

# THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

## GRANT APPLICATION FOR THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVE PROGRAM

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### APPLICATION PROCESS OVERVIEW

#### **STEP 1: Review Sioux Lookout Community Improvement Plan and Related Documents**

- Before filling out the Application Form, please read the Sioux Lookout Community Improvement Plan, By-Law No. 104-24, and the sample Grant Agreement. All documents are attached to the Application Form but are for reference; they do not need to be submitted with the completed application.

#### **STEP 2: Pre-Application Meeting with Municipal Staff Prior to Application Submission**

- Prior to formal application submission, applicants are required to have a Pre-Application Meeting with the Development Services Department to determine program eligibility.
- Please refer to the Sioux Lookout Community Improvement Plan, By-law No. 104-24, and the Grant Agreement (all attached) for details of incentive programs, grant eligibility requirements, and other details of the program and the grants
- Applications that do not adhere to the requirements of the CIP document will not be considered.
- **CONTACT INFO/QUESTIONS: For further information or questions, please contact the Planning Coordinator, Development Services Department: Phone: 807-737-2700, ext. 2234; or email the Planning Coordinator at: [obright@siouxlookout.ca](mailto:obright@siouxlookout.ca).**

#### **STEP 3: Application Requirements**

- All costs incurred, including for the preparation of this application, prior to written approval of the grant by the Municipality will be deemed ineligible and will not be reimbursed.
- The Owner/Agent is responsible to provide all information and applicable supporting documentation as indicated in this Application Form. If Development Services Staff determine that an Application is incomplete or that additional supporting material or documentation is required, the Application will be returned to the Owner/Agent and not processed further at that time. The complete Application can be resubmitted once all information/documentation is compiled.
- Questions and completed forms can be mailed to the: Municipality of Sioux Lookout, Box 158, Sioux Lookout, ON, P8T 1B9, ATTN: Planning Coordinator; or hand-delivered to 25 Fifth Avenue, Sioux Lookout, ATTN: Planning Coordinator; or email to the Planning Coordinator at [obright@siouxlookout.ca](mailto:obright@siouxlookout.ca).

#### **STEP 4: Application Review and Evaluation**

- The application will be forwarded to the Community Improvement Plan Application Review Committee (the "Committee" or "CIPARC") for review, evaluation and recommendation.

#### **STEP 5: Inspection**

- Prior to recommending a grant, Municipal Staff may need to inspect the subject building/property to review the condition of the building/property and the proposed improvements. The applicant will be required to address any deficiencies that are identified.

#### **STEP 6: Decision of Municipality/Grant Agreement/Expiration of Approval**

- The Committee will determine how much of the proposed work, if any, is eligible for funding under the relevant program(s). If eligibility and criteria requirements are met, and funds are available, the Committee's recommendation will be forwarded to Council for a final decision.

- The Recipient of the grant will be required to enter into a Grant Agreement with the Municipality.
- The Applicant will have six months to start the project and one year to complete the project. Extensions will be considered on a case to case basis.

**STEP 7: Inspection of Work in Progress and Completed Work**

- Municipal Staff will conduct inspections throughout construction and at completion to ensure that all requirements of the CIP have been met.

**STEP 8: Provision of Grant**

- The provision of grant(s) for all completed improvements/projects will be done in accordance with the CIP, By-law No.104-24, and the Grant Agreement.

NOTE: Information in this Application will be kept confidential subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

## ADDITIONAL INFORMATION

1. An internal Municipal Committee (the Community Improvement Plan Application Review Committee (CIPARC)) comprised of Municipal Staff will review all complete applications.

Applications will be considered in terms of eligibility requirements as set out in the CIP, especially the Objectives in Section 4.0 of the Plan and the Design Guidelines in Section 7.3 and Appendix 1 of the CIP (attached), and the degree to which the project conforms to and implements the Municipality's various planning documents, i.e. the Official Plan, the Downtown Revitalization Plan, etc., and relevant legislation such as the Ontario Building Code.

The Committee will make recommendations on Applications as indicated in the Committee's Terms of Reference.

2. The Municipality reserves the right to evaluate Applications based on additional criteria of its choosing.
3. Applicants may be contacted by the Municipality during the evaluation process to clarify their application or to obtain further information or documentation. The application will not proceed until the required information/documentation is received.
4. The Municipality is not bound to accept any application and may proceed as it determines, in its sole discretion, following the receipt of a complete application. The Municipality reserves the right to consider any, none or all of the applications, to approve or deny applications in whole or in part, and to elect not to proceed with the process at any given time.
5. The property and buildings must be in good standing with regard to taxes, utility charges or any other legal claim, lien or order at the time of submission of the Application and must remain in good standing.
6. Applications will not be accepted from Applicants who are involved with a legal proceeding with the Municipality, including any litigation, judicial or arbitral proceedings against or by the Municipality with respect to any matter.
7. A project must represent an improvement to a property or building, and not be considered a regular or life-cycle maintenance activity. A project must also be considered to be permanent in the opinion of the Development Services Manager.
8. Improvements carried out prior to the approval of the Application will not be eligible for grants. Only approved projects will be eligible for grants.
9. The Recipient of the Grant will be required to enter into an Agreement with the Municipality setting out conditions under which a grant is provided, specifying the grant amount, and the payment period/date.
10. Grants will be paid to an Applicant occupying an assessed property in a designated "Community Improvement Project Area" (refer to the CIP) upon completion and satisfactory final inspection of the project.
11. Grants will be available to business or property owners on the basis of one grant or combined grants (e.g. Improved Signage and Façade Improvement) per assessed building, subject to Section 7.1.3 and 7.1.4 of By-law No. 104-24.
12. In accordance with the CIP, Grants will not be provided for sheet metal siding.

13. The total of the grants made in respect of particular lands and buildings under the CIP and the tax assistance that is provided in respect of the lands and building in the CIP shall not exceed the total cost of rehabilitating the lands and buildings and/or the total taxes payable on the property.
14. In no instance shall grants exceed 50% of the cost of rehabilitation or a total of \$15,000 per property, per Section 6.8 of the CIP.
15. Assistance granted under any of the CIP Financial Incentive Programs to a particular property is not transferable to any other property.
16. The CIP Financial Incentive Program for which this application has been submitted is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program where an application has been approved, and who have entered into a Grant Agreement with the Municipality, will continue to receive their grant, subject to their Grant Agreement.
17. All grants will be calculated and awarded at the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the Applicant meeting the terms and conditions of the program and the Grant Agreement.
18. Personal information (PI) is collected on this Application under the authority of Section 10 of the *Municipal Act* and Section 28 of the *Planning Act*. The purpose of this collection is to administer the Sioux Lookout Community Improvement Plan Financial Incentive Program. The personal information provided on this form is protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Any questions or concerns regarding the collection of personal information should be directed to the Municipal Freedom of Information Coordinator, the Clerk's Department, Municipality of Sioux Lookout, P. O. Box 158, Sioux Lookout, ON, P8T 1A4, 807-737-2700.

**SECTION 1: OWNER/AGENT/RECIPIENT INFORMATION**

**1.1 Registered Property Owner(s)**

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address with Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**1.2 Authorized Agent/Applicant** *(to be completed if someone other than the Property Owner will be the Agent/Applicant for CIP Financial Incentive Programs(s)).  
(Also, complete Owner's Authorization in Section 1.3)*

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address with Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**1.3 Property Owner Authorization** *(to be completed if someone other than the Property Owner will be the Applicant for CIP Financial Incentive Program(s))*

I, \_\_\_\_\_, being the registered owner of the

Subject Property described in this Application, hereby authorize the following, on my behalf, as applicable:

NAME	FUNCTION	ACTION
	Agent/Applicant	To prepare and submit CIP Grant Application
	Agent/Applicant/Grant Recipient	To undertake construction on my property
	Grant Recipient	To enter into Grant Agreement and receive Grant funds

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**1.4 Recipient of CIP Grant** -- The Recipient of the CIP Grant (*the person who will receive the funds and to whom the Municipal cheque will be made out*) will be:

\_\_\_\_\_ The Registered Property Owner

\_\_\_\_\_ The Authorized Agent/Applicant

If someone other than the Registered Property Owner or Authorized Agent/Applicant:

Name of Recipient: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address with Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**1.5 Correspondence with Municipality** -- Indicate to whom correspondence regarding this Application should be sent:

\_\_\_\_\_ Registered Property Owner

\_\_\_\_\_ Agent/Applicant

\_\_\_\_\_ Recipient

## **SECTION 2 – SUBJECT PROPERTY INFORMATION**

**2.1 Property Description** (*property must be located in a Community Improvement Project Area(s). See CIP attached for information. \*Information can be found on the Municipal Tax Bill.*)

Municipal Address of Property \_\_\_\_\_

Legal Description\* \_\_\_\_\_

Roll No.\* \_\_\_\_\_

## 2.2 Other Property Information

Item	Response	Office Use Only (to be confirmed by Municipality)
Official Plan Designation		
Zoning		
Existing Use		
Use after improvements (if changed)		
Is current or planned use legal use within the current zoning		
Is Property located in a CIP Project Area? If so, which one? (See Sec. 3 and Schedules of CIP.)		
Is the use considered a “temporary use” under the <i>Planning Act</i> ?		
Are there any outstanding Municipal Work Orders on the Property?		
Are taxes in arrears on the Property?		
Are there water arrears on the Property?		
Are there any outstanding Municipal invoices on the Property?		
Is the Property used for a single detached dwelling?		
Is the Property used for residential purposes in conjunction with a commercial use? If yes, where is the residential use located?		
Number of parking spaces:  Existing: _____ + Proposed: _____ = Total: _____		
Is the Property designated under the <i>Ontario Heritage Act</i> ?		
Are there any additional sources of government and/or non-profit funding that you are using for improvements? If yes, please describe.		

**SECTION 3 – PROGRAM AND PROJECT INFORMATION**

*(Refer to Section 5.0 of the CIP (attached) for explanations of Programs and eligible costs. Applications containing unqualified or excessive requests will be returned without consideration.*

**3.1. Program(s) Being Applied For** -- I am applying for the following Program(s) in the following Project Area(s) (please mark Grant Program and Project Area with an “X” in the appropriate columns):

Applying For:	Grant Program	Project Area(s)			
		Main Central	Gateway	Hudson	Airport
	Façade Improvement Grant				N/A
	Improved Signage Grant				N/A
	Landscaping				N/A
	Application Fees Grant				
	Residential Intensification Grant				
	Tax Increase Increment Grant				N/A
	Municipal Land Development Grant			N/A	
	Building Renovation and Improvement Grant		N/A		N/A
	Accessibility Grant				
	Relocation of a Home Occupation/Home Industry				

**3.2 Description of Project(s)** – Please describe in detail how the property will be improved.

**3.3 How CIP Funding Will Be Used** – Please describe how the CIP Funding will be used.

**3.4 Project Timelines** – Please estimate when the proposed Project is expected to start and to be completed.

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_



**SECTION 4 – PREVIOUS RELATED APPLICATIONS**

Have other CIP incentive programs related to this property been previously applied for? Yes \_\_\_ No \_\_\_

*If yes, indicate below*

<b>Program</b>	<b>Amount Requested</b>	<b>/</b>	<b>Amount Approved</b>	<b>/</b>	<b>Approval Date</b>	<b>/</b>	<b>Grant Payment Date</b>
<input type="checkbox"/> Façade Improvement Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Improved Signage Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Landscaping	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Application Fees Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Residential Intensification Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Tax Increase Increment Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Municipal Land Development Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Building Renovation and Improvement Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Accessibility Grant	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Relocation of a Home Occupation/Home Industry	_____	/	_____	/	_____	/	_____

**SECTION 5 – COST ESTIMATE AND PROJECT FINANCING**

Please attach one reliable written estimate from qualified independent contractors/suppliers or a written estimate including your own labour for each Grant Program (if applicable).

Estimate:

Contractor Name: \_\_\_\_\_

Priced Quoted: \_\_\_\_\_

<b>PROGRAM APPLIED FOR</b>	<b>ELIGIBLE COSTS OF PROJECT</b>	<b>COST QUOTE</b>	<b>AMOUNT APPLIED FOR (as per CIP Sec. 5)</b>
Façade Improvement Grant			
Improved Signage Grant			
Landscaping			
Application Fees Grant			
Residential Intensification Grant			
Tax increase Increment Grant			
Municipal Land Development Grant			
Building Renovation and Improvement Grant			
Accessibility Grant			
Relocation of a Home Occupation/Home Industry			

**SECTION 6 –SUPPORTING MATERIALS**

*Please provide the Supporting Materials as set out in the following table as determined during the Pre-Application Meeting with the Municipality.*

<b>Required Supporting Materials</b>	<b>Required to be Submitted with Completed Application</b> <i>(Attached -- Confirmed by Applicant)</i>	<b>Completed and Attached</b> <i>(Attached -- Confirmed by Municipality)</i>
Photographs showing condition of existing property and buildings		
Historical photographs or documentation		
Conceptual or sample drawings and/or plans		
A site plan or landscape plan		
Specifications of the Project, including a Work Plan and Timelines for the improvements		
Once cost estimate for eligible works and/or materials		
Any other documents, information and materials as may be required by specific Financial Incentive Programs		
<b>Other required materials (Municipality to specify at pre-application meeting)</b>		

**SECTION 7 – DECLARATION OF OWNER/AGENT**

**Signature of Owner or Agent**

I, \_\_\_\_\_ of the \_\_\_\_\_

in the District of \_\_\_\_\_

solemnly declare that all the statements contained in this Application and supporting materials and documentation are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

This application is being made in accordance with the Municipality of Sioux Lookout Community Improvement Plan.

The undersigned hereby applies for the Community Improvement Plan Incentive Program(s) in accordance with the Application herewith submitted and acknowledges that the proposed work must comply with the provisions of the *Planning Act*, *Building Code Act* and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of the Municipality of Sioux Lookout.

The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not be eligible for funding.

The undersigned further acknowledges that, should a grant be approved, the Recipient of the funds must enter into a Grant Agreement with the Municipality of Sioux Lookout.

I certify the truth of all statements or representations herein.

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Date

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