



**Perth Community Improvement Plan (CIP)
Façade and Signage Improvement Program**

Process and Application Form

General Information and Instructions:

1. Before filing out this Application form please read the Program Guide and arrange for a pre-Application meeting with staff. The Program Guide describes the purpose and basic requirements of the Façade and Signage Improvement Program.
2. If an agent or tenant is acting for the property owner please ensure that the required authorization form is completed and signed by the owner.
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 form.
4. Please attach to this application all required supporting documents. 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 print (black or blue ink) or type the information requested on the Application Form.
7. You may deliver your clearly labelled Application to:

**Town of Perth
Community Improvement Program – Façade & Signage Improvement Program
Development Services Dept. – Economic Development
80 Gore Street East
Perth, ON
K7H 1H9
Fax: 613-267-5635**

**For further information on this program, please contact the:
Economic Development Coordinator
Town of Perth
613-267-3311 ext. 2240
ecdev@perth.ca**

**Perth Community Improvement Plan (CIP)
Façade and Signage Improvement Program**

Application Form

Applicant: (written authorization from owner is required if applicant is a tenant)	
Name:	
Business Name:	
Address:	Postal Code:
Home Phone:	Work Phone:
Email Address:	Fax:

Registered Owner: (if different from applicant)	
Name:	
Business Name:	
Address:	Postal Code:
Home Phone:	Work Phone:
Email Address:	Fax:

Property Description: (must be located in the Program Area)	
Address:	
Legal Description:	
Tax roll number:	Postal Code:
Designated heritage site?	Yes No
If yes, please attach a copy of the alteration approval.	

Project Description and Photograph of existing façade/signage/feature: (attach additional pages if required)

Project Estimates: Please provide three (3)

Estimate 1: (attach copy of original)	
Company name:	Phone:
Estimate: \$	

Estimate 2: (attach copy of original)	
Company name:	Phone:
Estimate: \$	

Estimate 3: (attach copy of original)	
Company name:	Phone:
Estimate: \$	

Additional Project Funding Sources (please list)	
Source	Amount
1.	\$
2.	\$
3.	\$
4.	\$
Total:	\$

*Total of all incentive benefits (including grants and refunds) must not exceed 100% of the project's costs.

Eligible Façade Improvement Program Grant amount:

The Perth Community Improvement Plan (CIP) Façade and Signage Improvement Program Funding will provide 1/3 (33%) of the average estimated eligible improvement cost of a project. Three (3) quotations from qualified contractors must be obtained to determine the allowable funding.

The following work sheet has been provided to assist you in calculating the eligible amount of your grant.

Estimate 1:	\$	
		+
Estimate 2:	\$	
		+
Estimate 3:	\$	
		=
Sub-Total	\$	
		÷ 3
Average	\$	
		x.33
Eligible Grant	\$	
Total Grant Amount	\$	

Terms and Conditions

1. In order to be eligible for a Façade and Signage Improvement Program grant an application form must be submitted to the Town prior to commencing any works.
2. Applications will initially be reviewed by town staff with regard to planning approvals and/or building permits requirements.
3. Applicants will be advised in writing of any required approvals or permits associated with their application.
4. Eligible applicants must either be the owner of the property, an agent for the owner of the property, or the tenant of a property to whom the owner has provided written consent for the application.
5. In order to be eligible for the grant program, all proposed projects must be within the designated Perth Community Improvement Plan Project area, as established under By-law No. 4173.
6. Submitted projects must help to achieve the Perth Community Improvement Plan's (CIP) goals and objectives for Perth.
7. In order to be eligible all grant applications must include completed application forms and supporting materials such as detailed work and material plans, three (3) cost estimates and contracts, applicable reports and any other applicable information as required by the Town.
8. Should less than three (3) quotes be obtained, the CIP Advisory Panel shall follow the provisions of the Procurement By-law, as amended from time-to-time.
9. Works associated with the Façade and Signage Improvement Program must be in accordance with all town policies, procedures, standards, and guidelines in order to be approved.
10. Existing and proposed uses must be in conformity with the policies and standards provided by the Town's Official Plan, Zoning By-law, and all other planning documents.
11. CIP works associated with the Façade Improvement Program must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
12. The proposed exterior design of buildings, including signage associated with a grant application must be considered by the Town as consistent with the Town's desired goals for and appearance/character of Perth. The Perth Community Improvement Plan Implementation Advisory Panel (CIP Implementation Advisory Panel) will consider details of exterior design proposed by each applicant when determining eligibility for incentive programs of the CIP. Specifically, the CIP Implementation Advisory Panel will ensure that details of exterior design are compatible with provisions of the Official Plan and generally accepted of community character and compatibility.
13. The grant program made available under the CIP may be used individually or may be combined with additional funding opportunities; however the total of all incentive benefits (including grants and refunds) must not exceed the project's costs.

14. All sources of additional funding, or incentives must be declared at the time of application submission. The Town, in consultation with the CIP Implementation Advisory Panel, is entitled to make recommendations for grant reductions based upon any declared funding or incentives.
15. The CIP Implementation Advisory Panel will evaluate all applications and supporting materials, upon review of the material the CIP Implementation Advisory Panel will make a decision to approve or not approve.
16. Should the CIP Implementation Advisory Panel approve the application the applicant will be required to sign a Community Improvement Project Commitment Agreement (the Agreement) which will outline the terms, duration, and default provisions under the program.
17. Should the CIP Implementation Advisory Panel, Town staff or Council require additional information, plans, studies or any additional works related to the proposed project, the requested information must adequately be provided and/or undertaken prior to approval of the Application.
18. Undertaken and completed works that are associated with an improved grant program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Town, the Town may delay, reduce or cancel the grant.
19. Should the Applicant fall into default of any of the eligibility requirements, or fail to meet the detailed requirements of each of the grant program, or any requirements of the Town, the Town in its sole discretion may reduce, or cancel the agreement.
20. The Town may at any time discontinue the Façade and Signage Improvement Program; however all approved projects will receive funding in accordance to the executed Community Improvement Project Commitment Agreement and subject to available funding as approved by Council.
21. Any program commitments may be cancelled if work does not commence within six months of Council's approval of the application or in accordance with an agreement with the Town.
22. Recipients are expected to maintain, in good repair, any work funded in part by the CIP program for the duration of the project's reasonably expected lifecycle.
23. Filing of fraudulent information or misrepresentation of authorization is grounds for disqualification from the grant program at any time and will be grounds for demand of grant repayment.

Additional Provisions

Perth Community Improvement Plan Implementation Advisory Panel Review Process

The Community Improvement Plan Implementation Advisory Panel CIP Implementation Advisory Panel will review the application and make its recommendation within seven (7) business days of the submission deadline. The total grants available each year are limited so grants will be awarded on a first-come, first served basis. In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually*.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Town of Perth and the CIP Implementation Advisory Panel, and their effect on the

** Should any unallocated funds be available after October 14 2011, those individuals who own multiple properties will be considered on a first come, first-served basis until such a time that all funds have been allocated.*

Limitations of Liability and Indemnification, Further Conditions

The successful applicant shall indemnify and hold The Corporation of the Town of Perth harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the applicant, its agents, officers, employees or other persons for whom the applicant is legally responsible.

The Town shall be entitled to, upon notice to and after consultation with the Recipient:

- (a) impose such additional terms or conditions on the use of the Funds which it considers appropriate for the proper expenditure and management of the Funds and the completion of the [Program/Project], and;
- (b) impose such terms and conditions that it considers necessary and/or appropriate on any consent granted pursuant to the Agreement.

Community Improvement Project Commitment Agreement

All Applicants will be required to complete a Community Improvement Project Commitment Agreement before any monies are distributed.

Municipal Freedom of Information and Privacy Protection Act

The Town may promote the Program and reserves the right to use approved and funded projects as examples in promotional programming. The Town may promote an approved project by using photographs and descriptions of the project in promotional materials. The Town reserves the right to install in a conspicuous location, on-site, project funding boards for all approved projects.

Payment of Grant

Payment for completed projects under the Façade and Signage Improvement Program will be disbursed by cheque and made payable to the owner/applicant contingent on the following conditions:

- Signed notice of completion submitted to staff;
- Completion of the proposed project to the satisfaction of the Town;
- Submission of proof of payment (paid invoices materials and contractors) for all eligible and completed work;
- Inspection of work and confirmation of satisfactory completion by town staff;
- Satisfactory compliance with all inspections and regulations under the Ontario Building Code and the *Ontario Heritage Act*.

Perth Community Improvement Plan (CIP) – Façade Improvement Program

Declaration of Application

I/WE HEREBY APPLY for a Grant under this Perth Community Improvement Plan (CIP) – Façade and Signage Improvement Program.

I/WE HEREBY AGREE to abide by the Terms and Conditions of the Grant Program.

I/WE HEREBY AGREE to enter into a Grant Agreement with the Town of Perth (herein referred to as the Town) that specifies the Terms and Conditions of the Grant.

I/WE HEREBY CERTIFY that the information contained within this Application is true, correct and complete in every respect and may be verified by the Town by such inquiry it deems appropriate, including inspection of the property for which the application is being made.

I/WE HEREBY AGREE that if any statements or information in this Application or supported 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 or cancelled.

I/WE HEREBY GRANT permission to the Town, or its agents, to inspect my/our property that is the subject of this Application.

I/WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid in full.

I/WE HEREBY AGREE the Program for which Application has been made herein is subject to cancellation and/or change at any time by the Town 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 Town will continue to receive their grant, subject to their Grant Agreement.

I/WE HEREBY AGREE all grants will be calculated and awarded at the sole discretion of the Town. Notwithstanding any representation by or on behalf of the Town, or any statement contained in the Program, no right to any grant arises until it has been duly authorized, subject to the Application meeting the Terms and

Conditions of the Program and the Agreement. The Town 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 the _____ of _____, _____
Day Month Year

Name of Owner or Authorized Agent/Tenant

Signature of Owner or Authorized Agent/Tenant



**Perth Community Improvement Plan
Façade and Signage Improvement Grant Program – Owner Authorization Waiver**

Registered Owner:	
Name:	
Business Name:	
Address:	Postal Code:
Home Phone:	Work Phone:
Email Address:	Fax:

Declaration by property owner:

I, _____, registered owner of _____,
name of Owner municipal address

authorize _____ to apply to the Façade Grant Program on my behalf
name of Applicant

I acknowledge that I have read and agree to the Terms and Conditions herein, and that I will be required to sign a Community Improvement Project Commitment Agreement as part of the approval process.

Owner authorization to complete improvements outlined in this Application

_____ Date	_____ Signature of property owner
	_____ Print name
_____ Date	_____ Signature of Witness
	_____ Print name