



Township of Centre Wellington Community Improvement Plan  
**GRANT APPLICATION FORM**

TOWNSHIP OF CENTRE WELLINGTON Economic Development Division 1 Macdonald Square, Elora, Telephone: 519-846-9691 ext. 304	DATE RECEIVED: _____ ROLL NO. : _____ PRECONSULTATION DATE: _____ APPLICATION NUMBER: _____
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**INSTRUCTIONS:** Original copies of the completed forms can be submitted to the Township of Centre Wellington. Please refer to the adopted Community Improvement Plan for details of incentive programs and grant eligibility requirements. Applicants are encouraged to pre-consult with Township Economic Development Staff prior to submission. **ALL SECTIONS MUST BE COMPLETED.**

**1. PROPERTY DESCRIPTION:**

Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Tax Roll Number: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**2. APPLICANT:** *(written authorization from the building owner is required if applicant is tenant)*

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**3. REGISTERED OWNER:** *(if different from applicant)*

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**4. PLEASE IDENTIFY THE PROGRAM(S) YOU ARE APPLYING FOR:**

*NOTE: that the grant amount is generally 50% of the cost of the project up to a maximum for each program and a maximum per property.*

<p><b>Internal Use only – will be completed by EDO</b></p> <p><input type="checkbox"/> Façade, Building or Property Improvement Grant (L1)</p> <p><input type="checkbox"/> Housing Rehabilitation and Conversion Grant</p> <p><input type="checkbox"/> Contamination Assessment Study Grant</p> <p><input type="checkbox"/> Façade, Building or Property Improvement Grant (L2)</p> <p><i>Properties are only eligible for one incentive grant</i></p>	<p><b>Amount approved (staff)</b> (See Page 3 for Maximum \$)</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p><b>Total (excluding Property Tax Increment or Development Charge Grant):</b> \$ _____</p>	

**5. INFORMATION ATTACHED: Please attached as much information as possible**

Copies of the following information must be attached to this application:

- Building permit application (if applicable);
- Architectural or engineered drawings, renderings and/or other materials showing the proposed work (e.g. site plan, elevation drawings, etc...);
- Photos of items to be addressed through the grant application** (i.e. existing façade, landscaping, signage, etc...)
- Other information (determined through initial consultation with Township staff (e.g. Site Plan Application): \_\_\_\_\_

**6. PROJECT DESCRIPTION(S):**

Please attach a detailed description of your proposed improvements. This description should include identification of materials to be used, colours that will be used and full details of the project. You must also attach photographs of the property to help describe the proposed improvement(s). This description will assist the committee in evaluating the project.

**7. WORK ESTIMATE(S):**

Please attach copies of two estimates prepared by qualified contractors for each component of the proposed improvements. Eligible costs shall be the cost of materials, equipment and contracted labour to complete improvements. Professional fees such as Architect’s, Engineer’s and Solicitor’s fees are not considered to be eligible costs.

Please summarize these estimates in the following table:

Name/Company	Estimate	Phone Number	Grant Program involved

**8. PERMITS:**

Work to be completed through this application **cannot be started** until written approval for the requested funding assistance is received from the Township of Centre Wellington. All required permits must be obtained prior to initiation of the proposed works.

**9. COMMUNITY IMPROVEMENT PLAN – SUMMARY OF FINANCIAL INCENTIVES**

	Program	Amounts
<b>For internal use – EDO will complete</b>		
i	<b>Façade, Building or Property Improvement Grant/Loan:</b>	Grant of 50% of eligible costs, to a maximum of \$5,000 in loan, and maximum of \$5,000 in grant. Amounts may be higher for buildings with multiple facades or heritage features.
ii	<b>Housing Rehabilitation and Conversion Grant/Loan</b>	Grant of 50% of eligible construction costs to a maximum of \$4,000 per unit on a maximum of 2 units. This would be a \$2,000 loan and a \$2,000 grant for eligible units;
iii	<b>Contamination Assessment Study Grant</b>	Grant of 50% of the cost to complete a study up to a maximum of \$10,000 per property.
<b>Level 2 Programs</b>		
iv	<b>Façade, Building and Property Improvement Grant/Loan</b>	Grant of 50% of eligible costs, to a maximum of \$10,000 in loan, and maximum of \$10,000 in grant. – only for Priority Sites
C	<b>Tax Increment/Development Charge Incentives</b>	
	For details please see Economic Development Staff at Township. Different application forms are available.	

**10. SIGNATURES AND AUTHORIZATION**

I/We hereby declare that all of the above statements and the statements contained in all of the supporting documentation submitted herewith as part of this application are true. Further, I/we acknowledge that any modifications to any approved proposals or plans may require approval of the Committee. By signing this application you acknowledge that it is a public record and some information may be released.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s) (if not property owner)

\_\_\_\_\_  
Print Name

Owner Authorization to complete improvements outlined in this application  
**(if the applicant is *not* the property owner):**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Print Name

**APPROVED ON:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agreement signed date**

**Grant/Loan amounts are estimates and the final amount will be determined based on submission of final invoices and proof of payment of those invoices.**