



**DOWNTOWN TOMORROW**  
COMMUNITY IMPROVEMENT PLAN (CIP)

## 2023 GRANT APPLICATION

Thank you for your interest in the Downtown Tomorrow Community Improvement Plan Grant Program.

Please ensure you review the "Complete Application Checklist" on the next page, prior to submitting your application. Please also note, **applicants must take part in a mandatory pre-consultation or attend a Community Workshop prior to applying for the DTCIP Grant Program.**

### HOW TO SUBMIT:

1. **Upload your completed application to the DTCIP Grant Application Portal**  
([orillia.ca/applyDTCIP](https://orillia.ca/applyDTCIP))

- Download this *fillable* 2023 DTCIP Grant Application (complete digitally, then upload)
- Print this 2023 DTCIP Grant Application (complete by hand, then scan and upload)

2. **Mail/drop-off your completed application to:**

City of Orillia  
Business Development Office  
50 Andrew Street South  
Orillia, ON  
L3V 7T5

Applications **must be received by 4pm** on the respective intake deadline date:

- Early Bird Deadline: Thursday, April 6, 2023
  - *For applicants who have already completed their mandatory pre-consultation/attended the DTCIP Community Workshop*
- Thursday, May 11, 2023
- Thursday, August 10, 2023
- Thursday, October 19, 2023

### COMPLETENESS OF THE APPLICATION:

The City of Orillia will not accept incomplete applications. If required information is not provided, the City might refuse to further consider the application until the required information has been received. One application form is required for each parcel of land affected.

For properties designated under the Ontario Heritage Act, building improvement works shall be supported by documentation in the form of a Heritage Impact Statement and historic photographs/drawings clearly showing the feature(s) to be restored/improved.



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### **COMPLETE APPLICATION CHECKLIST**

If submitting your application through the DTCIP Grant Application Portal, please be prepared to upload the following as attachments. Acceptable file types: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif). If submitting your application in-person or by mail, please submit the following items in hard copy.

- 1** copy of the signed and complete application form
- 2** estimates for eligible work provided by a licensed contractor (if applicable)
- 3** “before” photos of the area to be improved (if applicable)
- Plans, drawings and/or other information identifying proposed work
- All required plans, cost estimates, contracts and background information
- Application has been submitted prior to the commencement of any works or studies to which the financial incentive program applies
- Both the applicant and owner (if the owner is different than the applicant) have signed the *Consent and Application Agreement* (last page)
- Other information as outlined by staff through pre-consultation discussions (if applicable)



**2023 GRANT APPLICATION**

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

PROGRAM INTAKE PERIOD (NEXT DEADLINE): \_\_\_\_\_

**To which program(s) are you applying?**

**Amount Requested** Maximum grant requested shall be calculated based on lowest estimate excluding HST, and should not exceed the per property maximum grant as outlined on the following pages.

Feasibility/Design Study Grant Program \$ \_\_\_\_\_

Façade Improvement Grant Program \$ \_\_\_\_\_

Building Improvement Grant Program \$ \_\_\_\_\_

Residential Grant Program \$ \_\_\_\_\_

**2023 Grant Funding Allocations**



**DOWNTOWN TOMORROW**  
COMMUNITY IMPROVEMENT PLAN (CIP)

**2023 DTCIP FUNDING ALLOCATIONS**

Financial Incentive Program	Total Program Budget	Program Contribution as Percentage of Total Eligible Project Costs	Maximum Grant Amount per Property
Feasibility/Design Study Grant Program	\$10,000	50%	\$5,000
Façade Improvement Grant Program	\$20,000	50%	\$5,000* <small>*Heritage Property: \$2,000 additional</small>
Building Improvement Grant Program	\$80,000	50%	\$25,000** <small>**Minimum project value of \$20,000</small>
Residential Grant Program (Type I Grant)	\$90,000	50% - 100%*** <small>***100% for projects that include access/fire code improvements which directly result in newly occupied upper/lower storeys.</small>	\$30,000
<b>Total 2023 Budget</b>	<b>\$200,000</b>		

For full program details and application information, visit

**Visit [orillia.ca/downtownCIP](http://orillia.ca/downtownCIP)**





## 1. APPLICANT / OWNER INFORMATION

**Place check beside person to whom all correspondence is to be sent.**

(An owner's authorization is required in Section 6, if the applicant is not the owner.)

1.1 Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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

1.2 Name of Owner(s): \_\_\_\_\_

Note: Applicants applying to the Residential Grant Program must also be the owners of the subject property.

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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

## 2. PROPERTY DESCRIPTION

2.1 Municipal Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tax Roll Number: \_\_\_\_\_

Existing Use(s): \_\_\_\_\_

Date land acquired by the current owner: \_\_\_\_\_ Unknown

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown

2.2 Is the property subject to any current planning applications (zoning, site plan, etc.)

YES  NO  UNKNOWN

If yes, please specify:

2.3 Are there any easements or restrictive covenants affecting the subject land?

YES  NO  UNKNOWN

If yes, describe the easement or covenant and its effect (provide copy if available)



### 3. PROJECT DESCRIPTION

- 3.1 Provide an overview of the proposed project. Applicants are encouraged to highlight how the project addresses Section 7.4 of the DTCIP, Design Principles and Guidelines and to address each of the Eligibility Requirements outlined in the respective Evaluation Criteria for that program.

You may wish to submit a separate document containing this information along with the application. Please feel free to attach/upload a separate document with more information as required.

- 3.2 Will the proposed improvement increase usable floor space available for commercial purposes?

YES  NO  NOT APPLICABLE

- 3.3 Will the proposed improvement increase the number of people living and/or working on the subject property?

YES  NO  NOT APPLICABLE

If yes, please specify:



3.4 Will the proposed improvement allow the business to expand and/or increase service or product offerings?

YES  NO  NOT APPLICABLE

3.5 What is the approximate start date of construction (month/year): \_\_\_\_\_

What is the approximate end date of construction (month/year): \_\_\_\_\_

Has this timeline been reviewed and approved by the project contractor?

YES  NO

3.6 Current rental rates and/or sales prices per unit and per square foot (if applicable):

Rental Rate \$ \_\_\_\_\_ per unit \$ \_\_\_\_\_ per sq. ft.

Sale Price \$ \_\_\_\_\_ per unit \$ \_\_\_\_\_ per sq. ft.

3.7 Identify any additional positive impacts your project will have on the downtown core:

You may wish to submit a separate document containing this information along with the application. Please feel free to attach/upload a separate document with more information as required.

#### 4. ADDITIONAL INFORMATION REQUIRED

4.1 Have you and/or the subject property previously been the recipient of a Downtown Tomorrow CIP Grant?

YES  NO  UNKNOWN

If yes, please provide address, date and total grant amount:

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4.2 Have you, or will you be, receiving other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, Orillia & Area Community Development Corp., etc.) for this project, or other improvements taking place on the subject property?

YES  NO  UNKNOWN

If yes, please provide details of funds and total grant amount:

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4.3 Please provide a summary of at least two estimates prepared by qualified contractors (applicants are encouraged, but not required, to employ local contractors). Original quotes must accompany this application:

Quote From (Company Name)	Estimate Amount (Excluding HST)	Eligible Work (ex. windows, paint, HVAC)
<b>Feasibility/Design Study Grant Program</b>		
1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
<b>Façade Improvement Grant Program</b>		
1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
<b>Building Improvement Grant Program</b>		
1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
<b>Residential Grant Program</b>		
1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____

Total Eligible Costs (based on lowest estimate for each component):

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Total Project Costs (based on estimate for all improvements taking place, including ineligible costs):

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4.4 Have you confirmed that all contractors above have WSIB and Insurance?

YES  NO





4.5 How did you learn about the Downtown Tomorrow Community Improvement Plan?  
(check all that apply):

Downtown Orillia Management Board

Email

Facebook/Twitter

Newspaper Story

Magazine Article

Television

City of Orillia Website

Other Website

In-person visit from staff

Direct contact from staff

Advertisement

Other (specify)

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## 5. CONSENT AND APPLICATION AGREEMENT

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the 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 by the municipality for the purposes of processing this application.

I confirm that neither I, nor any corporation related to this application, have litigation pending against the City of Orillia.

I have read, and agree to, the terms, conditions and general program requirements outlined in the Downtown Orillia Community Improvement Plan, and the standard DTCIP Grant Agreement.

I understand that information contained within this application, including photos, renderings, business name and project information may be shared by the municipality for the purposes of promotion of the Downtown Tomorrow Community Improvement Plan program and to highlight downtown revitalization efforts.

I agree that completed improvements are subject to inspection by City Officials and will be carried out in accordance with the requirements of the grant/loan programs, the Building Code, Fire Code and other applicable City of Orillia by-laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date

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

## 6. AUTHORIZATIONS

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 or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ 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 processing of the application.

\_\_\_\_\_  
Date

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