



DOWNTOWN TOMORROW
COMMUNITY IMPROVEMENT PLAN (CIP)

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, Economic Development 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 via the City of Orillia file sharing site, 2Big4Email. (<https://orillia.2big4email.com/>) with the subject line “DTCIP Application”.



GRANT APPLICATION
Tier 1 & 2 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 (see chart below)

*Maximum grant requested shall be calculated based on lowest estimate.

Feasibility/Design Study Grant Program

\$ _____

Façade Improvement Program

\$ _____

Building Improvement Grant Program

\$ _____

Residential Grant Program

\$ _____

Fees Grant Program

Will be based on total eligible fees to be paid upon completion of the project

FINANCIAL INCENTIVE PROGRAM	Total Program Budget	Program Contribution as Percentage of Maximum Grant	Maximum Grant Amount per property (see DTCIP for details)
Feasibility/Design Study Grant	\$15,000	50%	\$5,000
Fees Grant Program	\$5,000	50%	\$2,500
Façade Improvement Program	\$45,000	50%	\$7,500 Heritage Property: \$2,000 additional
Building Improvement Grant Program	\$30,000	50%	\$15,000
Residential Grant Program (Type1 Grant)	\$90,000	50%	\$30,000
TOTAL 2017 BUDGET	\$185,000		



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):

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) _____

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 Orillia Façade Improvement Program Grant?

YES NO UNKNOWN

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

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:

4.3 If applying for the Feasibility/Design Study Grant , Building Improvement Grant, Residential Grant and/or Façade Improvement 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). Original quotes must accompany this application:

Name/Company	Estimate	Phone Number	Applicable Grant Program
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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4.4 How did you learn about the Downtown Tomorrow Community Improvement Plan? (check all that apply)

- | | | | |
|---------------------------|--------------------------|----------------------------|--------------------------|
| Downtown Management Board | <input type="checkbox"/> | City of Orillia website | <input type="checkbox"/> |
| Email | <input type="checkbox"/> | Other website | <input type="checkbox"/> |
| Facebook/Twitter | <input type="checkbox"/> | In person visit from staff | <input type="checkbox"/> |
| Newspaper Story | <input type="checkbox"/> | Direct contact from staff | <input type="checkbox"/> |
| Magazine Article | <input type="checkbox"/> | Advertisement | <input type="checkbox"/> |
| Television | <input type="checkbox"/> | Other (specify below) | <input type="checkbox"/> |



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

