Elgincentives

COMMUNITY IMPROVEMENT PLAN

Financial Incentives Application Package

Elgin County
Town of Aylmer
Municipality of Bayham
Municipality of Central Elgin
Municipality of Dutton/Dunwich
Municipality of West Elgin
Township of Malahide
Township of Southwold

1.0 General Information

The Elgincentives Community Improvement Plan (CIP) is a progressive and strategic County-wide framework for community improvement planning that is administered and funded by participating lower-tier municipalities in partnership with Elgin County.

This Elgincentives Application Package is to be used by all eligible owners and tenants (with consent of the owner) of private land and buildings throughout Elgin County who wish to be considered for financial incentives that may be available through the Elgincentives CIP. It has been prepared by the Elgin County Economic Development Department.

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; and
- The required Elgincentives Application Form.

For additional information about financial incentive programs (including grant program details, availability, and eligibility requirements), please review the Elgincentives CIP, which can be found at www.elgincentives.ca. A summary table providing detailed information about each of the financial incentives is also provided as Schedule B to this package.

Questions and completed applications can be submitted to the Elgincentives Implementation Committee:

Kate Burns Gallagher
Elgin County Economic Development Department
450 Sunset Drive
St. Thomas ON N5R 5V1
Phone: 519 631-1460 ext. 137
Email: kburns@elgin.ca

Please note: Elgin County and the participating lower-tier municipalities are not responsible for any of the costs associated with an application for Elgincentives.

2.0 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 financial incentives application form, the applicant should contact Elgin County (see contact information on page 2) to arrange a pre-consultation meeting with a representative from the Elgincentives Implementation Committee. The purpose of the meeting will be to discuss the proposed community improvement project in relation to the financial incentive programs that may be in effect. Information such as general and program-specific eligibility criteria, grant values, and application requirements will be confirmed.

b) A complete application, as outlined in Section 3.0 of this Application Package, must be submitted to the Elgincentives Implementation Committee and approved prior to commencing any community improvement project/works.

c) The Elgincentives Implementation Committee will evaluate all applications and supporting materials in a timely manner. Applicants will be notified if their submission is incomplete.

d) Based on the evaluation of complete applications, a decision will be made by the Elgincentives Implementation Committee with respect to the approval or refusal of an application.

e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed by the Elgincentives Implementation Committee. The Agreement will outline the terms, duration, default, and any other provisions of the incentive program. The Agreement must be completed prior to commencing any community improvement project/works.

f) Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.

g) When projects are completed, a statement with supporting invoices shall be submitted to the Elgincentives Implementation Committee. Following this, the work will be inspected by the Elgincentives Implementation Committee and, if approved, notice of completion will be issued and the financial assistance will be initiated.

h) Upon completion of a community improvement project, the Elgincentives Implementation Committee reserves the right to audit final costs at the owner's expense.

i) Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement.

j) The Elgincentives Implementation Committee may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Elgincentives Implementation Committee, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits.

l) All successful applicants agree to participate in promotional initiatives coordinated by the Economic Development and Tourism Department, including the publication of business name, grant or loan type, amount, and nature of approved project.

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

3.0 Complete Application Requirements

A complete application for financial incentives constitutes all of the following:

- ☐ One copy of the completed and signed Elgincentives Application Form.
- ☐ A signed letter of authorization (where the applicant is not the owner) from registered/assessed owners of the lands affected by the proposed community improvement project (refer to Schedule A).
- ☐ Good quality photographs of the existing condition of the buildings and property.
- ☐ Past/historical photographs and/or drawings (where available).
- ☐ Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements.
- ☐ Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all of the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible.
- ☐ All sources of additional funding/incentives for eligible work.
- ☐ Any additional requirements as determined by the Elgincentives Implementation Committee.

Please note:

1) *Applicants may be asked to supply additional supporting information, at the sole discretion of the Elgincentives Implementation Committee.*

2) *If permits are required for the proposed improvements, additional detailed submission materials may be required.*

3) *Additional material will be required to be submitted upon completion of the project including photos of the final project, and invoices marked paid with the payees signature before grant money can be received.*

4.0 Financial Incentives Form

FOR OFFICE USE ONLY		DATE OF PRECONSULTATION:
DATE FILED:	DATE APPROVED:	BY:
FILE NUMBER:	ROLL NUMBER:	OTHER INFO:

PART 1: APPLICANT INFORMATION

A. REGISTERED OWNER OF THE SUBJECT LANDS

Name: _____

Company Name: _____

Business/GST #: _____

Mailing Address: _____

Email: _____

Phone: _____ Cell: _____

B. AUTHORIZED APPLICANT (if different than the owner, ie. tenant)

Name: _____

Company Name: _____

Business/GST #: _____

Mailing Address: _____

Email: _____

Phone: _____ Cell: _____

PART 2: PROPERTY INFORMATION

A. SUBJECT LANDS

Municipal Address: _____

Legal Description (Part/Lot): _____

Property Tax Roll Number: _____

Date acquired by current owner (if known): _____

Current Zoning (please check all that apply):

- ☐ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Agricultural

B. COMMUNITY IMPROVEMENT PROJECT AREA

Please indicate the Community Improvement Project Area in which your building or property is located:

- ☐ Aylmer
- ☐ Bayham
- ☐ Central Elgin
- ☐ Dutton/Dunwich
- ☐ Malahide
- ☐ Southwold
- ☐ West Elgin

Please indicate the sub area in which your building or property is located:

- ☐ Settlement Sub-area
- ☐ Agricultural Sub-area

If the subject lands are located within a Priority Area please specify?

- ☐ Lakeshore Priority Area
- ☐ Tourism Corridor Priority Area

C. EXISTING AND PREVIOUS USE OF SUBJECT LANDS

Existing Uses: _____

_____

Previous Uses: _____

_____

D. DESCRIBE EXISTING BUILDINGS ON THE SUBJECT LANDS

Type/Description: _____

Year Built: _____ Floor Area (sq ft): _____

Height: _____ Current Condition: _____

E. BUILDING AREA

Please indicate if the building for which you are proposing improvements meets any of the following criteria:

- ☐ The building has more than one street address and/or storefront
- ☐ The building has more than one wall that is visible from a public street or fronts onto a laneway or parking lot

F. ADDITIONAL PROPERTY INFORMATION

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 (please specify) _____
- ☐ No

PART 3: APPLICATION TYPE

Please indicate the Financial Incentive Program(s) for which you are applying.

Please note that some of the financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of Elgin County and the local municipality. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

✓	Elgincentives Grants	Eligible Costs	Maximum Grant Value
☐	Façade Basic	50% of eligible costs	$5000
☐	Façade Enhanced (more than one street address)	50% of eligible costs	$7500
☐	Façade Priority (located in priority area)	50% of eligible costs	$10 000
☐	Signage Basic	50% of eligible costs	$2500
☐	Signage Enhanced (more than one street address)	50% of eligible costs	$5000
☐	Signage Priority (located in priority area)	50% of eligible costs	$7500
☐	Property Basic	50% of eligible costs	$2500
☐	Property Priority (located in priority area)	50% of eligible costs	$5000
☐	Building Improvement Basic	50% of eligible costs	$8000
☐	Building Improvement Priority (located in priority area)	50% of eligible costs	$10 000
☐	Building Conversion/Expansion Basic	$15 per square foot	$8000
☐	Building Conversion/Expansion Priority (located in priority area)	$15 per square foot	$10 000
☐	Energy Efficiency Basic	25% of eligible costs	$7500
☐	Energy Efficiency Advanced (3rd party certification)	25% of eligible costs	$10 000
☐	Outdoor Art Grant (located in priority area)	50% of eligible costs	$3000
☐	Feasibility, Design and Study Grant	50% of eligible costs	$2000
☐	Planning and Building Fees Grant	50% of eligible costs	$2000
☐	Tax Increment Equivalent Grant Basic	See notes	
☐	Tax Increment Equivalent Grant Priority	See notes	

SUPPLEMENTAL GRANTS (Optional)

Please indicate if you would also like to be considered for the following bonus grants, subject to meeting additional criteria.

☐ **Multiple Property Owner Supplemental Grant (15% of the total value of the grant provided to each owner or tenant, to a maximum of $1,000 per owner or tenant).**

Please note: This Supplemental Grant is only available to multiple owners or tenants of eligible properties and uses who implement a coordinated approach to improvement projects and capital investments. Subject properties and buildings must be located in proximity to each other. In addition, all owners or tenants involved in the coordinated improvement projects must prepare and submit applications at the same time and must indicate how the proposed projects are being coordinated.

Name: _____

Address: _____

Name: _____

Address: _____

☐ **Savour Elgin/Elgin Arts Trails Supplemental Grant (15% of the total value of the grant provided to each owner or tenant, to a maximum of $2,000 per owner or tenant).**

Please note: This Supplemental Grant is only available to members or applicants whose proposed improvement project involves an eligible use that will also meet the criteria of the County's 'Savour Elgin' and 'Elgin Arts Trail' programs. The supplemental grant is provided once the project is complete and the applicant has demonstrated that the use meets the required program criteria. The Supplemental Grant is in addition to the sum of the additional grant(s) applied for (above).

Please describe how the proposed project is anticipated to meet the criteria of the County's 'Savour Elgin' or 'Elgin Arts Trail' program in the space provided below

PART 4: COMMUNITY IMPROVEMENT PROJECT INFORMATION

A. PROJECT DESCRIPTION

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

B. Please provide a detailed explanation of how the proposed project will contribute to achieving one or more of the following community improvement goals:

1) To stimulate economic growth and diversification.
2) To improve quality of place for residents and visitors.
3) To improve the stability and sustainability of the tax base.

If more space is required, please attach a separate sheet.

C. SCALE OF PROJECT

Does the proposed community improvement work involve 25% or more of the existing gross floor area? Is it anticipated that the project will generate a tax increment as a result of property reassessment?

☐ Yes (*may be required to submit a site plan at the time of the submission of this application)*
☐ No

D. RELATED/CONCURRENT APPLICATIONS

Please indicate if additional applications have been submitted in relation to the property or project (such as site plan, zoning change, building permit, etc.)

_____

_____

_____

Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?

☐ Yes
☐ No

If so, when did you apply? Was the application successful?

_____

_____

E. EXPENSE/GRANT INFORMATION

Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all of the components of the eligible work. Applicants applying for more than one grant should download and complete the Multiple Grant Worksheet. Please indicate this by entering 'see attached' below.

Name of First Contractor: _____

First Estimate (including taxes) _____

Name of Second Contractor: _____

Second Estimate (including taxes) _____

Cost of External Professional Design Services (if applicable) _____

F. GRANT REQUEST

Total Project Cost (combined lowest cost estimate including taxes)

_____

Total Grant Request (including any Savour Elgin, Elgin Arts Trail or Multiple Owner supplement)

_____

G. OTHER FUNDING SOURCES

Total Funds from other sources (include taxes)_____

Source: _____

H. TIMING/SCHEDULE INFORMATION

Anticipated Start Date
(YYYY/MM/DD) _____

Anticipated Completion Date
(YYYY/MM/DD) _____

Please note: Construction must be completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.

PART 5: DECLARATIONS

APPLICANT`S DECLARATION

I, _____ of _____ solemnly
(Name of Applicant) (Municipality)

declare that all of the statements contained in this Elgincentives Application Package for

_____
(Description of Subject Land)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act.*

By completing this Declaration, 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.

Declared before me at Elgin County in the _____ this
(Municipality)

_____ day of _____, _____
(Day) (Month) (Year)

_____
(Signature of Applicant)

_____
(Please print name of Applicant)

_____
(Signature of Witness)

MUNICIPAL FREEDOM OF INFORMATION DECLARATION

In submitting this development application and supporting documentation, I

_____
(please print name of Applicant)

The Owner/Applicant/Authorized Agent, hereby acknowledge an provide my 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 will also be available to the general public.

_____
(Signature of Applicant)

_____
(Day) (Month) (Year)

SCHEDULE A: AUTHORIZATION

This must be completed by the Owner if the OWNER IS NOT FILING THE APPLICATION.

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

If the Owner is an incorporated company, the company seal shall be applied in the signature block above (if there is one).

AUTHORIZATION

I (we) _____
Print name(s) of owner

being the registered Owner(s) of the subject lands, hereby authorize

_____
Print name of Authorized Applicant

to prepare and submit an application for financial incentives under the Elgincentives CIP.

_____
Signature of Owner, Individual or Company

_____
Day Month Year

Financial Incentive Program	Available in Settlements Sub-Area	Eligible Uses	Available in Agricultural Sub-Area	Eligible Uses	Value of Grant in a Sub-Area	Value of Grant in a Priority Area	May be combined with other incentives
Tax Increment Equivalent Grant for Major Projects	Y	C,M,T,O	Y	A,O	100% of the municipal and/or County portion of the tax increase decreasing by 10% for a period of 5 years.	100% of the municipal and/or County portion of the tax increase for a period of 5 years.	N
Façade, Signage and Property Improvement Grant	Y	C,M,T,O	Y	A,O	**Façade:** 50% of eligible costs to a max. of $5,000 (may increase to $7,500 if criteria are met) **Signage:** 50% of eligible costs to a max. of $2,500 (may increase to $5,000 if criteria are met) **Property:** 50% of eligible costs to a max. of $2,500	**Façade:** 50% of eligible costs to a max. of $10,000 **Signage:** 50% of eligible costs to a max. of $ $7,500 **Property:** 50% of eligible costs to a max. of $5,000	Y *
Building Improvement/ Restoration Grant	Y	C,M,T,O	Y	A,O	50% of eligible costs to a max. of $8,000	50% of eligible costs to a max. of $10,000	Y *
Building Conversion/ Expansion Grant	Y	C,M,T,O	Y	A,O	$15 per square foot of converted or expanded floor space, to a maximum of $8,000	Maximum value of the grant may increase to $10,000	Y *
Energy Efficiency Retrofit Grant	Y	C,M,T,O	Y	A,O	25% of the retrofit costs to a maximum of $7,500	Maximum value of the grant may increase to $10,000	Y *
Outdoor Art Grant	Y – Must also be in Priority Area	C,M,T,O	Y	A,O	N/A	50% of the eligible cost of the improvements to a maximum of $3,000	Y *
Feasibility, Design, and Study Grant	Y	C,M,T,O	Y	A,O	50% of the eligible cost of the improvements to a maximum of $2,000	Same	Y *
Application and Permit Fee Grant	Y	C,M,T,O	Y	A,O	50% of the municipal and/or County portion of the eligible cost to a maximum of $2,000	Same	Y *
Multiple Property Owner Supplemental Grant	Y	C,M,T,O	Y	A,O	Provided in addition to grants identified above, if criteria are met. 15% of the total value of the grant provided to each owner or tenant, to a maximum of $1,000 per owner or tenant.		Y *
Savour Elgin/Elgin Arts Trails Supplemental Grant	Y	C,M,T,O	Y	A,O	Provided in addition to grants identified above, if criteria are met. 15% of the total value of the grant provided to each owner or tenant, to a maximum of $2,000 per owner or tenant.		Y *

Y – Yes
N – No
C – Commercial Uses
M – Mixed Uses
T – Tourism-oriented commercial/service
O – Outdoor recreation
A – Secondary and agriculture-related uses related to existing farm operations
N/A – Not available
* - Total value of all grants may not equal more than $15,000