



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

## 2022 GRANT APPLICATION

### COMPLETENESS OF THE APPLICATION:

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

### COMPLETE APPLICATION CHECKLIST

(To be completed upon application submission)

- 1 copy of the signed and complete application form
- 3 “before” photos of the area to be improved (if applicable)\*
- 2 estimates for eligible work provided by a licensed contractor (if applicable)
- Plans, drawings and/or other information identifying proposed work
- Application includes all required plans, cost estimates, contracts and background information
- Application and all attachments have been submitted to the City in electronic\*\* and/or hard copy format
- Application has been submitted prior to the commencement of any works or studies to which the financial incentive program applies
- If the applicant is not the owner of the property, applicant has provided written consent from the property owner of the property to make the application
- Other information as outlined by staff through pre-consultation discussions

Please forward application to:

**City of Orillia, Business Development, Culture and Tourism Department**  
**50 Andrew Street South, Orillia, ON, L3V 7T5**

File Numbers will be issued for all applications and should be used in all communications with the City

\*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.

\*\*Electronic submissions shall be submitted to [edc@orillia.ca](mailto:edc@orillia.ca) via the City of Orillia file sharing site, 2Big4Email. ([orillia.2big4email.com/](http://orillia.2big4email.com/)) with the subject line “DTCIP Application”.



**2022 GRANT APPLICATION**  
**Tier 1, 2 & 3 Grant Programs**

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 \$ \_\_\_\_\_
- Development Charge Grant Program \$ \_\_\_\_\_
- Brownfields Tax Assistance Grant Program \$ \_\_\_\_\_
- Tax Increment Grant Program To be determined.
- Fees Grant Program This program is not funded in 2022.



**2022 GRANT APPLICATION**

**2022 Grant Funding Allocations**

<b>TIER 1 &amp; 2 GRANT PROGRAMS</b>			
<b>Financial Incentive Program</b>	<b>Total Program Budget</b>	<b>Program Contribution as Percentage of Total Eligible Project Costs</b>	<b>Maximum Grant Amount per Property</b>
<b>Feasibility/Design Study Grant Program</b>	\$10,000	50%	\$5,000
<b>Fees Grant Program</b>	\$0	50%	\$0
<b>Façade Improvement Grant Program</b>	\$20,000	50%	\$5,000 Heritage Property: \$2,000 additional
<b>Building Improvement Grant Program</b>	\$80,000	50%	\$25,000** **Minimum project value of \$20,000
<b>Residential Grant Program (Type I Grant)</b>	\$90,000	50-100%*** ***100% for projects that include access/fire code improvements which directly result in newly occupied upper/lower storeys.	\$30,000
<b>Total 2022 Budget for Tier 1 &amp; 2 Grant Programs</b>	\$225,000		

**2022 GRANT APPLICATION**

**2022 Grant Funding Allocations**

<b>TIER 3 GRANT PROGRAMS</b>			
<b>Financial Incentive Program</b>	<b>Total Program Budget</b>	<b>Program Contribution as Percentage of Total Eligible Project Costs</b>	<b>Maximum Grant Amount per Property</b>
<b>Development Charge Grant Program</b>	\$500,000	50%	\$250,000
<b>Brownfields Tax Assistance Grant</b>	\$200,000	100% Cancellation of all municipal property taxes and education taxes for up to 3 years*. (Cancellation of education property taxes is subject to approval of the Minister of Finance).	\$200,000
<b>Tax Increment Grant Program</b>	TBD	A) Annual grant equal to 70% of the increase in municipal property taxes. The project must result in an increase in assessment and property taxes. B) Annual grant equal to 100% of the increase in municipal property taxes if project is on a remediated/risk assessed brownfield site.	Maximum grant term of 5 years for both TIG A and TIG B, with the option to extend an additional two years if the project also meets the criteria for the Development Charge Grant Program. Grants that successfully achieve funding through the Brownfields Tax Assistance Grant are eligible to receive the TIG B grants for up to 3 years, starting on the date that the Brownfields Tax Assistance Program ends.
<b>Total 2022 Budget for Tier 3 Grant Programs</b>	\$700,000		



## 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. Applicants may wish to submit a separate Letter of Intent containing this information along with the application.

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 unit

Sale Price \$ \_\_\_\_\_ per unit \$ \_\_\_\_\_ per unit

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

#### 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 If applying for the Feasibility/Design Study Grant, Building Improvement Grant, Residential Grant, Façade Improvement Grant Programs, Tax Increment Grant and/or Development Charge Grant Programs please provide a summary of at least two estimates prepared by qualified contractors (applicants are encouraged, but not required, to employ local contractors). If applying for a Brownfields Tax Assistance Grant the applicant must provide at least one cost estimate for work provided by a qualified person. Original quotes must accompany this application:

Quote From: (Company Name)	Estimate (No HST)	Eligible Component (Type of Work i.e. fence, windows)
<b>Feasibility</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Façade</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Building</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Residential</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Development Charge</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Brownfields</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
<b>Tax Increment</b>		
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____

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

\_\_\_\_\_

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

\_\_\_\_\_

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