

Program Description

This program provides a financial incentive in the form of a grant to promote physical alterations and improvements of existing commercial buildings to reduce the transmission of the COVID-19 Virus.

Who can apply?

Only owners of properties (and tenants with written authorization from owners) within the Community Improvement Project Area that meet the program eligibility requirements may apply.

The Township retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Township or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

How does the program work?

The program is structured as a “70-30” grant program where the Township will provide a grant to an applicant equal to 70% of the cost of eligible physical alterations and improvement works, up to a maximum grant per property/project of \$10,000, excluding HST.

What types of work are eligible for a grant?

The following types of physical alterations and improvement works to commercial, institutional and mixed use properties are considered eligible for a grant under this program:

- a. building doorway and entrance modifications;
- b. video doorbells;
- c. COVID-19 specific signage (interior and/or exterior);
- d. permanent impermeable physical dividers (e.g. plexi-glass);
- e. sanitation stations (excluding sanitation products);
- f. touchless plumbing fixtures;



- g. floor markings;
- h. new/modified customer reception, counter, and display areas;
- i. permanent/temporary patio structures, (including vegetative and other forms of patio screening);
- j. ventilation system separation/purification/air purifiers/foggers;
- k. other similar improvements as may be approved.

What conditions must be met to be eligible for a grant?

In addition to the General Program

Requirements, the following program specific requirements must also be met:

- a. Eligible works must conform to the Township’s Village and Hamlet Core Design Guidelines, and appropriate reference material as determined by Township staff;
- b. Eligible works, in some instances, must conform to the Provincial Building Code and a Building Permit may be required;
- c. For properties designated under the *Ontario Heritage Act*, the landscaping and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- d. The applicant will be required to submit at least two (2) cost estimates from bona fide

licensed contractors, including a detailed breakdown of costs;

- e. Construction of all proposed improvements is to be completed within one year of the date of the approval of the grant. If the work is not completed within one (1) year, the grant approval will cease and the grant will not be paid.

Is there a fee to apply?

No.

When will the grant funds be advanced?

The grant will be advanced when:

- a. a Grant Agreement has been signed and executed;
- b. construction is complete;
- c. the work has been inspected by municipal staff where required; and,
- d. the applicant provides proof that all contractors have been paid.

What are the default provisions?

The default provisions are contained in the Grant Agreement. Payment of the grant may be cancelled if:

- a. property taxes are more than three (3) months in arrears;
- b. the building is demolished or any of the heritage features are altered in any way that would compromise the reason for designation;
- c. the applicant declares bankruptcy;
- d. the applicant uses the grant for works that are not eligible for this program;
- e. the applicant fails to maintain the improvements as required in the Grant Agreement; and,
- f. the applicant is in default of any of the provisions of the Grant Agreement.

How do I apply for a grant?

Arrange a pre-application meeting with staff in order to determine program eligibility, proposed scope of work, project timing, etc.

If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all

required documentation as shown in the required documents checklist.

What happens next?

Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.

- a. Staff may request clarification or additional supporting documentation.
- b. Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- c. If your application is approved, the Grant Agreement is then executed by you and the Township. A copy of the executed agreement(s) is then returned to you for your records.
- d. Construction of the approved works may now commence, subject to issuance of permit(s) (as applicable).
- e. Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement, Village and Hamlet Core Design Guidelines, and any permits pursuant to the *Ontario Heritage Act* and other Acts.
- f. Submit to the Township, copies of paid invoices and "before and after" picture(s) of the completed works.
- g. Upon review and approval of all submitted documentation, the Township will issue a grant cheque to the applicant for the amount of the approved funding.
- h. The actual grant amount will be calculated based on 70% of the original cost estimate for the works or 70% of the actual cost of the works, whichever is less.
- i. The applicant will be asked to complete a grant receipt form and return this to the Township.
- j. The Township reserves the right to audit the cost of the works prior to advancing the grant payment.

For further information on this program, please contact Kari Partridge at (705) 292-9507 ext. 239 or via email kpartridge@selwyntownship.ca.