



Regional Incentives Program

Grant Application



Application V3
April 10th, 2019

Where Ontario Began

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1. GENERAL INFORMATION

The Stay, Discover, Grow Regional Incentives Program, is a progressive and strategic County-wide framework for SDG regional improvement planning that is funded by SDG County and administered cooperatively by the County and participating local municipalities.

This Application Package is to be used by eligible owners and tenants (with consent of the owner) of private land and buildings throughout the SDG Region who wish to be considered for regional financial incentives that may be available through the Stay, Discover, Grow Regional Incentives Program.

This Package includes:

- An overview of the steps involved in the application submission and review process;
- A checklist of materials that are required as part of a complete application;
- The Economic Development Contact’s Synopsis (to be attached to the application upon submission)
- The Stay, Discover, Grow Regional Incentives - Grant Application Form (separate)

For additional information about financial incentive programs (including grant program details, availability and eligibility requirements), please review the Stay, Discover, Grow Regional Incentives Program webpage, which can be found at: <https://business.sdgcounties.ca/local-business/stay-discover-grow>.

2. SDG REGIONAL ECONOMIC GOALS

The proposed project must contribute to achieving one or more of the following SDG regional economic goals:

1. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
2. Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality especially within the waterfront area;
3. Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and agri-tourism; and,
4. Increase the amount of tourist accommodation available within the County and enhance and expand existing establishments.

3. SUBMISSION AND REVIEW PROCESS

The following is a summary of the process for the submission, evaluation, and approval of financial incentive program applications:

- a) Before completing the Regional Incentives Grant Application form, **the applicant should contact the local municipality to meet and discuss their proposed regional improvement project.** Information such as general and program-specific eligibility criteria, grant values, and application requirements will be reviewed.
- b) The Economic Development contact at the local municipality will complete and sign the Economic Development Synopsis included herein.
- c) A complete application form must be submitted to the Stay, Discover, Grow Implementation Committee Coordinator at: communications@sdgcounties.ca or deliver to 26 Pitt Street, Cornwall, ON K6J 3P2 by the deadline. Deadlines are posted at: <https://business.sdgcounties.ca/local-business/stay-discover-grow>
- d) The Stay, Discover, Grow Implementation Committee will evaluate all applications and supporting materials in a timely manner. Applicants will be notified if their submission is incomplete, and what additional information is required to complete the application.
- e) Based on the evaluation of complete applications, a decision will be made by the Stay, Discover, Grow Implementation Committee with respect to the approval or refusal of an application. This decision is final.
- f) For approved applications, a Stay, Discover, Grow Financial Agreement will be prepared outlining the terms, duration, default, and any other provisions of the incentive program. The Agreement must be executed by the applicant, and the local municipal official, prior to commencing any SDG regional improvement project/work.
- g) Any program commitments may be cancelled if work does not commence within six (6) months of approval of an application, or if a project is not undertaken or completed in accordance with the Stay, Discover, Grow Financial Agreement. The project must be completed within 18 months.
- h) When projects are complete, a final report with supporting invoices shall be submitted to the Stay, Discover, Grow Implementation Committee Coordinator. All work should be completed, and all invoices paid by the applicant before the grant is released.
- i) Upon completion of an SDG regional improvement project, the Stay, Discover, Grow Implementation Committee reserves the right to audit final costs at the owner's expense, should any discrepancy or clarification be required.
- j) Funding approval will lapse if a notice of completion is not issued within eighteen (18) months of the date of execution of Stay, Discover, Grow Financial Agreement.

- k) The Stay, Discover, Grow Implementation Committee may grant an extension for SDG regional improvement works following receipt of a written request by the applicant setting out the reasons for the extension and providing a new completion date. The extension may or may not be granted in the sole discretion of the Committee.
- l) Should the applicant default on any of the requirements of the incentive program or other requirements established by the Stay, Discover, Grow Implementation Committee, incentives may be delayed, reduced, or cancelled.
- m) All successful applicants agree to participate in promotional initiatives coordinated by SDG, including the publication of business name, grant and amount, and nature of approved project.
- n) Please note:
 - *Where funding requests exceed the County's budget for a given year, the Applicant may opt to defer the application to a subsequent year if funds are available.*
 - *SDG County reserves the right to discontinue any of the programs contained in this section at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program specific requirements.*
 - *Neither SDG nor participating local municipalities are responsible for any costs associated with an application for funding under the Stay, Discover, Grow Regional Incentives Program*
- o) Only up to 50% of the eligible costs, (not including HST) are covered by this program.

The figure below summarizes the key steps of the application and review process.



4. REGIONAL INCENTIVES APPLICATION SUBMISSION CHECKLIST

The following **general information** is required to be submitted as part of the application process:

- Pre-consultation Meeting (mandatory)**
 - Prior to completing the Stay, Discover, Grow Regional Incentive Application Form, the applicant should contact the local municipality to arrange a pre- consultation meeting with the Economic Development contact. The focus of this meeting will be to discuss the proposed project submission requirements.

- Complete Application Form**
 - Please complete and sign the application form in its entirety.
 - Authorization of the registered owner of subject lands is required where the applicant is not the owner of the lands affected by the proposed Stay, Discover, Grow Regional Improvement project.

- Business Case/Plan**
 - Please attach your business case/plan outlining goals, market study, viability and short and long-term objectives, where applicable.

- Two Quotes for the Proposed Construction Work**
 - Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote. Grants are not available for labour performed by the Applicant.

- Drawings**
 - Please submit design drawings of the proposed works prepared by a design professional (if available) which may include, site concept plan, elevations, floor plans, design details, etc. or sketches, renderings and/or elevation drawings illustrating proposed improvements.

- Photographs of the Existing Property**
 - Please submit good quality, digital photos of the current condition of the property/works to be improved.

- Additional Documentation (if applicable)**
 - Please submit any historical documentation, photos or information available for the property.
 - Please submit any additional information which may be appropriate based on the nature of the application or financial program being applied for. (historical photos, etc.).

5. ECONOMIC DEVELOPMENT SYNOPSIS

(to be completed by the Economic Development contact at applicant’s local municipality and attached to the Grant Application)

Name of Applicant: _____

Name of Project: _____

Address of Property: _____

Property Tax Roll No.: _____

Is the property a listed heritage property or designated under the Ontario Heritage Act?

- Yes
- No

Are property taxes in good standing on this property?

- Yes
- No

Are there any outstanding work orders on this property?

- Yes. If yes, please describe: _____

- No

Does the project, as outlined in the application, meet the current property zoning?

- Yes
- No. If no, please indicate proposed steps: _____

What is the Official Plan designation(s) of the subject land?

If this application relates directly to an Official Plan amendment(s) currently under review, please indicate the amendment number and the applicable file number(s).

Please provide your synopsis of the project:

- Yes, I recommend and endorse this project.
- No, I do not recommend this project for the following reasons:

Date: _____

Name of Economic Development Contact

Signature

6. APPLICATION

Name of Applicant: _____

Project Name (short description): _____

Business/HST#: _____

Mailing Address: _____

Email: _____

Phone: _____

AUTHORIZATION OF REGISTERED OWNER OF SUBJECT LANDS (if not the Applicant)

Name of Registered Owner(s): _____

Company Name (if applicable): _____

Business/HST#: _____

Mailing Address: _____

Email: _____

Phone: _____

I am/we are aware of the application and agree with the project parameters as contained herein.

Date: _____

Name of Owner(s)

Signature of Owner(s)

PROPERTY INFORMATION

Please note: This project must fit within the uses permitted by the current zoning. If not, seek guidance from your local Economic Development Contact before applying.

Municipal Address of project: _____

Local Municipality in which your building or property is located: _____

Legal Description (Part/Lot# as indicated on your tax bill):

Date acquired by current owner (if known): _____

Current Zoning (obtain from local Municipality): _____

Is the building/land currently vacant?

- Yes (vacant for more than one year)
- Yes (vacant for less than one year)
- No

RELATED OR CONCURRENT APPLICATIONS

Have you applied for any other financial incentives from any other level of government or under the Community Improvement Plan of the local municipality for this property/building?

- Yes. Please indicate the name of the program. _____
 How much money did you receive as a Grant? _____
 How much money did you contribute to this program? _____
- No

Have you previously applied for a grant through the SDG Regional Incentives Program?

- Yes. How much money did you receive as a Grant? _____
 How much money did you contribute to this program? _____
- No

SDG REGIONAL ECONOMIC GOALS

Please note: Your application will be evaluated and scored on how best you meet the goals of SDG and the Stay, Discover Grow Regional Incentives Program. Points will be allotted based on quality of the application, attention to detail, presentation and completeness. Please take the necessary time to submit the application in its entirety and ask for clarification of any element if required.

Describe how the proposed project will contribute to achieving one or more of the following SDG regional economic goals:

1. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
2. Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality especially within the waterfront area;
3. Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and agri-tourism; and,
4. Increase the amount of tourist accommodation available within the County and enhance and expand existing establishments.

PROJECT DESCRIPTION

Please provide a detailed description of the proposed project and scope of work. Describe how the project will result in an improvement or rehabilitation over the existing conditions of the buildings or property AND MEET THE SDG REGIONAL ECONOMIC GOALS. If more space is required, please attach a separate sheet.

APPLICATION TYPE

Please note: Some of the regional incentives listed below may not be currently available. Program availability will be determined on an annual basis as the sole discretion of the United Counties of Stormont, Dundas and Glengarry.

Total amount of project: _____

Please indicate the Regional Incentives Grant(s) you are applying for.

Stay, Discover Grow Grants	Maximum Grant Value	Amount of Grant Requested (up to 50% of eligible costs)	Actual Costs
Facade, Signage and Property Improvement Grant			
Facade Improvement – Basic	\$10,000		
Facade Improvement – Enhanced If building has more than one street address and/or storefront, or if building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.	\$12,500		
Signage Improvement – Basic	\$ 2,500		
Signage Improvement – Enhanced If building has more than one street address and/or storefront, or if the building has more than one wall that is visible form a public street, or fronts onto a laneway or parking lot.	\$ 5,000		
Property Improvement Life-cycle replacement will not be considered. Improvements must be above and beyond general maintenance.	\$10,000		
Building Improvement/Restoration Grant	\$10,000		
Building Conversion/Expansion Grant for >5000 ft.²	\$40,000		
Outdoor Art Grant	\$ 3,000		
Trails Improvement Grant	\$10,000		
Feasibility, Design, and Study Grant	\$ 2,000		
Planning Application and Building Permit Fee Grant	\$ 2,500		
TOTALS – Excluding taxes		\$	\$

DOCUMENTATION

Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor: _____ First Estimate (excluding taxes) _____

Name of Second Contractor: _____ Second Estimate (excluding taxes) _____

- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Cost of External Professional Design Services (attach receipt, if applicable)
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

TIMING/SCHEDULE INFORMATION

Anticipated Start Date: _____

Anticipated Completion Date: _____

Please note: construction must be started within six months and completed within eighteen (18) months from the date of project approval under this program. Opportunities for a one-time extension may be available.

DECLARATION

Applicant's Declaration

I, _____ of _____
declare
(name of Applicant) (Municipality)

1. That all of the statements contained in this Stay, Discover, Grow Regional Incentives Grant Application and all supporting documentation and plans are true and complete.
2. That I/we hereby acknowledge and authorize County and local municipal staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection.
3. That I/we will submit a Final Report certifying that all the work, as presented in this Application, has been completed and provide proof of payment to applicable contractor(s).
4. That I/we will, in conjunction with the Economic Development Officer of SDG Counties, participate in media releases and marketing initiatives in relation to the project described herein.
5. That all personal information collected in this application, is to be used for the sole purpose of this application process and will not be used for any other purpose without prior consent of the applicant.
6. That I/we hereby acknowledge and provide consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and may be made available to the general public.

Date: _____

Name of Applicant

Signature of Applicant