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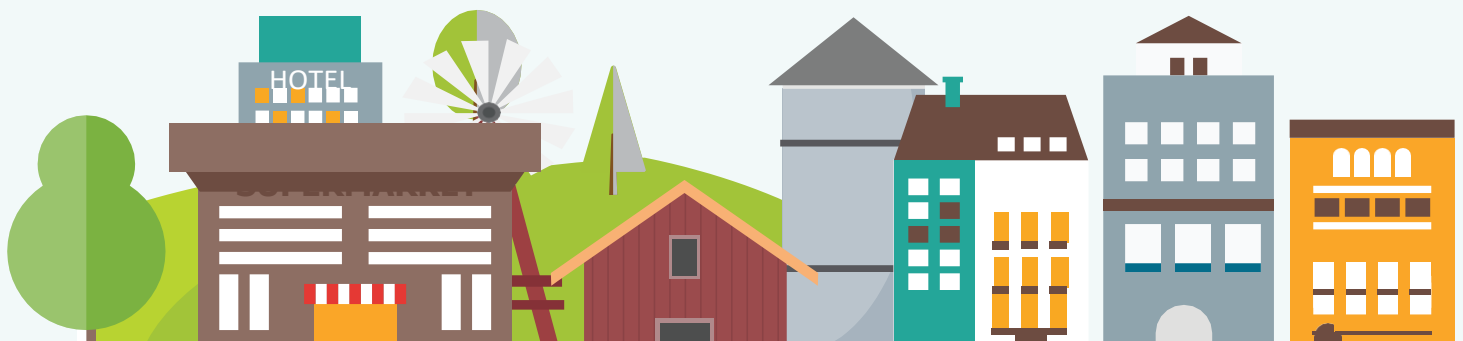
# REGIONAL INCENTIVES PROGRAM

## GRANT APPLICATION - 2021

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*Where Ontario Began*



## GENERAL INFORMATION

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The Stay, Discover, Grow Regional Incentives Program, is a progressive and strategic County-wide framework for SDG regional improvement planning that is funded by SDG County and administered cooperatively by the County and participating local municipalities in the Township of South Stormont, the Township of North Stormont, the Municipality of South Dundas, the Township of North Dundas, the Township of South Glengarry and the Township of North Glengarry.

This Application Package is to be used by eligible owners and tenants (with consent of the owner) of private land and buildings throughout the SDG Region who wish to be considered for regional financial incentives.

This package includes:

- An overview of the steps involved in the application submission and review process;
- The Stay, Discover, Grow Regional Incentives Grant Application Form
- The Local Municipal Summary (to be included in the application upon submission)

Before completing the application, please read the Regional Incentives Program document for additional information including grant program details and eligibility requirements. This can be found at: [sdgcounties.ca/ stay-discover-grow](http://sdgcounties.ca/stay-discover-grow).

## SDG REGIONAL ECONOMIC GOALS

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**The proposed project must contribute to achieving one or more of the following SDG regional economic goals:**

- 1) Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
- 2) Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
- 3) Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

## SUBMISSION AND REVIEW PROCESS

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- a) Before completing the Regional Incentives Grant Application form, **the applicant must contact the local municipality to meet and discuss their proposed regional improvement project.** The Economic Development contact at the local municipality must complete and sign the Local Municipal Summary to be included with this package.
  - b) Complete application forms **must be typed** and submitted to the Review Committee Coordinator at: [tkirkpatrick@sdgcounties.ca](mailto:tkirkpatrick@sdgcounties.ca) or delivered to 26 Pitt Street, Cornwall, ON K6J 3P2 by the deadline posted at: [sdgcounties.ca/stay-discover-grow](http://sdgcounties.ca/stay-discover-grow).
- Hand-written submissions and applications that do not include two quotes for all work to be performed, will not be accepted.**
- c) An application will be evaluated and scored on how well it meets the goals of the Program. Points will be further allocated based on the quality of the application, attention to detail, presentation, and completeness.
  - d) Applicants will be notified if their submission is incomplete, and what additional information is required to complete the application.
  - e) Based on the evaluation of complete applications, a decision will be made by the Regional Incentives Program Approvals Committee with respect to the approval or refusal of an application. These recommendations will be forwarded to County Council for ratification. Their decision is final.
  - f) Neither the County nor participating local municipalities are responsible for any costs associated with an application for funding under the program.
  - g) Grant allocations will only be dispersed following the completion of the project.

## SUCCESSFUL APPLICANTS

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- a. Successful applicants will be notified by the Program Coordinator after the project has been recommended by the Regional Incentives Program Approvals Committee and approved by County Council.
- b. **A maximum of 50% of the eligible costs (excluding HST) are covered by this program.** Grants will be determined at 50% of eligible costs up to the maximum established by the applicant's contract and will only apply to eligible components. Applicants cannot transfer allocations to other components.
- c. Grants are not available for labour performed by, or on behalf of, the applicant, either personally or via a company or person associated with the applicant.
- d. Any project approved under the Program must be completed before applying for new funding under this Program.
- e. A Financial Agreement will be prepared outlining the terms, duration, default, and any other provisions of the Program for approved applications. The Agreement must be executed by the applicant, and a local municipal official, prior to commencing any SDG regional improvement project/work.
- f. Any Program commitments may be cancelled if work does not commence within six (6) months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Agreement. Funding will lapse if the project is not completed within twelve (12)

months.

- g. All funding projects must fully comply with Ontario Building Code requirements and any other building and planning conditions as required by the municipality.
- h. When projects are complete, a final report with supporting invoices shall be submitted to the Review Committee Coordinator. All work **must** be completed, and all invoices paid by the applicant before any funds are released. The Review Committee reserves the right to audit final costs at the owner's expense, should any discrepancy or clarification be required.
- i. The Review Committee may grant an extension to complete the work following receipt of a written request by the applicant setting out the reasons for the extension and providing a new completion date. The extension may or may not be granted in the sole discretion of the Committee. A maximum extension of 6 months may be granted.
- j. Should the applicant default on any of the requirements of the Program or other requirements established by the Review Committee, grants may be delayed, reduced, or cancelled.
- k. All successful applicants agree to participate in promotional initiatives coordinated by SDG, and/or their local municipality, including the publication of business name, grant amount, and nature of the approved project.
- l. Where funding requests exceed the County's budget for a given year, the County may opt to defer the application to a subsequent year.
- m. The County reserves the right to discontinue any element of the Program at any time, but applicants with approved grants will still receive said grant, subject to meeting Program requirements.

## 2.0 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.

- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
  - \*By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable.
- p) All outstanding building permits, property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable on the subject property must be rectified before grant money will distributed to an Applicant.
- q) All works approved under this Program shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
  - 50% of the total invoices up to the maximum established within the funding Agreement.
  - Taxes are not eligible for reimbursement.
  - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
  - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower.**

**APPLICANT INFORMATION**

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Name of Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Business/HST# (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

How did you hear about the Regional Incentives Program? \_\_\_\_\_

**PROPERTY INFORMATION**

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Municipal Address of project: \_\_\_\_\_

Legal Description (Part/Lot# as indicated on your tax bill): \_\_\_\_\_

Date acquired by current owner (if known): \_\_\_\_\_

Is the building/land currently vacant? Yes (more than one year) Yes (less than one year) No

**AUTHORIZATION OF REGISTERED OWNER OF SUBJECT LANDS (if not the Applicant)**

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Name of Registered Owner(s): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

I am/we are aware of the application and agree with the project parameters as contained herein.

\_\_\_\_\_  
Name of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Name of Owner (s)

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Date

**RELATED OR CONCURRENT APPLICATIONS**

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Have you received any funding from any other level of government for this property/building?

- Yes. Indicate the name of the program: \_\_\_\_\_  
How much money did you receive? \_\_\_\_\_
- No

Have you previously applied for a grant through the SDG Regional Incentives Program?

- Yes. How much money did you receive? \_\_\_\_\_
- No

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

***Please note: construction must be started within (6) six months and completed within twelve (12) months from the date of project approval. Opportunities for a one-time extension may be available upon written request.***

**PROJECT DESCRIPTION**

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Please provide a detailed description of the proposed project and scope of work. Describe how the project will result in an improvement or rehabilitation over the existing conditions of the buildings or property and **meet one or more of the SDG Regional Economic Goals**, to:

- 1) Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
- 2) Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
- 3) Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

*Sample description: "I plan to convert a 2,000-square-foot former butcher shop, into a new Italian restaurant. The building is located on Main Street in Town X and has been vacant for 30 years. The building is covered in graffiti and has experienced property standards issues, due to its vacancy. The location and structure of the building make it an ideal new location for our business. We intend to apply for grants to improve the interior and exterior; to create a new commercial kitchen and accessible bathrooms. We will also be applying for signage grants and for grants to offset the cost of our architectural drawings and building permits. As part of our property improvement grant, we will also be applying for new interlock paving stones and fencing surrounding our proposed new terrace for the restaurant.*

*Our project will help to stimulate tourism within our community. Our restaurant will be the only Italian restaurant within 50 km. We intend to source local ingredients, where possible. We are bike friendly and will help to promote the local cycling networks. Our business is expected to create 6 full time and 3 part-time jobs. This project will improve the value of this building and will help reduce the number of vacant commercial properties. As part of our project, but not as part of this application, we also intend to convert the upper story of this building into two new apartment units, which will help address housing shortages within the area. The total investment we are making on this project is \$0.00 the additional cost to create the two new apartments represents an additional investment of \$0.00"*

General Project Description. Maximum of 2500 characters.

[Empty text box for General Project Description]



**APPLICATION TYPE**

*Please note: Some of the regional incentives listed below may not be currently available. Program availability will be determined on an annual basis as the sole discretion of the United Counties of Stormont, Dundas and Glengarry.*

Total amount of eligible project components: \_\_\_\_\_

Please indicate the Regional Incentives Grant(s) you are applying for.

Stay, Discover Grow Grants	Maximum Grant Value	Amount of Grant Requested (up to 50% of eligible costs)	Actual Costs
<b>Facade, Signage and Property Improvement Grant</b>			
<b>Facade Improvement – Basic</b>	\$10,000		
<b>Facade Improvement – Enhanced</b> If building has more than one street address and/or storefront, or if building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.	\$12,500		
<b>Signage Improvement – Basic</b>	\$ 2,500		
<b>Signage Improvement – Enhanced</b> If building has more than one street address and/or storefront, or if the building has more than one wall that is visible form a public street, or fronts onto a laneway or parking lot.	\$ 5,000		
<b>Property Improvement</b> Life-cycle replacement will not be considered. Improvements must be above and beyond general maintenance.	\$10,000		
<b>Building Improvement/Restoration Grant</b>	\$10,000		
<b>Building Conversion/Expansion Grant</b> for under 5,000 square feet.	\$20,000		
<b>Building Conversion/Expansion Grant</b> for over 5000 ft square feet.	\$50,000		
<b>Feasibility, Design, and Study Grant</b>	\$ 2,000		
<b>Planning Application and Building Permit Fee Grant</b>	\$ 2,500		
<b>TOTALS – Excluding taxes</b>		<b>\$</b>	<b>\$</b>

If you are doing additional work on the property, not included in this application, please include the total value of your complete construction project (before tax): \$

**Façade Improvement Project - PROJECT DESCRIPTION**

Please indicate if you are applying for **Façade Improvement Basic:** \_\_\_\_\_ **or Enhanced:** \_\_\_\_\_

Please provide a detailed description of the proposed project and scope of work. This can be done in a bulleted format. Eligible Façade Improvement costs may include:

- Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.
- Exterior painting where a clear enhancement is made.
- Chemical or façade cleaning.
- The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- Redesign of entrances including changes to improve accessibility.
- Other similar improvements or repairs required to enhance a building **Façade**.

**Façade Improvement Project - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor:

First Estimate (excluding taxes)

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Name of Second Contractor:

Second Estimate (excluding taxes)

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- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Cost of External Professional Design Services (attach receipt, if applicable)
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**Signage Improvement Project - PROJECT DESCRIPTION**

Please indicate if you are applying for

**Signage Improvement Basic:**

**or Enhanced:**

**Please provide a detailed description of the proposed project and scope of work.** For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot. Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business' activities; and must comply with all respective municipal requirements and Building Code Standards.

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Please attach a JPEG or PDF of your proposed signage samples with your application.

**Signage Improvement Project - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor:

First Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

Name of Second Contractor:

Second Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Economic Development Contact Synopsis (required and attached)
- Please attach a JPEG or PDF of your proposed signage samples with your application.
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

***Please note: construction must be started within six months and completed within eighteen (18) months from the date of project approval under this program. Opportunities for a one-time extension may be available.***

**Building Improvement/Restoration Grant - PROJECT DESCRIPTION**

Please provide a detailed description of the proposed project and scope of work. This can be done in a bulleted format. This program assists with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility. Eligible Building Improvement costs may cover 50% of eligible costs to a max of \$10,000 and may include: Structural repairs to walls, ceilings, floors, and foundations.

- 1) Interior restoration and design.
- 2) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors.
- 3) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems.
- 4) Weatherproofing.
- 5) Accessibility improvements.
- 6) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 7) The services of a professional engineer, architect or planner to design and implement the project.

**Building Improvement/ Restoration Grant - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor:

First Estimate (excluding taxes)

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Name of Second Contractor:

Second Estimate (excluding taxes)

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- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**Building Conversion / Expansion Grant - PROJECT DESCRIPTION**

Please indicate if you are applying for **Under 5000 square feet:**

**or Over 5000 square feet:**

Please provide a detailed description of the proposed project and scope of work. This can be done in a bulleted format. This program assists with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc. Eligible costs may include:

- 1) Conversion of upper-storey space (whether vacant, office, commercial or other non-residential use) into new residential units.
- 2) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast.
- 3) Expansion of existing eligible uses to increase the gross floor area.
- 4) Environmental studies which are related to the conversion.
- 5) The services of a professional engineer, architect or planner to assist with the design and implementation of the project.



**Building Conversion / Expansion Grant - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor:

First Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

Name of Second Contractor:

Second Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Cost of External Professional Design Services (attach receipt, if applicable)
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**Feasibility, Design and Study Grant - PROJECT DESCRIPTION**

Please provide a detailed description of the proposed project and scope of work. The goal of this program is to financially assist with the completion of studies and plans to support a new business or development project. This program covers 50% of the cost up to \$2,000.

*Eligible Feasibility, Design and Study costs may include:*

- 1) Concept plans.
- 2) Site plan drawings.
- 3) Feasibility studies.
- 4) Environmental studies.
- 5) Structural analyses.
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems.
- 7) Traffic Impact Assessments.
- 8) Market analyses.
- 9) Business plans.
- 10) Any other study or plan as approved.

**Feasibility, Design and Study Grant - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: Grants are not available for labour performed by the applicant.

Name of First Contractor:

First Estimate (excluding taxes)

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Name of Second Contractor:

Second Estimate (excluding taxes)

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- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Cost of External Professional Design Services (attach receipt, if applicable)
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**Planning, Application and Permit Fee Grant - PROJECT DESCRIPTION**

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*The objective is to assist with a portion of the fees required for planning applications or building permits in relation to an improvement project.*

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

**Planning, Application and Permit Fee Grant - DOCUMENTATION**

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Prior to commencement of any work, please submit two estimates by bona fide contractors covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible. Grants will be calculated based on the cost of the lowest quote.

Note: In the case of municipal and provincial building permits, only one quote is provided. To obtain these permits contact the Chief Building Official at the municipality located in the community where your project will take place.

Name of First Contractor:

First Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

Name of Second Contractor:

Second Estimate (excluding taxes)

\_\_\_\_\_

\_\_\_\_\_

- Attach two detailed estimates covering all the components of the eligible work. Both estimates should be based on the same project components.
- Cost of External Professional Design Services (attach receipt, if applicable)
- Economic Development Contact Synopsis (required and attached)
- Please list additional attachments

**TIMING/SCHEDULE INFORMATION**

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Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**DECLARATION**

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**Applicant's Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_ declare  
(name of Applicant) (Municipality)

1. That all of the statements contained in this Stay, Discover, Grow Regional Incentives Grant Application and all supporting documentation and plans are true and complete.
2. That I/we hereby acknowledge and authorize County and local municipal staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection.
3. That I/we will submit a Final Report certifying that all the work, as presented in this Application, has been completed and provide proof of payment to applicable contractor(s).
4. That I/we will, in conjunction with the Economic Development Officer of SDG Counties, participate in media releases and marketing initiatives in relation to the project described herein.
5. That all personal information collected in this application, is to be used for the sole purpose of this application process and will not be used for any other purpose without prior consent of the applicant.
6. That I/we hereby acknowledge and provide consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and may be made available to the general public.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant