



Community Business Improvement Grant Program Project Summary Report Form

Office Use Only

Application No.:	Approval of Funds Date:
Agreement No.	Within 365 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Summary Report No:	Project Completion Date:
Date Received:	Within 90 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	

1. Summary Report Guidelines

In compliance with the signed Community Business Improvement Grant Program Agreement, the applicant agreed to complete this required form within 90 days after the project completion date. This form is to summarize and verify that the project has been completed. The project summary report form must be completed, signed and submitted to the address below.

2. Submission and Contact

Completed Project Summary Report Forms, with all required supporting materials, may be submitted in person at the City Hall Office or mailed to the address below. Email submissions will also be accepted.

Contact the Temiskaming Shores Development Corporation with any questions or to submit a completed Project Summary Report Form.

ATTN: James Franks
Temiskaming Shores Economic Development Corporation
325 Farr Drive
PO Box 2050
Haileybury, Ontario, P0J 1K0
Telephone: 705-672-3363 x4137
Email: tsdc@temiskamingshores.ca

Information Accessibility

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Temiskaming Shores Development Corporation to evaluate and approve funding allocations. Applications will be met in a Subcommittee meeting.

3. Supporting Materials

To complete the form, please attached the required supporting materials when submitting this form.

- ☐ Photographs of the project area after project completion
- ☐ Receipts, as indicated on the application form project budget table.

4. Property Information

After the project completion date, as a result of the project:

Did the property existing use change? ☐ Yes ☐ No
If yes, what is the current use? ☐ Residential ☐ Commercial ☐ Industrial

Was the vacancy status of the property changed? ☐ Yes ☐ No
If yes, is the property currently vacant? ☐ Yes ☐ No

Is the property in good standing with the City of Temiskaming Shores? ☐ Yes ☐ No
(example: outstanding tax arrears or outstanding order(s) or request(s) to comply)
If no, please explain:

5. Project Information

After the project completion date, as a result of the project:

Does the project comply with the municipal and provincial regulations? ☐ Yes ☐ No
(City of Temiskaming Shores Property Standards By-law and the Ontario Building Code)

If no, please explain:

Were all required permits for the project approved and completed? ☐ Yes ☐ No

If no, please explain:

Was the project completed as indicated on the submitted application form? ☐ Yes ☐ No

If no, did the applicant notify the Temiskaming Shores Development Corporation? ☐ Yes ☐ No

If no, please explain:

Does the project include any items on the program restrictions list? ☐ Yes ☐ No

If yes, please explain:

6. Fund Information

Have all funds received have been used? ☐ Yes ☐ No

If no, please explain:

Were funds used for in-kind or third party fees? ☐ Yes ☐ No

If yes, please explain:

Were all funding sources, not confirmed on the application form, confirmed and received? ☐ Yes ☐ No

If no, please explain:

Were funds applied for and/or received by other government bodies and/or non-profit organizations after the application form was submitted? ☐ Yes ☐ No

If yes, please explain:

7. Additional Comments

8. Declaration and of Applicant

I (print name) _____ declare that:

1. The information contained in this application, attached supporting materials and documentation, is true to the best of my knowledge.
2. I acknowledge that the Temiskaming Shores Development Corporation is not responsible for any cost overruns or costs incurred and is not responsible for any future costs burden incurred by an applicant in relation to all application/projects.

Date:

Signature of Applicant:
