

# Minor Downtown Activation Grant Application Form



This application is required by the Downtown Renewal Office to confirm the eligibility and viability of, and the proponent's commitment to, the proposed downtown project.

**To be eligible for a Minor Downtown Activation Grant, the property must be considered *underutilized*. The definition of under-utilized is unrentable, vacant or non-functional space (e.g. continuously vacant for greater than 9 months).**

The Downtown Renewal Office needs to review applications against specific parameters and criteria established in the Downtown Guelph Community Improvement Plan and the DGCIP Implementation Guidelines. All business and financial data provided remain strictly confidential.

- Pre-application meeting with Downtown Renewal Office
- completed application form
- proof of building ownership or written approval from the building owner allowing tenant to apply for the Minor Downtown Activation Grant
- cost estimate/quotation including taxes
- Applicants are welcome to provide and attach additional pages and/or documents
- Applications must be acknowledged by the Downtown Renewal Office as being complete before they will be processed. Applications will not be acknowledged as complete until all required information and material is submitted.

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**Current Application deadline: June 3, 2015**

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## 1. ABOUT THE APPLICANT(S)

I am the  Property owner  Tenant

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone (day) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_

Email \_\_\_\_\_

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## 2. PROPERTY INFORMATION

Address of Subject Property

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Roll Number (s)

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Legal Description  
(e.g. Lot and Plan No.)

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Official Plan Designation

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Zoning

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Current Use(s)

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Size of Property  
(hectares)

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Describe Existing Building:

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(Please specify size)

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Building 1:

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(Please list all additional buildings on a separate sheet)

**A minimum of 2 residential units or 200 to 799 square metres** of office/commercial space per project is required.

Number of Existing & **Proposed** Residential Units:

Type	Existing Number	Proposed Number
Single detached:		
Semi detached:		
Townhouse:		
Apartment:		
Other:		
<b>Total</b>		

# Minor Downtown Activation Grant Application Form



Total Existing & **Proposed** Commercial Space:

Type	Existing Gross Floor Area (m2)	Proposed Gross Floor Area (m2)
Retail/Commercial (including hotel):		
Office:		
Other:		
<b>Total</b>		

**Are there outstanding work orders, notices of violation or known deficiencies relating to the Fire Code, Property Standards By-law, Building Code or any other applicable law for this property?**

**Yes or No** \_\_\_\_\_

(If yes, please provide details)

**Is the subject property designated under Part IV and V of the Ontario Heritage Act?**

**Yes or No** \_\_\_\_\_

(If yes, please provide details)

### 3. PROJECT INFORMATION

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc.)?

**Yes or No** \_\_\_\_\_

(If yes, please provide a brief description and file number)

#### Eligible Costs

Please indicate which eligible costs the requested funding will be applied to:

Eligible Costs	Total Estimated Costs (\$)
Upgrade to the mechanical and electrical systems	
Installation of safety and fire protection systems	
Structural upgrades	
Upgrade and installation of windows	
Accessibility improvements	
New technologies (e.g. telecommunications)	
Building Insulation	
Consultant Fees	
Fire suppression systems	

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Carpentry	
Masonry	
HVAC	
Interior renovations	
Parkland dedication contributions	
Municipal planning development applications and building permit fees	
<b>TOTAL</b>	
<b>Grant amount requested</b> (up to 30% of above TOTAL to a maximum of \$120,000 per municipal address)	

**If due to funding restraints the Downtown Renewal Office is unable to fully fund the 30% threshold of your project, what would be the minimum grant amount that would enable you to move forward?**

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## Other Sources of Funding

Is this property or project currently or previously in receipt of funding from any other municipal program? Or other government funding (e.g. federal, provincial, CMHC etc.)?

**Yes or No** \_\_\_\_\_

(If yes, please provide details)

## 4. BUSINESS PLAN

Applicants may choose to *attach completed business plan* with this application or provide details in the following key areas below:

### i. Project Description

Please describe the proposed development project as per your submitted **site plan (please attach)** including building size and type, number of stories, and construction materials. If proposal includes a building that is derelict, under-utilized and/or no longer viable as non-residential space, include a **Building Assessment** and/or a copy of Heritage **Impact Assessment**, where applicable.

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**ii. Construction estimates & schedule**

A written estimate of project construction costs, including a breakdown of said costs, from a qualified consultant or contractor.

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Approximate estimated start date of construction (month/year) \_\_\_\_\_  
Approximate estimated end date of construction (month/year) \_\_\_\_\_

**iii. Business Financial estimates/projections**

Number, size, tenure and projected unit sale prices and/or rental rates of units to be constructed.

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**iv. Feasibility/market analysis**

Describe the analysis and projections undertaken to determine the viability of the project.

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**v. Marketing and advertising information**

Describe the proposed marketing plan outlining your assessment of the market.

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**vi. Additional Information**

Please describe any additional information on urban design elements (including public art, streetscape improvements), architectural quality and heritage elements, and sustainability features of the development.

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**5. OTHER PROVISIONS**

I/We hereby apply to The Corporation of the City of Guelph (the "City") for a grant(s) under the City of Guelph Downtown Guelph Community Improvement Plan.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

# Minor Downtown Activation Grant Application Form



I/We hereby grant permission to the City, or its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that:

1. This application is subject to approval by the City, is subject to the availability of funding, and the City reserves the right to deny or refuse any application, or to discontinue the program at any time.
2. I/We have reviewed and shall comply with all requirements and conditions of the Downtown Guelph Community Improvement Plan (the "CIP"), the CIP Implementation Guidelines and all requirements and conditions relating to the program.
3. The approval of a grant may include conditions specified by the City and I/We shall comply with all such conditions and shall carry out the work in accordance with this application, or as otherwise specified by the City.
4. The grant may be cancelled if the work is not completed as agreed, or if I/We fail to comply with any condition of the grant, or with any requirement or condition of the CIP, including any requirement or condition relating to the Minor Downtown Activation Grant Program.
5. The personal information on this form is collected in accordance with Section 28 of the *Planning Act*, and will be used for the administration of this program. Questions regarding this collection should be directed to the Access, Privacy and Records Coordinator, City Hall at 519.822.1260 x2439.
6. If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and or incomplete, the City may immediately cancel the grant. Any failure on behalf of the City to verify the information provided is not a waiver of the City's rights.
7. The applicant(s)/grant recipient(s) shall at all times indemnify and save harmless the City, its members of council, employees and agents, from and against any and all manner of claims, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with the Minor Downtown Activation Grant Program or the City's participation in the Program in respect of this property.
8. All grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Downtown Guelph Community Improvement Plan and the conditions specified by the City. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

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Title Name of Property Owner or Applicant

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Date Signature of Property Owner or Applicant

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Title Name of Qualified Person (Agent or Consultant)

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Date Signature of Qualified Person (Agent or consultant)