

2017 Addendum

The following is a summary of the process for the submission, evaluation, and approval of financial incentive program applications for 2017:

- a) The CIP Implementation Committee will meet to review applications on a bi-monthly basis;
 - January
 - March
 - May
 - July
 - September
 - November
- b) Applications are due by the first of the month of the Committee meeting. Any applications received after the first of the month will wait until the following meeting for review.
- c) Any outstanding projects with the Elgincentives program must be completed before applying for new funds/projects.
- d) Each Elgincentives Implementation Committee member will complete an evaluation and give each application a score (see page two of this addendum for the evaluation matrix).
- e) In the event that the request for grants exceeds funds available, the above noted score will be used to determine the amount of dollars for each applicant. This means applicants may not receive their full request but a portion of their request.
- f) In the event an applicant decides to withdraw their application after approval. They are able to reapply for future meetings.
- g) A pre-consultation meeting is required before submitting an application. Please contact Kate Burns Gallagher at kburns@elgin.ca or by phone 519-631-1460 x 137 to arrange your pre-consultation meeting.

Elgincentives Application Package

FOR OFFICE USE ONLY		APPLICANT:
DATE ACCEPTED:	EVALUATION DATE:	BY:
FILE NUMBER:	ROLL NUMBER:	OTHER INFO:

The following evaluation matrix identifies a set of criteria that will be considered in the evaluation of applications for Elgincentives. For each of the criteria identified, the Elgincentives Implementation Committee will award points based on the extent to which the criteria is met – as detailed by the applicant in their Elgincentives application.

An application must score a minimum of 50 points in order to be considered for funding through the Elgincentives program; however, a score of 50 points or more does not guarantee funding. Final approval will be subject to the availability of County and local municipal resources.

If the request for grants at any given meeting exceeds the amount of funds available, the points from this evaluation matrix will be used to determine how much money will be granted to an applicant.

Scoring / Evaluation Instructions	
Score each criteria out of 10 regardless of the percentage weighting using the scale below:	
0	Did not submit information for criteria
1	Does not satisfy the requirements of the criteria in any manner
2	Submission is very poor to unsatisfactory
3	Submission minimally addresses some, but not all of the criteria
4	Submission addresses most, but not all, of the requirements of the criteria and is lacking in critical areas
5	Submission addresses most, but not all, of the requirements of the criteria
6	Submission adequately meets most of the requirements of the criteria
7	Submission fully meets all requirements of the criteria
8	Submission exceeds the requirements but are not particularly beneficial to the County's needs
9	Submission exceeds the requirements that are beneficial to the County.
10	Submission exceeds the requirements of the criteria, very desirable

PART 1: IMPROVEMENT PROJECT INFORMATION

CRITERIA TO BE CONSIDERED IN THE EVALUATION OF PROPOSED IMPROVEMENT PROJECT INFORMATION

Extent to which the proposed improvements will contribute to the following overall goals of the Elgincentives CIP (as outlined in Section 3.1 of the CIP):

1. Stimulate economic growth and diversification	
<ul style="list-style-type: none"> i. To encourage the expansion of the agribusiness sector through new and expanded value added/agricultural related enterprises ii. To encourage the expansion of business activity for existing commercial businesses in the downtown areas/mainstreets of settlement areas. iii. To increase the number of business start-ups iv. To increase tourism v. To increase the number of tourist accommodation establishments vi. To increase the number of creative economy businesses vii. To increase employment opportunities for local residents 	
Points Awarded:	/10
2. Improve quality of place for residents and visitors	
<ul style="list-style-type: none"> i. To improve the appearance of major entry points and tourism corridors ii. To improve the appearance and utilization of the lakeshore iii. To improve the appearance of the Municipality and foster civic pride through improvements to private properties 	
Points Awarded:	/10
3. Improve the stability and sustainability of the tax base	
<ul style="list-style-type: none"> i. To reduce the number of vacant commercial building spaces in the downtown areas/mainstreets of settlement areas ii. To increase the assessment base of properties in the downtown/mainstreets of settlement areas, and the agricultural areas 	
Points Awarded:	/10
Total Points Awarded Part 1:	/30

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PART 2: IMPROVEMENT PROJECT INFORMATION

Extent to which the proposed improvements will;

1. Improve the overall attractiveness/aesthetic quality of the subject property and/or buildings.	
Points Awarded:	/10
2. Enhance the value of the property and provide a return on investment.	
Points Awarded:	/10
3. Be compatible with the uses and character of surrounding buildings and properties.	
Points Awarded:	/10
4. Improve the accessibility of the subject property and/or building	
Points Awarded:	/10
5. Results in a level of improvement or rehabilitation over the existing conditions and not simply a life cycle replacement	
Points Awarded:	/10
Total Points Awarded Part 2:	/50

PART 3: OVERALL QUALITY OF APPLICATION

CRITERIA TO BE CONSIDERED IN THE EVALUATION OF THE OVERALL QUALITY OF THE APPLICATION

1. A detailed and effective project description and illustrating material	
Points Awarded:	/5
2. Reasonable project estimates	
Points Awarded:	/5
3. A reasonable anticipated start date and complete date of construction.	
Points Awarded:	/5
4. Good quality photographs	
Points Awarded:	/5
Total Points Awarded Part 3:	/20
TOTAL POINTS AVAILABLE (PARTS 1 - 3):	100 points

BONUS 5 Points if a new applicant to the Elgincentives Program