotes** from qualified contractors (Mandatory)

## Approval Process

- 1) Your **application** package will be **reviewed** by the Community Improvement Plan Advisory Committee (consisting of Council and Municipal Staff)
- 2) A **recommendation** will be sent to Council.
- 3) **Approved applications** will be subject to a **Grant Agreement** approved by Council.
- 4) When **Grant Agreement is signed**, work may begin, subject to a building permit if applicable.

## Grant Payment (Funds Released)

- 1) When the **project is complete**, applicant(s) must send **"after" photos** of the project and **copies of all paid invoices** submitted to the Economic Development Officer.
- 2) After a **review and approval** of all submitted documentation, the Township will issue a grant **cheque to the applicant for the full amount** of the approved funding.

1). APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Property Owner (if different from property owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

2). PROPERTY INFORMATION

Address of Property: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Existing Property Use: \_\_\_\_\_

Is the property designated under the Ontario Heritage Act?  Yes  No

Are property taxes paid in full on this property?  Yes  No

Are there any outstanding work orders on this property?  Yes  No

**(Please Note: Staff will review the above to ensure accuracy)**

**3). PROJECT DESCRIPTION**

Please describe the proposed improvements that are eligible for funding under the South Glengarry Community Improvement Plan (CIP). (Please attach further information/sketches as required).

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Please explain how the grant will have a positive impact your business. This information may be used by the Township to help promote the CIP program.

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**4). CONSTRUCTION COST ESTIMATES AND SCHEDULE**

Please attach two detailed cost estimates (including taxes) from licensed contractors for work to be performed (to accompany the information provided below).

**Quotation #1**

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

Estimate (\$): \_\_\_\_\_

**Quotation #2**

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

Estimate (\$): \_\_\_\_\_

Approximate Start Date of Construction: \_\_\_\_\_

Approximate End Date of Construction: \_\_\_\_\_

5). OTHER SOURCES OF FUNDS

Has this property received grants/loans or other financial assistance from the Township or other level of government in the last 24 months:  Yes  No

If yes, please specify type and amount: \_\_\_\_\_

6). REQUIRED DOCUMENTATION

Please ensure that all supporting documentation is included in your application:

- Photographs of existing building (mandatory)
- A site plan and/or professional design/study/architectural drawings (if applicable)
- A detailed description of the proposed project, including a work plan and construction drawings
- Additional reports that support the application, as necessary (for example, environmental report)
- At least two (2) quotes from qualified contractors (no exception)
- Completed application

7). OWNER AUTHORIZATION (To be completed only if an applicant/agent is representing the property owner)

I, \_\_\_\_\_, being the registered owner of the subject lands located at \_\_\_\_\_,

hereby authorize \_\_\_\_\_ to prepare and submit this application for the South Glengarry Community Improvement Plan (CIP).

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

8). APPLICANTS SIGNATURE

Applicant's Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_



9). LEGAL AGREEMENT

I / WE HEREBY APPLY for a grant under the Township of South Glengarry (Township) Community Improvement Plan (CIP).

I / WE HEREBY AGREE to abide by the terms and conditions of the CIP Program.

I / WE HEREBY AGREE to enter into a grant agreement with the Township that specifies the terms of the grant.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the Township releasing the funds.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Township by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Township, or its agents, to inspect my/our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the Township in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Township of South Glengarry will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Township of South Glengarry. Notwithstanding any representation by or on behalf of the Township of South Glengarry, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant agreement. The Township of South Glengarry is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

**Owner or Authorized Agent/Applicant Name:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_