



**Revitalize ~ Diversify ~ Enhance**  
Community Improvement Plan

**Financial Incentives Application  
Package**

## 1.0 General Information

The Township of Guelph/Eramosa Community Improvement Plan (CIP) application package is to be used by all eligible owners and tenants (with consent of the owner) of private land and buildings throughout the Township who wish to be considered for financial incentives.

This package includes:

- An overview of the steps involved in the application submission;
- A checklist of materials that are required as part of a complete application; and
- The Township of Guelph/Eramosa CIP Application Form.

For additional information on the financial incentive programs, including grant program details, availability, design guidelines and eligibility requirements, please review the Township of Guelph/Eramosa CIP, which can be found at <http://www.get.on.ca/cip>

Questions and completed applications can be submitted to:

**Office of the Chief Administration Officer**  
**8348 Wellington Road 124**  
**Box 700**  
**Rockwood, ON N0B 2K0 519-**  
**856-9596 ext. 105**  
[cip@get.on.ca](mailto:cip@get.on.ca)

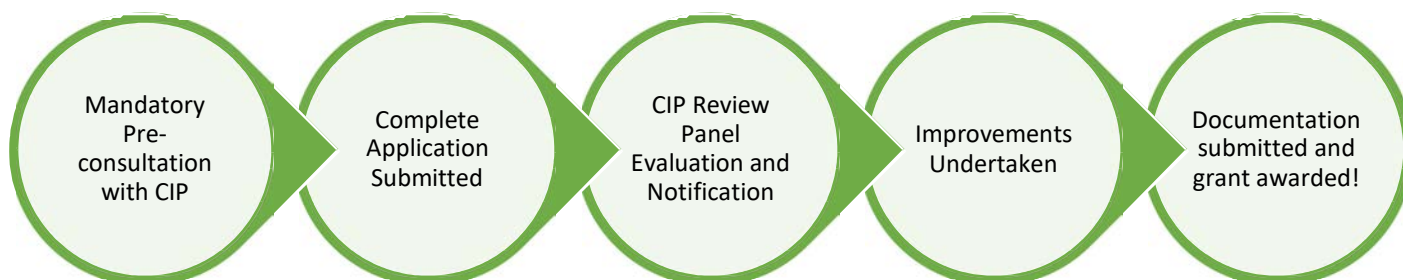
Please note: The Township of Guelph/Eramosa is not responsible for any costs associated with an application for CIP/ Financial Incentive funds.

## 2.0 Submission and Review Process

The following is a summary of the process for submission, evaluation, and approval of financial incentive program applications:

- a) Applicants must meet with the CIP Administrator for a **pre-consultation meeting** prior to applying to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the General Eligibility requirements outlined in Section 6.1 of the CIP and meet one or more of the CIP goals outlined in Section 3.2 of the CIP (see Section 3 below).
- c) For the Township of Guelph/Eramosa Financial Incentive Programs specific eligibility criteria see section 6.4 of CIP.
- d) The CIP Review Panel will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
- e) Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.
- f) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- g) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township of Guelph/Eramosa. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued and the financial assistance will be initiated.

Please see the full Community Improvement Plan document for complete terms. The Community Improvement Plan document can be viewed on our website <http://www.get.on.ca/cip> or requested from the Township of Guelph/Eramosa.



## 3.0 Application Requirements

Applications for financial incentives offered through the CIP must include:

- One copy of a completed and signed application form.
- One copy of all supporting documentation, as determined by the CIP Administrator at a pre-consultation meeting, which may include (but is not limited to):
  - Good quality photographs of the existing condition of the building and property;
  - Past/historical photographs and/or drawings (where available);
  - Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
  - Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
  - A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
  - Any additional information requirements as determined by the CIP Review Panel.

Upon applying for financial incentives, landowners shall provide their consent to the Township of Guelph/Eramosa to profile improvement projects funded through the CIP in promotional communication, including but not limited to “before and after” pictures. Applicants shall also consent to displaying a Town of Erin CIP participation certificate on the subject property, once a project is complete.

## 4.0 Financial Incentives Form

FOR OFFICE USE ONLY		Date of Pre-consultation
Date Filed:	Date Approved:	By:
File Number:	Roll Number:	Other Info:

**\*\* Fully complete the following application and submit to the attention of CIP Administrator at [cip@get.on.ca](mailto:cip@get.on.ca) or mail to the Township of Guelph/Eramosa main office.**

### ***Part 1: Applicant Information***

#### **A. Registered Owner of the Subject Lands**

Name: Company	
Name:	
Business/HST#:	
Mailing Address:	
Email:	
Phone:	

#### **B. Authorized Applicant (Only fill out if different than the owner, e.g. a tenant)**

Name: Company	
Name:	
Business/HST#:	
Mailing Address:	
Email:	
Phone:	

**Part 2: Property Information**

**A. Subject Lands**

Municipal Address: \_\_\_\_\_

Legal Description (Part/Lot): \_\_\_\_\_

Property Tax Roll Number: \_\_\_\_\_

Date acquired by current owner (if known): \_\_\_\_\_

Current Zoning (Please check all that apply)

Agricultural

Residential

Commercial

Mixed Use

Industrial

**B. Community Improvement Project Area/Sub-Area**

Please note the Community Improvement Area in which your building or property is located:

The Urban Centre of Rockwood Area

The Hamlet Area

Prime Agricultural Lands Area

Rural Employment Area

Is your property located within a Priority Area listed in the CIP?

Yes  No

### C. Existing and Previous Use of the Subject Lands

Existing Use: \_\_\_\_\_

Previous Uses: \_\_\_\_\_

### D. Describe Existing Buildings on the Subject Land

Type/Description: \_\_\_\_\_

Year Built: \_\_\_\_\_ Floor Area (sq.ft.): \_\_\_\_\_

Height: \_\_\_\_\_ Current Condition: \_\_\_\_\_

### E. Additional Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

Yes

No

Are there any outstanding work orders on this property?

Yes  (Please Specify) \_\_\_\_\_

No

### F. Scale of Project

Does the proposed community improvement work involve 25% or more of the existing gross floor area? Is it anticipated that the project will generate a tax increase as a result of property reassessment?

### G. Related Applications

Please indicate if additional applications have been submitted for this property or project (including site plan, zoning bylaw amendment, building permit, etc.)

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Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?

Yes

No

If “Yes”, when did you apply? Was the application successful? Please indicate the funding body and any other information applicable to the application:

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**Part 3:      *Community Improvement Project Information***

**A. Project Description**

Please provide a detailed description of the proposed project and scope of work and describe how the project will result in an improvement or rehabilitation over the existing conditions of the building or property. If more space is required, please attached a separate sheet. Design Guidelines outlined in Section 7 of the CIP).

## **B.Goals and Objectives**

Please provide a detailed explanation of how the propose project will contribute to achieving one or more of the following community improvement goals:

1. The project will contribute to the restoration and beautification of a core area(s) within the Township of Guelph/Eramosa by....

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2. The project will contribute to growing a more diverse economic base within the Township of Guelph/Eramosa by....

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3. The project contributes to the enhancement of community connections within the Township of Guelph/Eramosa by:

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**If more space is needed, please attached a separate sheet.**

## Part 4: Application Type

Please indicate the Financial Incentive Program(s) for which you are applying.

Please note that all financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the CIP Review Panel and Town Council. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

	Incentive Grants	Eligible Costs	Maximum Grant Value
	Design, Study and Application Fee Grant	50% of eligible costs	\$ 2,500 per project
	Design, Study and Application Fee Grant (Priority Sites)	50% of eligible costs	\$ 5,000 per project
	Building and Property Improvement Grant	50% of eligible costs	\$ 7,500 per project
	Building and Property Improvement Grant (Priority Sites)	50% of eligible costs	\$ 10,000 per project
	Downtown Rental Housing Grant	50% of eligible costs	\$ 5,000 per project (max. of 2 units)
	Downtown Rental Housing Grant (Priority Sites)	50% of eligible costs	\$ 5,000 per project (max. of 4 units)
	Commercial Conversion and Expansion Grant	\$ 20/Sq. Ft.	\$ 7,500 per project
	Commercial Conversion and Expansion Grant (Priority Sites)	\$ 20/Sq. Ft.	\$ 10,000 per project
	Tax Increment Equivalent Grant	See CIP Document	
	Tax Increment Equivalent Grant (Priority Sites)	See CIP Document	
	"INVESTWELL" (County)	See CIP Document	

Please note: Your project may be eligible for additional funding through the Wellington County InvestWell Program. Eligibility for County funding programs will be determined through pre-consultation with the Township of Guelph/Eramosa.

**Part 5: Expense/Grant Information**

A. Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all the components of the eligible work.

Name of First Contractor: \_\_\_\_\_ First Estimate (including taxes): \_\_\_\_\_

Name of Second Contractor: \_\_\_\_\_ Second Estimate (including taxes): \_\_\_\_\_

Cost of external professional design services (if applicable): \_\_\_\_\_

B. Grant Request

Total Project Cost (combined lowest cost estimates including taxes): \_\_\_\_\_

Total Grant Request: \_\_\_\_\_

C. Other Funding Sources

Total funds from other sources (including taxes): \_\_\_\_\_

Source: \_\_\_\_\_

D. Timing/Schedule Information

Anticipated Start Date (YYYY/MM/DD) \_\_\_\_\_ Anticipated Completion Date (YYYY/MM/DD) \_\_\_\_\_

*Please note: Construction must be started within six months and completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.*

**Part 6:                Declarations**

I, \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all of the  
(Name of Applicant)                               (Municipality)  
statements contained in this Township of Guelph/Eramosa CIP Application Package for

\_\_\_\_\_  
(Property Name, Address)

and all supporting documents and plans are true and complete, 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*.

By completing this Declaration, I/we hereby acknowledge and authorize the Township of Guelph/Eramosa to enter upon, with notice, the lands subject to this application for the purpose of conducting a site inspection.

*Declared before me at Wellington County in the Township of Guelph/Eramosa this day of \_\_\_\_\_*  
\_\_\_\_\_, \_\_\_\_\_ (Day)  
(Month)                   (Year)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Please PRINT name of Applicant)

\_\_\_\_\_  
Signature of Witness

***Municipal Freedom of Information Declaration***

In supporting this development application and supporting documentation, I

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(Please print name of Applicant)

the Owner/Applicant/Authorized Agent, hereby acknowledge and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

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(Signature of Applicant)