

# 2021 Addendum

The following is a summary of the process for the submission, evaluation, and approval of financial incentive program applications for 2021:

- a) The CIP Implementation Committee will meet to review applications on a bi-monthly basis;

April	August
June	October
- 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. Committee meets on the 3<sup>rd</sup> Wednesday of the month to review and approve applications. Applicants are notified within 48 hours of the Committee Meeting about the result of the application.
- c) Any outstanding projects with the Elgincincentives program must be completed before applying for new funds/projects.
- d) Cottages must be zoned commercial properties or are not eligible to receive Elgincincentives funding (see page two of this addendum for the evaluation matrix)
- e) Agri-businesses/farms applying for Elgincincentives funding must produce a retail ready product that is offered to the public in a retail setting.
- f) Applicants will be required to self-declare if their property has been vacant for more than or less than one year.
- g) Each Elgincincentives Implementation Committee member will complete an evaluation and give each application a score.
- h) 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 could receive less than the amount requested in their application.**
- i) In the event an applicant decides to withdraw their application after approval. They are able to reapply for the same project at future meetings.
- j) A pre-consultation meeting is **required** for first time applicants. If you are a first time applicant, please contact [cgalloway@elgin.ca](mailto:cgalloway@elgin.ca) or by phone 519-631-1460 x 137 to arrange your pre-consultation meeting.

# Elgincentives Application Package

<b>FOR OFFICE USE ONLY</b>		<b>APPLICANT:</b>
<b>DATE ACCEPTED:</b>	<b>EVALUATION DATE:</b>	<b>BY:</b>
<b>FILE NUMBER:</b>	<b>ROLL NUMBER:</b>	<b>OTHER INFO:</b>

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.

<b>Scoring / Evaluation Instructions</b>	
Score each criteria out of 5 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 minimally addresses some, but not all of the criteria
3	Submission adequately meets most of the requirements of the criteria
4	Submission fully meets all requirements of the criteria
5	Submission exceeds the requirements of the criteria, very desirable

## PART 1: OVERALL QUALITY OF APPLICATION

### CONSIDERATIONS IN THE EVALUATION OF THE QUALITY OF THE APPLICATION

<ol style="list-style-type: none"> <li>1. A detailed and effective project description and illustrating material</li> <li>2. Reasonable project estimates</li> <li>3. A reasonable anticipated start date and complete date of construction.</li> <li>4. Good quality photographs</li> </ol>	/5	/5
<b>Points Awarded Part 1:</b>	<b>/5</b>	<b>/5</b>

## PART 2: IMPROVEMENT PROJECT INFORMATION

### CONSIDERATIONS IN THE EVALUATION OF THE PROPOSED IMPROVEMENT PROJECT

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):

<b>1. Stimulate economic growth and diversification</b> <ol style="list-style-type: none"> <li>i. To encourage the expansion of the agribusiness sector through new and expanded value added/agricultural related enterprises</li> <li>ii. To encourage the expansion of business activity for existing commercial businesses in the downtown areas/main streets of settlement areas.</li> <li>iii. To increase the number of business start-ups</li> <li>iv. To increase tourism</li> <li>v. To increase the number of tourist accommodation establishments</li> <li>vi. To increase the number of creative economy businesses</li> <li>vii. To increase employment opportunities for local residents</li> </ol>			Adjusted score
<b>Points Awarded:</b>	<b>/5</b>	<b>/10</b>	
<b>2. Improve quality of place for residents and visitors</b> <ol style="list-style-type: none"> <li>i. To improve the appearance of major entry points and tourism corridors</li> <li>ii. To improve the appearance and utilization of the lakeshore</li> <li>iii. To improve the appearance of the Municipality and foster civic pride through improvements to private properties</li> </ol>			
<b>Points Awarded:</b>	<b>/5</b>	<b>/15</b>	
<b>3. Improve the stability and sustainability of the tax base</b> <ol style="list-style-type: none"> <li>i. To reduce the number of vacant commercial building spaces in the downtown areas/main streets of settlement areas</li> <li>ii. To increase the assessment base of properties in the downtown/main streets of settlement areas, and the agricultural areas</li> </ol>			
<b>Points Awarded:</b>	<b>/5</b>	<b>/10</b>	
<b>Total Points Awarded Part 2:</b>		<b>/35</b>	

## PART 3: IMPROVEMENT PROJECT INFORMATION

EXTENT TO WHICH THE PROPOSED IMPROVEMENTS WILL;

1. Improve the overall attractiveness/aesthetic quality of the subject property and/or buildings.		
<b>Points Awarded:</b>	<b>/5</b>	<b>/15</b>
2. Enhance the value of the property and provide a return on investment.		
<b>Points Awarded:</b>	<b>/5</b>	<b>/10</b>
3. Be compatible with the uses and character of surrounding buildings and properties.		
<b>Points Awarded:</b>	<b>/5</b>	<b>/10</b>
4. Improve the façade or exterior appearance of the subject property and/or building		
<b>Points Awarded:</b>	<b>/5</b>	<b>/15</b>
5. Results in a level of improvement or rehabilitation over the existing conditions and not simply a life cycle replacement		
<b>Points Awarded:</b>	<b>/5</b>	<b>/10</b>
<b>Total Points Awarded Part 3:</b>		<b>/60</b>

## PART 4: BONUS POINTS

HOW LONG HAS THE BUILDING BEEN VACANT?

1. Occupied – 0 points		
<b>Points Awarded:</b>		<b>/0</b>
2. Less than one (1) year		
<b>Points Awarded:</b>		<b>/10</b>
3. More than one (1) year		
<b>Points Awarded:</b>		<b>/15</b>

<b>IF A NEW PROPERTY TO THE ELGINCENTIVES PROGRAM</b>		
<b>Points Awarded:</b>		<b>/5</b>

**PART 5: EVALUATION RESULTS**

<b>TOTAL POINTS AWARDED (PARTS 1-3):</b>	<b>/100</b>
<b>BONUS POINTS AWARDED (Part 4) Max. 20</b>	
<b>FINAL POINTS TOTAL (Parts 1-3 + Part 4)</b>	