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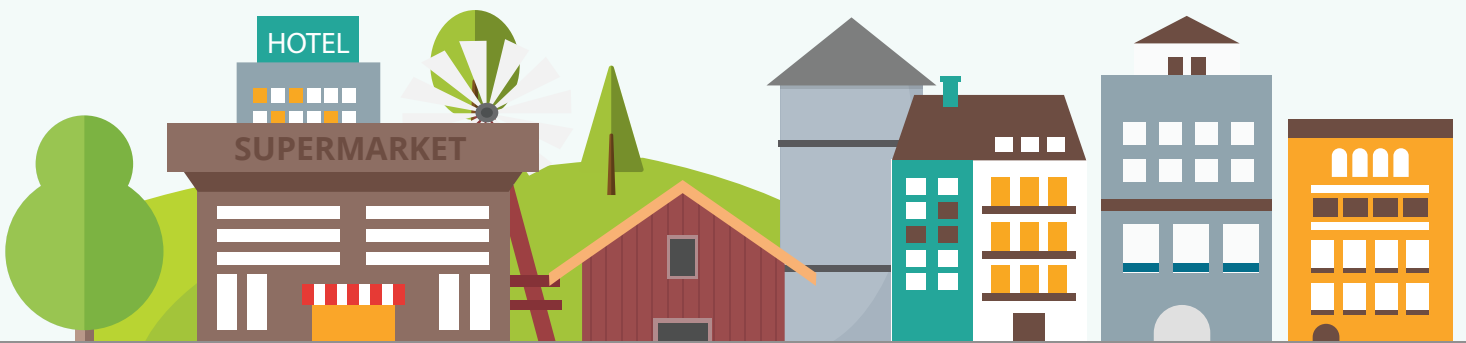
# REGIONAL INCENTIVES PROGRAM

# GRANT APPLICATION

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*Where Ontario Began*



## GENERAL INFORMATION

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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.

This package includes:

- An overview of the steps involved in the application submission and review process;
- The Stay, Discover, Grow Regional Incentives Grant Application Form
- The Local Municipal Summary (to be included in the application upon submission)

Before completing the application, please read the Regional Incentives Program document for additional information including grant program details and eligibility requirements. This can be found at: [sdgcounties.ca/stay-discover-grow](http://sdgcounties.ca/stay-discover-grow).

## SDG REGIONAL ECONOMIC GOALS

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**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.

## SUBMISSION AND REVIEW PROCESS

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- a) Before completing the Regional Incentives Grant Application form, **the applicant must contact the local municipality to meet and discuss their proposed regional improvement project.** The Economic Development contact at the local municipality must complete and sign the Local Municipal Summary to be included with this package.
- b) Complete application forms **must be typed** and submitted to the Review Committee Coordinator at: [communications@sdgcounties.ca](mailto:communications@sdgcounties.ca) or delivered to 26 Pitt Street, Cornwall, ON K6J 3P2 by the deadline posted at: [sdgcounties.ca/stay-discover-grow](http://sdgcounties.ca/stay-discover-grow). **Hand written submissions will not be accepted.**
- c) An application will be evaluated and scored on how well it meets the goals of the Program. Points will be further allotted based on the quality of the application, attention to detail, presentation, and completeness.
- d) 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 Review Committee with respect to the approval or refusal of an application. This decision is final.
- f) Neither the County nor participating local municipalities are responsible for any costs associated with an application for funding under the program.

## SUCCESSFUL APPLICANTS

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- a. **A maximum of 50% of the eligible costs (excluding HST) are covered by this program.**
- b. Grants are not available for labour performed by or on behalf of the applicant, either personally or via a company or person associated with the applicant.
- c. Any project approved under the Program must be completed before applying for new funding under this Program.
- d. A Financial Agreement will be prepared outlining the terms, duration, default, and any other provisions of the Program for approved applications. The Agreement must be executed by the applicant, and a local municipal official, prior to commencing any SDG regional improvement project/work.
- e. 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 Financial Agreement. Funding will lapse if the project is not completed within twelve (12) months.
- f. When projects are complete, a final report with supporting invoices shall be submitted to the Review Committee Coordinator. All work **must** be completed, and all invoices paid by the applicant before any funds are released. The Review Committee reserves the right to audit final costs at the owner's expense, should any discrepancy or clarification be required.
- g. The Review Committee may grant an extension to complete the work 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. A maximum extension of 6 months may be granted.

- h. Should the applicant default on any of the requirements of the Program or other requirements established by the Review Committee, grants may be delayed, reduced, or cancelled.
- i. All successful applicants agree to participate in promotional initiatives coordinated by SDG, and/or their local municipality, including the publication of business name, grant amount, and nature of the approved project.
- j. Where funding requests exceed the County's budget for a given year, the County may opt to defer the application to a subsequent year.
- k. The County reserves the right to discontinue any element of the Program at any time, but applicants with approved grants will still receive said grant, subject to meeting Program requirements.

**APPLICANT INFORMATION**

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

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

Business/HST# (if applicable): \_\_\_\_\_

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

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

How did you hear about the Regional Incentives Program? \_\_\_\_\_

**PROPERTY INFORMATION**

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Municipal Address of project: \_\_\_\_\_

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

Date acquired by current owner (if known): \_\_\_\_\_

Is the building/land currently vacant?  Yes (more than one year)  Yes (less than one year)  No

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

Name of Registered Owner(s): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Name of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

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

## RELATED OR CONCURRENT APPLICATIONS

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Have you received any funding from any other level of government for this property/building?

- Yes. Indicate the name of the program: \_\_\_\_\_  
How much money did you receive? \_\_\_\_\_
- No

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

- Yes. How much money did you receive? \_\_\_\_\_
- No

## TIMING/SCHEDULE INFORMATION

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

***Please note: construction must be started within (6) six months and completed within twelve (12) months from the date of project approval. Opportunities for a one-time extension may be available.***

## PROJECT DESCRIPTION

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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 one or more of the SDG Regional Economic Goals**.

Maximum of 2500 characters.

**APPLICATION TYPE**

Please indicate the Regional Incentives Grant(s) you are applying for. **50% of eligible costs will be based the lowest estimate. A minimum of (2) two estimates must be submitted.**

Regional Incentive Grants	Maximum Grant Value	Project Costs (based on lowest estimate)	Amount of Grant Requested (maximum 50% project costs)
<b>Facade, Signage and Property Improvement</b>			
Facade Improvement – Basic	\$10,000		
Facade Improvement – Enhanced If outdoor art is a component and/or 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		
<b>Building Improvement/Restoration</b>	\$10,000		
<b>Building Conversion/Expansion (&gt;5000 ft. <sup>2</sup>)</b>	\$50,000		
<b>Trails Improvement</b>	\$10,000		
<b>Feasibility, Design, and Study</b>	\$ 2,000		
<b>Planning Application and Building Permit Fee</b>	\$ 2,500		
<b>TOTALS – Excluding HST</b>		\$	\$

Total amount invested in project: \_\_\_\_\_



## DOCUMENTATION

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Please submit **(2) 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, either personally or via a company or person associated with the applicant.**

Name of First Contractor:

First Estimate (excluding HST)

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Name of Second Contractor:

Second Estimate (excluding HST)

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Also include:

- The **Local Municipal Summary**, which must be completed by your local Economic Development contact. The form can be found at [sdgcounties.ca/ stay-discover-grow](http://sdgcounties.ca/stay-discover-grow).
- Photos of existing property
- List additional attachments (ex. drawings, business plan, historical documentation, etc.)

## DECLARATION

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### Applicant's Declaration

I, \_\_\_\_\_ of \_\_\_\_\_ declare  
(name of Applicant) (Municipality)

1. That all of the statements contained in this 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 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 the prior written 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.

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

\_\_\_\_\_  
Signature of Applicant

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