

Municipality of *Bluewater*

COMMUNITY IMPROVEMENT PROGRAM GRANT APPLICATION

In 2016 Bluewater Council approved the development of a Community Improvement Plan (CIP) for the three villages and the six hamlets within the Municipality of Bluewater.

After an in depth community outreach program, Council and staff are pleased to announce that the CIP is complete and we are now accepting applications for:

- the Commercial Facade Improvement Grant Program; and
- the Heritage Property Improvement Grant Program.

Grants will be awarded for 50% of improvement costs up to a maximum of \$5000.00 for applicants who reside within one of the designated Community Improvement Project Areas, which include the downtown areas of Blake, Brucefield, Dashwood, Hensall, Kippen, St. Joseph, Varna, Zurich, and the downtown and marina areas of Bayfield (please contact the Municipality for detailed maps of the project areas).

Before completing an application form, applicants should read the Municipality of Bluewater Community Improvement Plan. Information on each grant program is found in Section 6.0 and General Eligibility Requirements are in Section 7.1.1.

Prior to submission of a complete Grant Application form, applicants are also required to arrange and participate in a **pre-application consultation meeting** with one or more members of the Bluewater Community Improvement Plan Review Team in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

We are excited about this project and the benefits it will bring to our community. With collaboration, shared investment, and a unified vision, together we can build a better Bluewater.

Submit Applications to:

Charlene Overholt, Clerk of Municipality of Bluewater

coverholt@municipalityofbluewater.ca

Box 250, 14 Mill Ave, Zurich ON, N0M 2T0

519-236-4351 or 1-877-236-4351

APPLICANT INFORMATION

Type of Application (check one)	<input type="checkbox"/> Commercial Façade Improvement Grant <input type="checkbox"/> Heritage Property Improvement Grant
Name of Applicant	
Contact Name	
Mailing Address	
Postal Code	
Telephone Number	
Cell Number	
Email	
Is the applicant the owner of the property?	

OWNER INFORMATION

Name of Owner	
Contact Name	
Mailing Address	
City & Postal Code	
Telephone Number	
Cell Number	
Email	
If Corporation or Partnership, Date of Incorporation/ Registration of Business	
Name of Registered Shareholders/Partners (include percentages of ownership)	

THE PROPERTY

Property Address	
Is the property designated under the Ontario Heritage Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Name of Business	
Nature of Business	

WORK ESTIMATES

Please attach two (2) independent contractor estimates for each component of the proposed improvement. Grant will not necessarily be awarded based upon the lowest bid. Contractors must provide a copy of their WSIB Clearance Certificate with the claim.

Preferred Contractor	
Estimated Cost	
Second Contractor	
Estimated Cost	
Total Construction Cost	
Total Grant Requested	

DESCRIPTION OF IMPROVEMENTS

Please provide a written description of the proposed improvements. Attach the following items: (1) photographs of the existing condition of the property; (2) historical photographs and/or drawings of the property; (3) building elevation drawings prepared by a professional, (4) a work plan for the improvements; and (5) two cost estimates for eligible work provided by licensed contractors.

**SIGNATURE OF OWNER/AUTHORIZED AGENT
AFFIDAVIT OR SWORN DECLARATION
DATE OF APPLICATION SUBMISSION**

I, _____, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

Applicant's Signature

Date

Authorization:

If the applicant is not the owner of the land that is the subject of this application, written authorization of the Owner that the applicant is authorized to make the application must be included in this application.

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant.

CONSENT OF THE OWNER

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize _____, to make this application on my behalf.

Name of Owner (Please Print)

Signature of Owner

Date

CONSENT OF THE OWNER TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Name of Owner (Please Print)

Signature of Owner

Date

COMMUNITY IMPROVEMENT PLAN GRANT PROGRAM

Please retain for your records

PURPOSE OF THE GRANT

This grant may only be used for the purposes of commercial façade and heritage property improvements as indicated on the application form. The improvements must also be eligible for grant approval under the terms of the program.

The grant assignment is non-transferable between properties, property owners, authorized tenant or another individual or corporation.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION PRIVACY ACT

Applications made under the terms of this program are made publicly available.

PAYMENT OF THE GRANT

Applicants of approved projects will be notified in writing and will be required to enter into an Execution Agreement with the Municipality. The payment of the grant will be disbursed by cheque made payable to the owner/tenant (named applicant) following:

- Completion of approved improvements in its entirety
- Proof of payment of all invoices (copies stamped paid)
- Confirmation that taxes are paid current
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the proscribed time frame that is eighteen (18) months from the approval date of the application

TERMS FOR THE GRANT

Please retain for your records

LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS

Staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions of the Municipality of Bluewater associated with the completed work.

The Municipality of Bluewater shall be entitled to at any time impose such additional terms and conditions on the use of the grant which, in its sole discretion, it deems appropriate.

GRANT REPAYMENT

The grant recipient (applicant) must repay the whole or any portion of the grant, if the recipient (applicant):

- Ceases operation within one year of the application approval date.
- Dissolves as a company or business.
- Merges or amalgamates with another business, corporation or individual.
- Commences or has commenced proceedings in bankruptcy.
- Knowingly provides false information on the application form, or throughout the process of the application.
- Uses grant monies for anything other than approved works forming part of the application.
- Breaches any terms or conditions of the grant.

UNUSED PORTIONS OF THE APPROVED GRANT

The Municipality of Bluewater may withhold any portion of the grant above the final construction costs if the final cost differs from the estimates provided with the application.

Proper accounting procedures must be used in relation to the payment of invoices for improvements and works constructed under the terms of the grant.

DESCRIPTION OF TERMS AND CONDITIONS

If the grant application is approved, the applicant will receive information detailing the terms and conditions of the grant and listing permits etc. that may be required.

Requirements that frequently appear:

BUILDING PERMITS are required for various types of construction/renovation to facades i.e. stucco. Building Permits may also be required for awnings or replacing windows and/or doors.

SIGN PERMITS are required for various types of signs including awnings with lettering. Signs must also be in conformity with the current Sign By-Law.

ROAD OCCUPANCY PERMITS are often required to temporarily close access to municipal sidewalks or lane ways in order to provide safety to the public. Contact the Public Works Department.

ENCROACHMENT AGREEMENTS If an improvement to a property is located entirely or partly in, on under or above the City's property, an Encroachment Agreement may be required.

Note: Building Permits, Sign Permits, Road Occupancy Permits, and Encroachment Agreements must be obtained prior to the commencement of work.

WHO CAN COMPLETE THE RENOVATIONS?

Many repairs and renovations to buildings - including stucco, siding, masonry work, framing, replacement of windows, etc.- must be completed by a contractor/contracting business that has their Trade License to engage in the business of carrying out repairs or renovations of buildings.

ESA (Electrical Safety Authority) License most electrical work requires the services of a licensed electrical contractor.

Please note that Building Code, Fire Code, or Property Standards Violations must be rectified and property taxes must be paid in full prior to grant monies being advanced for completed work and that no grant funds will be paid out until the condition is met.