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# Regional Incentives Application Package

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September 20, 2018  
SDG, Rev. 2

*Where Ontario Began*



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## 1 GENERAL INFORMATION

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The Stay, Discover, Grow Regional Incentives (Stay, Discover, Grow) 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 its participating local municipalities.

This Stay, Discover, Grow 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 that may be available through the Stay, Discover, Grow Regional Incentives Program.

This Package includes:

- An overview of the steps involved in the application submission and review process;
- A checklist of materials that are required as part of a complete application; and
- The required Stay, Discover, Grow Application Form.

For additional information about financial incentive programs (including grant program details, availability and eligibility requirements), please review the Stay, Discover, Grow Regional Incentives Program webpage, which can be found at: <https://business.sdgcounties.ca/local-business/stay-discover-grow> .

A summary table providing detailed information about each of the regional incentives is also provided as Schedule B to this package.

**Please note: Neither SDG nor participating local municipalities are responsible for any costs associated with an application for funding under the Stay, Discover, Grow Regional Incentives Program.**

## 2 SUBMISSION AND REVIEW PROCESS

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The following is a summary of the process for the submission, evaluation, and approval of financial incentive program applications:

- a) Before completing the Stay, Discover, Grow application form, the applicant should contact the local municipality to meet and discuss their proposed SDG regional improvement project. Information such as general and program-specific eligibility criteria, grant values, and application requirements will be confirmed.
- b) A complete application, as outlined in Section 3.0 of this Application Package, must be submitted to the Stay, Discover, Grow Implementation Committee Coordinator at: [whereontariobegan@sdgcounties.ca](mailto:whereontariobegan@sdgcounties.ca) and approved prior to commencing any SDG regional improvement project/works.
- c) The Stay, Discover, Grow Implementation Committee will evaluate all applications and supporting materials in a timely manner. Applicants will be notified if their submission is incomplete, and what additional information is required to complete the application.
- d) Based on the evaluation of complete applications, a decision will be made by the Stay, Discover, Grow Implementation Committee with respect to the approval or refusal of an application. This decision is final.
- e) For applications that are approved, a Stay, Discover, Grow Financial Agreement will be prepared outlining the terms, duration, default, and any other provisions of the incentive program. The Agreement must be executed by the applicant prior to commencing any SDG regional improvement project/works.
- 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 Stay, Discover, Grow Financial Agreement.
- g) When projects are completed, a statement with supporting invoices shall be submitted to the Stay, Discover, Grow Implementation Committee Coordinator. Following this, the work will be inspected and, if satisfactory, notice of completion will be issued and the financial assistance will be initiated.

- h) Upon completion of an SDG regional improvement project, the Stay, Discover, Grow Implementation Committee reserves the right to audit final costs at the owner’s expense.
- i) Funding approval will lapse if a notice of completion is not issued within eighteen (18) months of the date of execution of Stay, Discover, Grow Financial Agreement.
- j) The Stay, Discover, Grow Implementation Committee may grant an extension for SDG regional improvement works 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.
- k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Stay, Discover, Grow Implementation Committee, incentives may be delayed, reduced, or cancelled.
- l) All successful applicants agree to participate in promotional initiatives coordinated by the SDG Economic Development, Communications, and Tourism Division, including the publication of business name, grant and amount, and nature of approved project.

The figure below summarizes the key steps of the application and review process.



### 3 COMPLETE APPLICATION REQUIREMENTS

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A complete application for the Stay, Discover, Grow Program constitutes **ALL** of the following:

- One copy of the completed and signed Stay, Discover, Grow Application Form.
- A signed letter of authorization (where the applicant is not the owner) from registered/assessed owners of the lands affected by the proposed SDG regional improvement project (refer to Schedule A).
- Good quality photographs of the existing condition of the buildings and property.
- Past/historical photographs and/or drawings (where available).
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements.
- Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work. Estimates covering work for more than one grant stream should be itemized where possible.
- All sources of additional funding/incentives for eligible work. (e.g. own funds, loans, government grants, etc.)
- Any additional requirements as determined by the Stay, Discover, Grow Implementation Committee.

*Please note:*

- 1) *Applicants may be asked to supply additional supporting information, at the sole discretion of the Stay, Discover, Grow Implementation Committee.*
- 2) *If permits (e.g. building permits) or other approvals are required for the proposed improvements, additional detailed submission materials will be required.*
- 3) *Additional material will be required to be submitted upon completion of the project including photos of the final project, and invoices marked paid with the payee's signature before grant money can be received.*



# 4 STAY, DISCOVER, GROW REGIONAL INCENTIVES FORM, PART 1: APPLICANT INFORMATION

<b>FOR OFFICE USE ONLY</b>		DATE/LOCATION OF MANDATORY PRE-CONSULTATION:
DATE FILED:	DATE APPROVED:	BY:
FILE NUMBER:	ROLL NUMBER:	OTHER INFO:

**A. REGISTERED OWNER OF THE SUBJECT LANDS**

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

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

Business/GST #: \_\_\_\_\_

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

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

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

**B. AUTHORIZED APPLICANT**

(if different than the owner, i.e. tenant/Schedule A: Authorization Form also required)

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

Company Name: \_\_\_\_\_

Business/GST #: \_\_\_\_\_

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

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

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

**Please note: All personal information collected 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.**



## 5 PART 2: PROPERTY INFORMATION

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### A. SUBJECT LANDS

Municipal Address: \_\_\_\_\_

Legal Description (Part/Lot): \_\_\_\_\_

Property Tax Roll Number: \_\_\_\_\_

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

Current Zoning (please check all that apply):

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural

### B. STAY, DISCOVER, GROW REGIONAL INCENTIVES PROGRAM AREA

Please indicate the local municipality in which your building or property is located:

- North Dundas
- South Dundas
- North Stormont
- South Stormont
- North Glengarry
- South Glengarry





### C. EXISTING AND PREVIOUS USE OF SUBJECT LANDS

Existing Uses: \_\_\_\_\_

\_\_\_\_\_

Previous Uses: \_\_\_\_\_

\_\_\_\_\_

### D. DESCRIBE EXISTING BUILDINGS ON THE SUBJECT LANDS

Type/Description: \_\_\_\_\_

Year Built: \_\_\_\_\_ Floor Area (sq. ft): \_\_\_\_\_

Height: \_\_\_\_\_ Current Condition: \_\_\_\_\_

### E. BUILDING AREA

Please indicate if the building for which you are proposing improvements meets any of the following criteria:

- The building has more than one street address and/or storefront
- The building has more than one wall that is visible from a public street or fronts onto a laneway or parking lot

### F. ADDITIONAL PROPERTY INFORMATION

Is the property a listed heritage property or designated under the *Ontario Heritage Act*?

Yes

No

Are property taxes in good standing on this property?

Yes

No

Are there any outstanding work orders on this property?

Yes (please specify) \_\_\_\_\_

No



## G. RELATED/CONCURRENT APPLICATIONS

Have you applied for any other financial incentives from any other level of government or under the Community Improvement Plan of the local municipality the property/building is located in for the proposed works?

- Yes \_\_\_\_\_
- No

If so, when did you apply? Was the application successful?

\_\_\_\_\_

## H. OFFICIAL PLAN (This information is available through the local municipal offices or County office)

What is the existing Official Plan designation(s) of the subject land? \_\_\_\_\_

\_\_\_\_\_

If this application relates directly to an Official Plan amendment(s) currently under review, please indicate the amendment number and the applicable file number(s): \_\_\_\_\_

## I. VACANCY

Is your building currently vacant?

- Yes (*it has been vacant for **more** than one year*)
- Yes (*it has been vacant for **less** than one year*)
- No



## 6 PART 3: REGIONAL INCENTIVES PROGRAM INFORMATION

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### A. PROJECT DESCRIPTION

Please provide a detailed description of the proposed project and scope of work and describe how the project will result in an improvement or rehabilitation over the existing conditions of buildings or property. If more space is required, please attach a separate sheet.



## Regional Incentives Application Package

B. Please provide a detailed explanation of how the proposed project will contribute to achieving one or more of the following SDG regional economic goals:

- 1) Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
- 2) Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality especially within the waterfront area;
- 3) Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and agri-tourism; and,
- 4) Increase the amount of tourist accommodation available within the County and enhance and expand existing establishments.

*If more space is required, please attach a separate sheet.*

*Please note: your application will be evaluated and scored on how best you meet the goals of SDG and the Stay, Discover, Grow Program. Points will be allotted based on quality of the application package, attention to detail, presentation and completeness. Please take the necessary time to submit the package in its entirety, and ask for clarification of any element if required.*



## 7 PART 4: APPLICATION TYPE

Please indicate the Regional Incentive Program(s) for which you are applying.

*Please note that some of the regional incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the United Counties of Stormont, Dundas and Glengarry. Applicants are required to confirm at the pre-consultation meeting whether a program is available prior to completing and submitting an application.*

✓	Stay, Discover, Grow Grants	Eligible Costs	Maximum Grant Value
	<b>1. Façade, Signage, and Property Improvement Grant</b>		
	Façade Improvement – Basic	50% of eligible costs	<b>\$ 10 000</b>
	Façade Improvement – Enhanced <i>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</i>	50% of eligible costs	<b>\$ 12 500</b>
	Signage Improvement – Basic	50% of eligible costs	<b>\$ 2 500</b>
	Signage Improvement – Enhanced <i>If building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot</i>	50% of eligible costs	<b>\$ 5 000</b>
	Property Improvement	50% of eligible costs	<b>\$ 10 000</b>
	<b>2. Building Improvement/Restoration Grant</b>	50% of eligible costs	<b>\$ 10 000</b>
	<b>3. Building Conversion/Expansion Grant</b>	For >5,000 ft <sup>2</sup> , up to →	<b>\$ 40 000</b>
	<b>4. Outdoor Art Grant</b>	50% of eligible costs	<b>\$ 3 000</b>
	<b>5. Trails Improvement Grant</b>	50% of eligible costs	<b>\$ 10 000</b>
	<b>6. Feasibility, Design, and Study Grant</b>	50% of eligible costs	<b>\$ 2 000</b>
	<b>7. Planning Application and Building Permit Fee Grant</b>	50% of eligible costs	<b>\$ 2 500</b>



## A. EXPENSE/GRANT INFORMATION

Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all the components of the eligible work. Applicants applying for more than one grant should indicate by this by entering "see attached" below and provide an itemized list with project type, descriptions, and cost.

Name of First Contractor: \_\_\_\_\_ First Estimate (excluding taxes) \_\_\_\_\_

Name of Second Contractor: \_\_\_\_\_ Second Estimate (excluding taxes) \_\_\_\_\_

Cost of External Professional Design Services (if applicable) \_\_\_\_\_

## B. GRANT REQUEST

Total Project Cost (combined lowest cost estimate excluding taxes) \_\_\_\_\_

Total Grant Request (Check here, if applying to multiple grants \_\_\_\_\_, see attached, indicate total for multiple grant requests) \_\_\_\_\_

## C. OTHER FUNDING SOURCES

Total Funds from other sources (excluding taxes) \_\_\_\_\_

Source: \_\_\_\_\_

## D. TIMING/SCHEDULE INFORMATION

Anticipated Start Date  
(YYYY/MM/DD)  
\_\_\_\_\_

Anticipated Completion Date  
(YYYY/MM/DD)  
\_\_\_\_\_

*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.*



8 PART 5: DECLARATION

APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Applicant) (Municipality)

declare that all of the statements contained in this Stay, Discover, Grow Application Package for  
(Description of Subject Land)

and all supporting documents and plans are true and complete.

By completing this Declaration, 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.

Declared before me:

at the, \_\_\_\_\_  
(Signature of Applicant)

in the, \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Please print name of Applicant)

I have consulted with \_\_\_\_\_  
(local or County representative)

of \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_  
(local municipality or County) (date) (Signature of Witness)

in the preparation of this application.

**MUNICIPAL FREEDOM OF INFORMATION DECLARATION**

In submitting this development application and supporting documentation, I

\_\_\_\_\_

(please print name of Applicant)

(the Owner/Applicant/Authorized Agent) hereby acknowledge and provide my 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.

\_\_\_\_\_

(Signature of Applicant)

\_\_\_\_\_

(Day)

(Month)

(Year)





## SCHEDULE A: AUTHORIZATION (FOR APPLICANT OTHER THAN OWNER)

This must be completed by the Owner if the OWNER IS NOT FILING THE APPLICATION.

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

If the Owner is an incorporated company, the company seal shall be applied in the signature block below (if there is one).

<b>AUTHORIZATION</b>		
I (we) _____		
Print name(s) of owner		
_____		
Print name of Authorized Applicant		
_____		
Signature of Owner, Individual or Company		
_____	_____	_____
Day	Month	Year

**SCHEDULE B: STAY, DISCOVER, GROW REGIONAL INCENTIVES**

Stay, Discover, Grow Grants	Examples:	Eligible Costs	Maximum Grant Value
<b>1. Façade, Signage, and Property Improvement Grant</b>			
<b>Façade Improvement – Basic</b>	Exterior building treatments, restoration or replacement of exterior lighting, painting, façade cleaning, redesign of entrances, or other similar improvement or repairs.	50% of eligible costs	<b>\$ 10 000</b>
<b>Façade Improvement – Enhanced</b> <i>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</i>		50% of eligible costs	<b>\$ 12 500</b>
<b>Signage Improvement – Basic</b>	Improvements to main storefront sign, and/or other visible signage areas, i.e. frontage on laneway or parking lot	50% of eligible costs	<b>\$ 2 500</b>
<b>Signage Improvement – Enhanced</b> <i>If building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot</i>		50% of eligible costs	<b>\$ 5 000</b>
<b>Property Improvement</b>	Addition of landscaping features, and/or permanent landscaping elements, new parking or upgrades, walkways or other similar improvement or repairs	50% of eligible costs	<b>\$ 10 000</b>
<b>2. Building Improvement/Restoration Grant</b> Improvement to improve aesthetics, bring buildings up to code, and/or improve accessibility	Structural repairs to walls, ceiling, floors, foundations, interior restoration, repairs, etc.	50% of eligible costs	<b>\$ 10 000</b>
<b>3. Building Conversion/Expansion Grant</b> Large-scale conversion or expansion into new commercial, or mixed-used space	Conversions to: new commercial, residential units, accommodation, environmental studies related to conversion, design, etc.	For >5,000 ft <sup>2</sup> , up to →	<b>\$ 40 000</b>
<b>4. Outdoor Art Grant</b>	Murals, sculptures, paintings, local heritage-based art pieces	50% of eligible costs	<b>\$ 3 000</b>
<b>5. Trails Improvement Grant</b>	Infrastructure or capital expenses: renovation, construction/transformation of permanent spaces, furniture, fixtures or other non-portable equipment, and creation of new trails	50% of eligible costs	<b>\$ 10 000</b>
<b>6. Feasibility, Design, and Study Grant</b>	Concept and site plans, feasibility and environmental studies, structural analyses, evaluation	50% of eligible costs	<b>\$ 2 000</b>
<b>7. Planning Application and Building Permit Fee Grant</b>	Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments, official plan amendments, and/or municipal building permit or change of use fees.	50% of eligible costs	<b>\$ 2 500</b>