



## GRANT APPLICATION FORM

### A. General Information and Instructions

1. Before filling out this application form, **please read the attached Program Guide** and arrange for a pre-application meeting with City planning staff. The Program Guide describes the purpose, basic terms and conditions of the Community Improvement Plan grant programs.
2. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section C.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form. It is suggested that any additional or required information be contained within an application covering letter.
4. Please include all required supporting documents application requested by City planning staff (e.g. deed, business plan, site plan, architectural/construction drawings, cost estimates). An application will not be considered complete until all required documents have been submitted.
5. Please ensure that the application form is complete and that all required signatures have been supplied.
6. **Please note that any work carried out or cost incurred prior to the City's acceptance of a complete grant application will not be eligible for funding.**
7. You may deliver your application in person or send it by mail to:

City of Windsor Planning Department  
400 City Hall Square East, Suite 404  
Windsor, ON N9A 7K6  
Fax: 519-255-6544  
Email: [planningdept@city.windsor.on.ca](mailto:planningdept@city.windsor.on.ca)  
**Attention: Kevin Alexander**

*If you have any questions about this program, please contact **Kevin Alexander** by phone at (519) 255-6543 extension 6732 or via e-mail at [kalexander@windsor.on.ca](mailto:kalexander@windsor.on.ca)*



--PLEASE PRINT--

Application No. \_\_\_\_\_  
(Office Use Only)

**B. Owner Information**

Name of Registered Property  
Owner (s)

.....  
.....

Mailing Address of Property  
Owner

.....  
.....

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



### C. Property Information

Municipal Address (es) of Property for which this Application is being submitted

---

---

Assessment Roll  
Number(s)

---

Legal Description of Property (Lot and Plan Numbers)

---

---

Existing Property Use

---

---

---

Previous Property Use(s) – if known

---

---

---

Are you aware of any known or suspected environmental contamination issues  
(soil, groundwater) affecting the property?

Yes

No

If yes, please describe any known or suspected environmental contamination (attach any environmental reports, if applicable)

---

---

---



Is the property within the Sandwich Community Improvement Plan Area?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Is the property within the Sandwich Heritage Conservation District?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Is property designated under Part IV of the Ontario Heritage Act		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Which Sandwich Community Improvement Plan (CIP) Target Area is your property located in (see Attached CIP Map in Appendix 'A')?		Area 1- Commercial Core		<input type="checkbox"/>	
		Area 2-Waterfront		<input type="checkbox"/>	
		Area 3-Remainder of CIP area		<input type="checkbox"/>	
Are there any outstanding work orders on this property?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Size of Property	(hectares)				
Existing Buildings on Property?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		(If yes, specify building size below)
Building 1	m <sup>2</sup>		Building 2	m <sup>2</sup>	
Building 3	m <sup>2</sup>		Building 4	m <sup>2</sup>	

(Please list all additional buildings on a separate sheet)

Current value assessment \$ \_\_\_\_\_

Current property taxes paid annually \$ \_\_\_\_\_

Is this property in tax arrears?  Yes  No

If yes, specify value of tax arrears \$ \_\_\_\_\_

Have tax arrears been cancelled (in whole or in part) on this property under any City program?  Yes  No

Has or do you anticipate this property will receive grants/loans or other financial assistance from the **City** under any other City program?  Yes  No



If yes, please specify program and amount of financial assistance received/anticipated from the City

---

---

---



## D. Project Description

- New Construction
  Alteration
  Improvement/Renovation

Provide a description (building size/type, number of stories, construction materials, etc...) below of the proposed development to take place on the property described in Section D. Include space (m<sup>2</sup>) to be constructed/alterated/renovated, and types of improvements to be constructed.

.....

.....

.....

.....

.....

Estimated construction value of the proposed development \$ \_\_\_\_\_

Estimated Post-Project Assessment Value of Land and Buildings \$ \_\_\_\_\_

Estimated Demolition Start and End Date (Month/Year)      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Estimated Construction Start and End Date (Month/Year)      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Describe overall use(s) of the property and the type of business to be conducted:

.....

.....

.....

.....

Proposed Gross Floor Area (GFA): \_\_\_\_\_ (metres)

Where multiple uses are proposed please describe each:



Use 1:

.....  
.....  
.....

Percentage  
of GFA

.....

Use 2:

.....  
.....  
.....

Percentage  
of GFA

.....

Use 3:

.....  
.....  
.....

Percentage  
of GFA

.....

Is this a multi-phase development?

Yes     No

If yes, please provide a brief description of the phasing plan:

.....  
.....  
.....

Please provide a description of why a financial assistance is required to make the development economically viable and what measurable public benefit the development will provide.

.....  
.....  
.....  
.....  
.....







**E. Available Grant Program and Required Application Attachments**  
**(Please indicate with a ✓ or X the program(s) you are applying for)**

Available Grant Program:

Commercial/Mixed Use Building Facade Grant Program	<input type="checkbox"/>
Revitalization Grant Program	<input type="checkbox"/>
Commercial Core Feasibility Grant Program	<input type="checkbox"/>
Development Charges Grant	<input type="checkbox"/>
Development and Building fees Grant Program	<input type="checkbox"/>
Neighbourhood Residential Rehabilitation Grant Program	<input type="checkbox"/>
Commercial/Mixed Use Building Improvement Loan Program	<input type="checkbox"/>
Public Art Grant Program	<input type="checkbox"/>

The following documents/information may be required prior to the application being finalized. (City staff to indicate what is required at a pre-consultation meeting):

	<b>Required</b>	<b>Submitted</b>
Incorporation Documents	<input type="checkbox"/>	<input type="checkbox"/>
Property Deed	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan and Survey	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings, Design Plans	<input type="checkbox"/>	<input type="checkbox"/>
Construction Drawings (including interior)	<input type="checkbox"/>	<input type="checkbox"/>
Business Plan	<input type="checkbox"/>	<input type="checkbox"/>
Written Authorization from Owner to apply for the Grant	<input type="checkbox"/>	<input type="checkbox"/>
Cost Estimates (prepared by a bona fide contractor)	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>



## F. Estimate of Eligible Costs

Provide an estimate of eligible costs <sup>1</sup> as shown below.		
Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
1. Building Rehabilitation and Retrofit Works, and Exterior Maintenance (ie. facade, doors/windows, porch, roof, masonry or brick work)	\$	
2. New building construction	\$	
3. Interior improvement work	\$	
4. Exterior Improvements	\$	
5. Building Demolition	\$	
6. Costs associated with meeting Leadership in Energy and Environmental Design (LEED) standards	\$	
7. The following types of development applications building permits include:	\$	
i) Official Plan amendment;	\$	
ii) Zoning By-law amendment;	\$	
iii) Minor Variance;	\$	
iv) Consent to Sever;	\$	
v) Site Plan Control and Development Agreements;	\$	
vi) Plan of Subdivision/Condominium;	\$	
vii) Parkland Dedication Fee;	\$	
viii) Rental Housing Protection Act;	\$	
ix) Sign Permit;	\$	
x) Sidewalk Café Permit;	\$	
xi) Encroachment Agreement;	\$	
xii) Demolition Permit; and	\$	
xiii) Building Permit.	\$	
xiv) Development Charges	\$	
8. Costs associated with studies:		
i) archaeological studies;		
ii) structural analyses;		
iii) evaluation of mechanical and electrical systems;	\$	



iv) concept plans; v) market analyses; and vi) any other feasibility study as approved by the City		
9. Costs associated with public art— <b>not activated at this time</b>	\$	
<b>Total Eligible Costs Eligible for a Rehabilitation Grant (Sum Costs 1-8 above)</b>	\$	

**Note:** Estimates for cost items 1, 2, 3, 4, 5, 7, and 8 must be prepared by a bona fide contractor. Costs associated with item 6 must be prepared by a certified LEED specialist.

### G. Other Sources of Funds

Have you applied for or will you be obtaining any other sources of government funding? (e.g. Federal, Provincial, Federation of Canadian Municipalities, etc...).

Yes

No

If Yes, please list other sources and amounts of government funding.

Program ..... Approval No. .... \$ .....

Program ..... Approval No. .... \$ .....



## H. Agent Authorization and Information

If the property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application, and

I hereby authorize my agent / solicitor \_\_\_\_\_  
to make this application and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(City/Town of...) Day Month Year

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

### Agent Information (if applicable)

Name of Agent \_\_\_\_\_

Mailing Address of Agent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



# I. Sworn Declaration

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Olde Sandwich Towne Community Improvement Plan.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the applicable grant program.

I/WE HEREBY AGREE to abide by the terms and conditions of the agreement.

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.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced, cancelled or repayment of the grant may be required.

I/WE HEREBY AGREE that the grant may be delayed, reduced, cancelled or repayment of the grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior grant approval by City Council may not eligible under any grant program.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who have entered into a grant agreement with the City will continue to receive grant payments, subject to meeting the terms and conditions in their grant agreement.

I/WE HEREBY AGREE that 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 programs and the grant agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(City/Town of...) Day Month Year

\_\_\_\_\_  
Name of Owner or Authorized Agent






\_\_\_\_\_  
Signature of Owner or Authorized Agent



# Appendix 'A'

## OLDE SANDWICH TOWNE COMMUNITY IMPROVEMENT PROJECT AREA

### Legend

-  Olde Sandwich Towne Community Improvement Project Area (Special Policy Area #27 on Schedule A)
-  Sandwich Heritage Conservation District
-  Target Area 1 - Commercial Core
-  Target Area 2 - Waterfront
-  Target Area 3 - Remainder of Project Area



