Dubreuilville

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Community Improvement Program for Economic Growth (CIPEG) Application Form

1. **Incentive Programs:**
   (*Please select one of the programs being applied for)*

   a) ☐ Façade Improvement Grant
   b) ☐ Accessibility Improvement Grant
   c) ☐ Landscaping and Property Improvement Grant
   d) ☐ Architectural / Engineering Design Grant
   e) ☐ Township Application and Permit Fee Rebate Grant
   f) ☐ Tax Increment Grant
   g) ☐ Environmental Site Assessment Grant
   h) ☐ Demolition Grant (residential only)

2. **Address where property incentive is being applied for:**

3. **Applicants Information:**

   Name:

   Address:

   P. O. Box No.:

   Telephone (cell):

   Email:

4. **Registered property owner's information:**

   ☐ same as applicant information (if not, complete section 3)

   Name:

   Address:

   Telephone (cell):

   Email:

   Registered owner's signature:

5. **All mail should be mailed to:** ☐ Applicant
   ☐ Property owner

6. **Is the property an Ontario Heritage Act designation?**
   ☐ Yes
   ☐ No
   ☐ Not sure
   If yes, please include by-law #:

7. **Is the property tax in good standing with the Township?**
   ☐ Yes
   ☐ No

8. **Project Description: please provide a brief history of your business (ie. Year established, if any change in ownership, types of clients/market etc.). If residential, please provide years owned and previous work conducted in the past.)**
   ☐ Industrial ☐ Commercial ☐ Residential

9. **Description of work to be conducted as part of the project:**

10. **Describe how the proposed work will improve the site or the building (ie. Aesthetics, functionality, building, fire code, barrier free, energy efficiency)**

11. **Describe the benefits your project will have in the community.**

12. Project Budget

Expenses	Amount	Funding Sources	Amount
Consultant/contractor fees:		**Applicant**	
Material:		**Public sector Contribution (50% of eligible costs) Based on program guidelines.**	
Total		**Total**	

Note: Please include copies of all project cost estimates and design plans.

13. Consultant/contractor information:

Name of consultant/contractors to be used regarding this application:
Labour:
Design:
Other:

Note: If labour, design or other work is being done by the applicant themself, any costs associated with the work are deemed ineligible for reimbursement upon completion of project.

14. Required documentation:

- ☐ All quotes relevant to this project;
- ☐ All relevant studies/reports, drawings/plans and contracts;
- ☐ Proof of ownership of property;
- ☐ By checking this box, the applicant certifies that the above required attachments are included and accurate.

15. Certification

☐ None of the incentive programs may be applied retroactively to work that has already commenced or been completed.

☐ I/We acknowledge that it is our responsibility to **ensure that all applicable building permits and municipal approvals have been obtained before commencing any work.** Failure to obtain the required permits or approvals may affect eligibility for funding under the CIPEG.

☐ All information provided in this CIPEG application is subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the Corporation of the Township of Dubreuilville's financial reporting requirements.

☐ I/We consent to the use of the applicant's name, address, and project images in connection with program funding announcements and promotional materials.

☐ I/We hereby apply for financial assistance under the Township of Dubreuilville's Community Improvement Program for Economic Growth (CIPEG) and agree to comply with all program terms and conditions.

☐ I/We understand that approved funding may be reduced, withheld, or cancelled if the approved project is not completed in accordance with the program requirements or if contractors, suppliers, or consultants are not paid in full.

☐ I/We certify that the information provided in this application is true, accurate, and complete, and understand that the Township may verify any information contained herein. If any information is found to be false, misleading, inaccurate, or incomplete, the Township of Dubreuilville may cancel the application or approved funding, and no reimbursement will be provided.

☐ I/We declare that we are not involved in any legal action or proceeding involving a claim against the Corporation of the Township of Dubreuilville.

☐ I/We acknowledge and agree to comply with all eligibility requirements should this application be approved for funding.

Owner or Applicant

Owner or Applicant Name: _____ **Date:** _____
(Please Print)

Signature of Owner or Applicant: _____ **Date:** _____

BEFORE YOU BEGIN YOUR PROJECT

Building Permits

Some projects may require a building permit or other municipal approvals before work can begin.

Applicants are responsible for contacting the Township to confirm whether a building permit or other municipal approvals are required for their project and, where required, for obtaining all necessary permits and approvals before commencing any work.

Failure to obtain the required permits and approvals before commencing work or commencing work prior to receiving written program approval from the Township, may result in funding being reduced, withheld, or deemed ineligible.

Application Checklist

✓ All sections of the application have been completed.
✓ All required supporting documentation is attached.
✓ Any additional information has been included on a separate sheet, if required.
✓ Costs incurred before written approval from the Township are not eligible.
✓ A confirmation email will be sent once your application has been received.
✓ Applicants will be notified in writing of the funding decision.

Need Assistance?

Chantal Croft, Economic Development Officer
Corporation of the Township of Dubreuilville
23 Pins Street, P.O. Box 367, Dubreuilville, ON P0S 1B0
Phone: 705-884-2340 ext. 123 **Email:** ccroft@dubreuilville.ca

Thank You

Thank you for your interest in the **Township of Dubreuilville's Community Improvement Program for Economic Growth (CIPEG).**

The Township is committed to supporting local businesses, property owners, and residents through financial incentive programs that encourage investment, revitalization, and sustainable community development.

We look forward to working with you on your project. Funding is limited and applications are considered on a **first-come, first-served basis**, subject to program eligibility and available funding.