



## Community Improvement Plan Application Form

I am applying for the following program(s) (Check all that apply):

Program	Criteria	✓	Requested Amount
Facade Grant	50% of eligible costs up to a maximum of \$5,000	<input type="checkbox"/>	
Signage & Awning Grant	50% of eligible costs up to a maximum of \$1,700	<input type="checkbox"/>	
Commercial Improvement Loan	Interest-free loan up to a maximum of \$17,000 payable over a 5 (five) year period	<input type="checkbox"/>	
Environmental Site Assessment Grant	50% of eligible costs up to a maximum of \$10,000	<input type="checkbox"/>	

1. Property Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

3. Applicant (if different from the Owner): \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

**\*NOTE: If the application is approved for funding, please ensure you contact the Township Building Department before starting any work to see if a Building Permit is required.**

- 4. Provide a description of the proposed improvements that are to take place. Include photographs of the existing facade/signage/interior/property and any proposed designs.**

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- 5. Provide an itemized breakdown of the costs associated with the proposed improvements to your building and property. Include justification for each item and cost. If you need more room, please attach additional information.**

Item	Reason/Need	Estimated Cost less HST

6. Provide at least two estimates from contractors for the proposed work.

Contractor	Work Estimate less HST(\$)

**\*NOTE:** that applicants doing their own work may not request a grant/loan for their own labour.

7. What is the total cost of your building and property improvements?

Building and Property Improvements:	Total Cost less HST (\$)
Facade Improvements	
Sign & Awning Improvements	
Commercial Loan Improvements	
Environmental Site Assessment Improvements	
<b>Total Combined Improvement Costs (\$):</b>	

**Please ensure that the following information is submitted:**

- A completed application form signed by the appropriate parties
- Copy of the deed/title to the property
- Designs/drawings of the proposed work
- Pictures of the current building and property
- Any additional information related to financial costs for the proposed improvements

**The following declaration must be completed by the Applicant:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
(City, Town, Township etc.)  
of \_\_\_\_\_ in the District of/Municipality of/County of

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

SWORN/DECLARED at \_\_\_\_\_ )

In the \_\_\_\_\_ )

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ )

\_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Witness

**Owner's Authorization if the Owner is not the Applicant**

**If the Owner is not the Applicant, the Owner must complete the following:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
(City, Town, Township etc.)  
of \_\_\_\_\_ in the District of/Municipality of/County of  
\_\_\_\_\_ solemnly declare that \_\_\_\_\_ is

authorized to submit this application and that to my knowledge, all the statements contained in this application and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the "Canada Evidence Act".

SWORN/DECLARED at \_\_\_\_\_ )

In the \_\_\_\_\_ )

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ )

\_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Witness

***\*\*Please note that if this application is approved for funding, that no project funds will be provided for any work that was started before the application is approved by Township Council.***