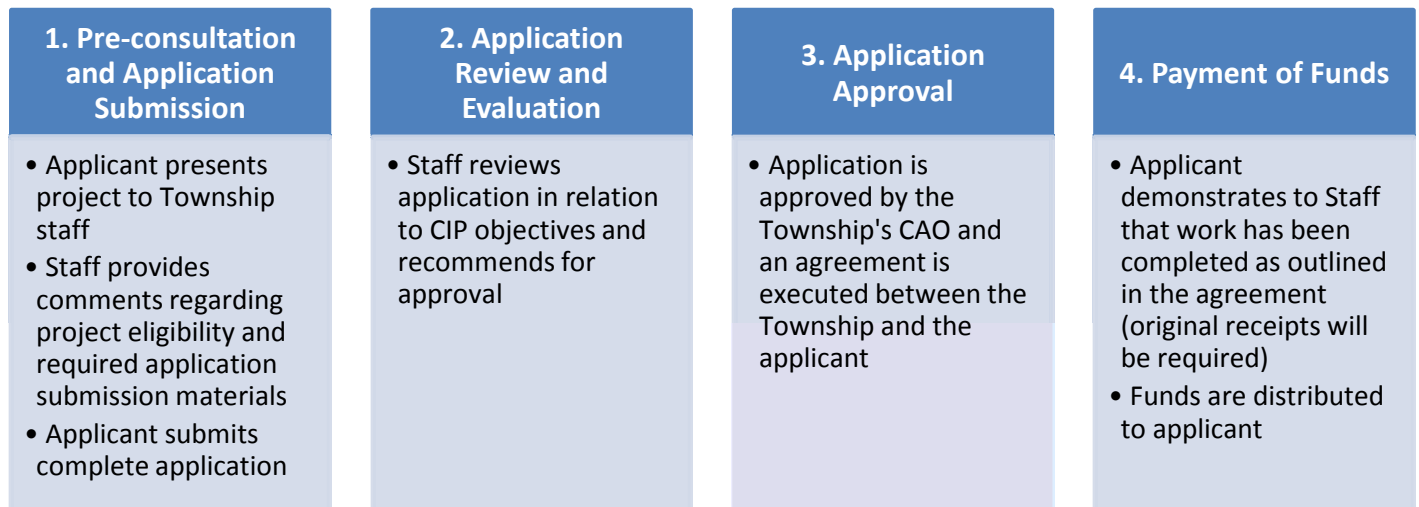


Sharbot Lake Community Improvement Plan (CIP) Program



Guide

Façade Improvement Program: Applicable to Commercial and Residential Buildings in the CIP area. Residential building projects must support community development and foster economic development (e.g. located on a main street or in poor condition). Eligible projects:

- repair or replacement of exterior facades including cladding materials, windows, and doors;
- repair or repointing of façade masonry and brickwork;
- installation, repair or replacement of architectural details and features;
- installation, repair or replacement of awnings or canopies;
- façade restoration, including painting and cleaning;
- installation or repair of signage;
- installation of lighting;
- installation of landscaping;
- professional design services required to complete eligible work; and
- other similar improvement projects may be approved that demonstrate improvement to the quality of the property.

Accessibility Enhancements Grant: Funding for commercial property owners to retrofit entryways

Business Startup Funding: Funding for project that increase commercial building stock within the CIP area in order to help new businesses looking to locate in the village core or the Highway 7 corridor.

CIP Improvement Loan Program: Loan providing preferential financing for eligible projects under grant programs (excluding Municipal Fees Grant Program)

Municipal Fees Grant Program: Reduced application fees for eligible projects under grant programs (Official Plan and Zoning By-law Amendments, Committee of Adjustment Applications, Site Plan, Demolition and Building Permits)

Maximum Funding

- 50% of the total project costs up to a maximum grant of \$3,000 from one or two of the following programs: Façade Improvement Program, Accessibility Enhancements, or Business Startup Funding
- Up to \$7,500 from CIP Improvement Loan Program
- Up to \$2,000 from Municipal Fees Grant Program

For Full Details Read the Full Plan on www.SharbotLakeCIP.ca

General Program Rules (Full details in CIP)

- a. An application for any financial incentive program contained in the CIP must be submitted to the Township of Central Frontenac prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;
- b. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- c. An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details as required by the Township to satisfy the program overseers with respect to costs of the project and must conform to the CIP as well as all municipal by-laws, policies, procedures, standards and guidelines, including applicable Official Plan and Zoning By-law requirements and approvals;
- d. Review and evaluation of an application and supporting materials against program eligibility requirements will be done by staff, who will then make a recommendation to the Township CAO for approval. The application is subject to approval by Township CAO. Further, if the applicant is concerned with the decision of the approval authority, the applicant will be afforded an opportunity to appeal the decision to Council;
- e. As a condition of application approval, the applicant may be required to enter into a loan or grant agreement with the Township. This agreement will specify the terms, duration and default provisions of the incentive to be provided;
- f. Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the loan/grant may be reduced on a pro-rated basis;
- g. Reimbursement will require original receipts.
- h. The Township reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- i. The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;
- j. If the applicant is in default of any of the general or program specific requirements (i.e. outstanding property tax payments), or any other requirements of the Township, the program overseers may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- k. The Township may discontinue any of the programs contained in the CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- l. Township staff, officials, and/or agents of the Township may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Township;
- m. Eligible applicants can apply for any two of the following incentive programs: Façade Improvement Program, Accessibility Enhancements, or Business Startup Funding with the total matching grant amount paid by the Township not to exceed \$3,000. Of the three noted programs, funds provided are not to be used to pay for the same eligible cost. In addition, an applicant can also apply for the Community Improvement Loan Program to a maximum of \$7,500 and for a one time grant of up to \$2,000 as part of the relief provided for in the Municipal Fees Grant Program. Also, the total of all grants and loans provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property. Specific cases for additional funding may be considered depending on the circumstances.
- n. Programs that apply to commercial buildings can also apply to other types of non-residential buildings.
- o. None of the financial incentive programs will be offered retroactively to improvement projects occurring prior to the implementation of this CIP; and
- p. Eligible properties that are in tax arrears shall pay all taxes owing prior to the disbursement of any grants or loan funding. Tax accounts must be in good standing for the duration of the applicant's loan.