



No. CIP-___/___

**APPLICATION FOR GRANT/LOAN –
EMPLOYMENT AREA**
under the
COMMUNITY IMPROVEMENT PLAN

A Complete Application consists of:

- ☐ One complete application form signed by appropriate parties
- ☐ One copy of the deed of property
- ☐ A summary of the project and proposed improvements
- ☐ Design/Drawings of proposed improvements
- ☐ Colour samples
- ☐ Material samples
- ☐ Photographs of property (including areas to be addressed under the program & historical images if available)
- ☐ Three (3) itemized quotes
- ☐ Estimated project construction costs, including an itemized listing of said costs

Name of Applicant:	Name of Property Owner (if different than applicant):
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Business Name (if applicable):	Business Name (if applicable):

Design Consultant:	Other Consultant:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Incentive Request	Criteria (refer to By-law for clarification)	✓	Requested Amount
Employment Area Accessibility Improvement Grant	One time grant up to 50% Maximum \$3,000		
Employment Area Interior Improvements / Renovations Grant	One time grant up to 50% Maximum \$3,000		
Employment Area Loan Program for Interior Improvements	Interest free loan to a maximum of \$20,000 payable over 5 years		
Permit/Application Fees Grant	One time grant up to \$500		
Tax Increment Equivalent Grant Program	One time grant up to 100% of the increase in municipal realty taxes paid annually for a maximum of 5 years		

Total projected \$ value of planned property improvements:

Property Information:			
Street or Property Address (if applicable):			
Legal Description including any reference plans:			
Frontage:	Depth:	Area:	
_____	_____	_____	_____

Existing Use:	
Proposed Use:	
Are property taxes paid in full on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are water/sewer accounts paid in full on this property	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding work orders on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you hiring a local contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you purchasing materials/supplies locally?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If you are undertaking the work yourself, you may not request a grant/loan for labour, however, you may request a grant/loan for materials and supplies provided an itemized list is submitted	

Employment Area

Interior Features	Will this improve the overall interior appearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Interior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No	Ceilings <input type="checkbox"/> Yes <input type="checkbox"/> No	Floors <input type="checkbox"/> Yes <input type="checkbox"/> No
	Paint/Wallpaper <input type="checkbox"/> Yes <input type="checkbox"/> No	Window Covers <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Phone/Data Cabling <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Interior Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Accessibility	Will the entire property be made accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Will a portion of the property be made accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No	Entrance Door <input type="checkbox"/> Yes <input type="checkbox"/> No	Railings <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____

Itemized Quotes shall be submitted	Contractor Name/Address	Quote Amount (Including HST)
Quote 1		
Quote 2		
Quote 3		

Provide a summary of planned work to all areas of the property below

Continued from above

AUTHORIZATION BY OWNER

I, the undersigned being the owner of the subject land of this application for a grant/loan, hereby
authorize

_____ (please print name)
to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, understand that should the
application be approved an agreement will be entered into with the Town by ourselves, the registered
owner(s) of the property.

Signature of Owner

Signature of Owner

Date

Date

DECLARATION OF APPLICANT

I, _____ of the _____ Municipality of _____ in the
Applicant First & Last Name Municipality Name
_____ County of _____ solemnly declare that:
County Name

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously
believing it to be true and knowing that it is of the same force and effect as if made under oath.

Furthermore, I, being the applicant of the subject lands, hereby authorize Town Council, staff and/or agents, to enter upon the
property for the purpose of conducting a site inspection with respect
to the attached application.

Witness

Signature of Applicant

Witness

Signature of Applicant

Office Use Only:		Roll No: _____
Property Taxes in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Water/Sewer in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
Outstanding Work Orders (Bldg Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Outstanding Work Orders (Fire Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
_____	Application Complete: _____	_____
Date of Submission	Signature	Date

Town of Prescott
360 Dibble Street West, Prescott, Ontario, K0E 1T0

Submit applications to: Prescott Economic Development Department

By email: dvalentyne@prescott.ca

In person/by mail: Town of Prescott, Economic Development Department

Attention to: Dana Valentyne, Economic Development Officer
360 Dibble St. W PO Box 160 Prescott, ON K0E 1T0