

Community Business Improvement Grant Program Application Form

Office Use Only

Application No.:		Previous Funding Application No:	
Date Received:		Previous Funding Agreement No:	
Date Reviewed:		Pre-consultation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decision:	<input type="checkbox"/> Complete	Financial Standing, good:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Incomplete	By-law Standing, good:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Approved		
	<input type="checkbox"/> Declined		

1. Application Guidelines

- A pre-application consultation meeting is recommended before an applicant submits a completed application form. The Temiskaming Shores Development Corporation will assist applicants in completing application forms, advising on financial incentive programs and eligibility of costs and indicating required supporting materials.
- Application form intake will be ongoing each year and will be closed once all funds have been allocated.
- Application forms are received and reviewed on a first come first serve basis.
- One application form may be submitted for each project.
- One active application/project is permitted per business.
- Application forms may be submitted after a project has started .
- Application forms may be submitted within 90 days of the project completion date.
- Application forms must be completed and submitted to the address listed below.
- If the applicant is not the owner of the property/business, the applicant must provide written consent from the owner of the property/business to make an application.
- Incomplete application forms will not be accepted, but will be returned to the applicant with advice on how to complete.
- The subject property must be in good standing with the City of Temiskaming Shores, with no outstanding tax arrears or outstanding order(s) or request(s) to comply.
- The project must comply with the municipal and provincial regulations including the City of Temiskaming Shores Property Standards By-law and the Ontario Building Code.
- The funding amount must be used within 1 year (365 calendar days) from approval of funds.
- Within 90 days after the funded project is complete, the applicant must complete a Project Summary Report Form, summarizing the project completion.

2. Submission and Contact

Completed application forms, with all required supporting materials, signed by all parties, 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, to arrange a meeting or to submit a completed application 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.

3. Applicant Information

Name: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

The Applicant is: the property owner the business owner the authorized agent

Registered Property Owner(s) (if different from above)

Name: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Registered Business Owner(s) (if different from above)

Name: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

4. Property Information

Indicate the location of the property subject to this application.

Dymond New Liskeard Haileybury North Cobalt

Street Address: _____

Existing Use: Residential Commercial Industrial

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)

Is the property currently vacant? Yes No

Property Condition: 1(poor) 2 3 4 5(perfect)

Building Condition: 1(poor) 2 3 4 5((perfect)

5. Business Information

Provide information on the business benefiting from this application.

Name of Business: _____

Ontario Business Identification Number (BIN): _____

Business Operations Address: _____

Staff Size: Full Time: _____ Part Time: _____

Business Industry: Retail Manufacturing Transportation Agriculture Arts
 Mining Food Services Accommodations Technical Services Health
 Other (describe) _____

Has your Business previously received funding from this program? Yes No
(If yes, please indicate below)

Agreement Date: _____

Project Completion Date: _____

Amount: _____

6. Financial Incentive Programs

View the list of financial incentive programs and mark the eligible costs you are applying for. Each program is associated with specific eligibility criteria as per the Community Business Improvement Grant Program Policy.

Eligible Costs	Program	Program Details
<input type="checkbox"/> Restoration of brickwork, wood, masonry or metal cladding <input type="checkbox"/> Repair/replacement of architectural details <input type="checkbox"/> Repair, replace or addition of exterior lighting <input type="checkbox"/> Repair, replace or addition of awnings and canopies <input type="checkbox"/> Replacement of windows and doors <input type="checkbox"/> Redesign of storefront <input type="checkbox"/> Painting/installation of mural or other wall art <input type="checkbox"/> Installation/improvement of decorative retaining walls/fences <input type="checkbox"/> Installation of street furniture <input type="checkbox"/> Installation/improvement of pedestrian walkways <input type="checkbox"/> Installation of active/sustainable transportation infrastructure <input type="checkbox"/> Installation/improvement of seasonal outdoor sidewalk/patio <input type="checkbox"/> General clean-up of properties or removal of building contents <input type="checkbox"/> Professional fees <input type="checkbox"/> Other	Building Improvement	<ul style="list-style-type: none"> • 50% of Construction Costs • Maximum of \$5,000 per Application/Project
<input type="checkbox"/> Installation of new automatic doors <input type="checkbox"/> Installation of new wheelchair access ramps <input type="checkbox"/> Renovations to public entryway <input type="checkbox"/> Repairs to pathways/accesses and stairs <input type="checkbox"/> Creation of new accessible washrooms <input type="checkbox"/> Professional fees <input type="checkbox"/> Other	Accessibility	<ul style="list-style-type: none"> • 50% of Construction Costs • Maximum of \$5,000 per Application/Project
<input type="checkbox"/> Repair/replacement of signage <input type="checkbox"/> Installation of new signage <input type="checkbox"/> Professional fees	Signage	<ul style="list-style-type: none"> • 50% of Construction Costs • Maximum of \$5,000 per Application/Project

7. Project Information

Project Title:

Project approximate start date:

Project approximate completion date:

Description of proposed Project:

Other important information:

8. Supporting Materials

View the below list of supporting materials and mark the materials you will require for your project. All required permits for the project must be submitted and preferably approved .

Required

- Photographs of the area where the proposed project will take place.
- Quotes or receipts for Budget Table items

If, applicable

- Professional Fees—Architect
- Professional Fees—Planner
- Professional Fees—Engineer
- Professional Fees—Architectural Designer
- Professional Fees—Landscape Architect
- Site Plan or Landscape Plan
- Work Plan
- Building Application
- Planning Application
- By-law Application
- Landfill Fees
- Encroachment Agreement

9. Project Budget—Budget Table

Provide a detailed costs estimate for your project on the budget table below. The Temiskaming Shores Development Corporation is not responsible for any cost overruns or costs incurred by an applicant in relation to any projects.

Please note that in-kind costs and non-3rd party labour costs are not an eligible expense.

Project Cost Details	Costs	Quote/Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
		<input type="checkbox"/> Quote <input type="checkbox"/> Receipt
Total Project Cost:		

9. Project Budget—Funding Table

Include

- The financial incentive program and the funding amount requested from the Community Business Improvement Grant Program. Each financial incentive program must have their own line on the funding table.
- The amount of funding requested from other government bodies and/or non-profit organization. If funding has not been confirmed at the time of this application, please indicate when the approval date is anticipated.
- The applicant must financially contribute to the project. The contribution must equal to or greater than funds requested from the Community Business Improvement Grant Program. (applicant contributions may come from other government bodies and/or non-profit organizations).

Amount

- The total project costs must equal total funding amount.
- The maximum allocation per financial incentive program shall not exceed \$5,000.
- The minimum allocation per financial incentive program shall be \$500.
- The total amount of allocation per application/project shall not exceed \$5,000.

Funding Source	Amount	Status
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Approval Date:
Total Funding Amount:		

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Pre-consultation information:

10. 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 have applied for the appropriate required Municipal and Provincial permits, as per the requirements of the proposed project.
3. I acknowledge that this application is subject to review and does not guarantee that funding will be granted for the proposed project.
4. 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:

11. Authorization

Authorization of Property Owner (if different from applicant)

I, (print name) _____ am the owner of the land/building that is the subject of this application and I authorize the applicant to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the process of the application.

Date:

Signature of Property Owner

Authorization of Business Owner (if different from applicant)

I, (print name) _____ am the owner of the Business that is the subject of this application and I authorize the applicant to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the process of the application.

Date:

Signature of Business Owner
