



*Community Improvement Plan*

*The Corporation of  
The Township of Cramahe*

**APPLICATION PACKAGE**

FOR  
FAÇADE/SIGNAGE GRANT/LOAN  
PROGRAM



## TOWNSHIP OF CRAMAHE

P.O. Box 357, 1 Toronto Street  
Colborne, Ontario. K0K 1S0  
Phone: 905-355-2821  
Fax: 905-355-3430

### COMMUNITY IMPROVEMENT PLAN FAÇADE/SIGNAGE GRANT/LOAN PROGRAM APPLICATION FORM

- Façade  
 Signage

- Loan  
 Grant

Application Number (assigned by staff):	
Date Application Received:	

### APPLICANT INFORMATION

Property Address:	
Property Owner:	
Name of Tenant:	
Name of Business:	
Mailing Address:	
City/Postal Code:	
Telephone Number:	
Fax Number:	
Cell Phone Number:	

### PROPERTY INFORMATION

Register Plan Number:	
Lot Number:	
Assessment Roll Number:	

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant/loan. If you have any questions about the collection, please contact the Clerk-Administrator at (905) 355-2821.



ATTACH A PICTURE OF THE EXISTING FAÇADE/SIGNAGE



SIGNATURE OF OWNER/AUTHORIZED AGENT  
AFFIDAVIT OR SWORN DECLARATION  
DATE OF APPLICATION SUBMISSION

I, \_\_\_\_\_ of the \_\_\_\_\_  
make oath and say or solemnly declare that the information contained in this application  
is true, and that the information contained in the documents that accompany this  
application is true.

Sworn (or declared) before me at the \_\_\_\_\_  
\_\_\_\_\_

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

this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Applicant's Signature

***Authorization:***

*If the applicant is not the owner of the land that is the subject of this application, written authorization of the Owner that the applicant is authorized to make the application must be included with this application.*

**CONSENT OF THE OWNER**

*Complete the consent of the owner concerning personal information set out below.*

**CONSENT OF THE OWNER TO THE USE AND  
DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Owner's Contact Information:**

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
Telephone (Business)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax



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### NOTICE OF COMPLETION

I \_\_\_\_\_, hereby certify that all work has been completed as per my application for Community Improvement Plan Grant/Loan Program and all paid invoices have been submitted.

\_\_\_\_\_  
Signature (Owner/Applicant)

\_\_\_\_\_  
Date

I, Christie Alexander, Clerk of the Township of Cramahe hereby certify that the Community Improvement Plan Façade/Signage Grant/Loan Program application is complete to the Township's Economic Development Advisory Committee's satisfaction.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date



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### **COMMUNITY IMPROVEMENT PLAN FAÇADE GRANT/LOAN PROGRAM TERMS AND CONDITIONS**

#### **PURPOSE OF GRANT/LOAN**

The goals of Cramahe Township's Community Improvement Plan Façade Loan/Grant Program are to provide incentives for businesses to enhance their building's presentation to the public with improved storefront designs and paint schemes to contribute to the overall enhancement of downtown Colborne and Castleton as "Vintage Village".

This is a matching grant program, which means that the applicant pays a portion of the improvement and the Township provides a grant for a portion up to a maximum of \$3,000. The maximum interest free loan an applicant may receive is \$3000. The applicant can apply for both the loan and grant simultaneously. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant.

To be eligible for the loan and grant program the applicant must be the registered owner of the subject property and must be current with their property taxes. Any work completed prior to approval by the Township is not eligible for funding.

The Grant/Loan may only be used for the purposes of commercial façade improvements as indicated on the application form. The improvements must also be eligible for grant/loan approval under the terms of the program. Grant/Loan allocations are made subject to Council approval.

Only commercial properties are eligible for façade improvement loan and grant funding. Outstanding work orders must be satisfied prior to the funding approval.

The Township may loan up to 100% of eligible costs, however, project with leveraged funds will be given priority.

The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.

## MUNICIPAL FREEDON OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Township may promote the program in partnership with the Economic Development Advisory Committee and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

## PAYMENT OF THE GRANT/LOAN

Applications for which grants and/or loans have been approved will be made available by notifying the applicant in writing, and will be disbursed by cheque made payable to the owner following:

- Completion of the proposed improvements to the satisfaction of the Township;
- Before a Township cheque is issued for either the grant or loan the applicant must submit proof of payment for approved, eligible completed work;
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the prescribed time frame. Generally six months from the acceptance and approval date of the application;
- Applicant must obtain all building permits and any other required permits;
- Applicant is responsible for conformance with all applicable health and safety standards;
- Applicant also agrees to maintain the property and improvement;
- When the façade work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and, if approved, notice of completion will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if a notice of completion is not issued within eight months of the date of execution of the Agreement. The Economic Development committee may grant an extension of up to four months following receipt of a written request by the applicant setting out the reasons for the extension and providing a new date of completion.

## COMMITTEE REVIEW PROCESS

The Economic Development Advisory Committee will review the application and will make its recommendation within 45 days. The total grant/loan amounts for each year are limited so the grants/loans will be awarded on a first-come, first served basis and will be limited to one application per registered property owner per fiscal year.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Township of Cramahé Economic Development Advisory Committee and their impact on the downtown.

## LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS

Township staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work.

The Township shall be entitled to at any time to impose such additional terms and conditions on the use of the grant and/or loan, which, in its sole discretion, it deems appropriate.

## LETTER OF AGREEMENT/UNDERSTANDING

All applicants will be required to complete a Façade Improvement Program Loan Agreement and sign a Promissory Note outlining a repayment schedule, with repayment installments, until paid in full, before any monies are distributed. Full payment may be made at any time with no penalty.



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### **COMMUNITY IMPROVEMENT PLAN SIGNAGE IMPROVEMENT GRANT/LOAN PROGRAM TERMS AND CONDITIONS**

#### **PURPOSE OF GRANT/LOAN**

The goals of Cramahe's Signage Improvement Loan and Grant program are to provide incentives for businesses to enhance their business presentation to the public with improved signs to contribute to the overall enhancement of downtown Colborne and Castleton as a "vintage village".

This is a matching grant program, which means that the applicant pays a portion of the improvement and the Township provides a grant for a portion up to a maximum of \$1,000. The maximum interest free loan an applicant may receive is \$1000. The applicant can apply for both the loan and grant simultaneously. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant.

To be eligible for the loan and grant program the applicant may be the registered owner of the subject property or the tenant, on approval. Property owners or owners who apply on behalf of their tenants are not eligible to receive a grant or loan if their property taxes are in arrears or if there have any other outstanding receivables on the subject property. Any work completed prior to approval by the Township is not eligible for funding.

The Grant/Loan may only be used for the purposes of commercial signage improvements as indicated on the application form. The improvements must also be eligible for grant/loan approval under the terms of the program. Grant/loan allocations are made subject to Council approval.

Only commercial properties are eligible for signage improvement loan and grant funding. Outstanding work orders must be satisfied prior to the funding approval.

The Township may loan up to 100% of eligible costs, however, projects with leveraged funds will be given priority.

The Loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.

## MUNICIPAL FREEDON OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Township may promote the program in partnership with the Economic Development Advisory Committee and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

## PAYMENT OF THE GRANT/LOAN

Applications for which grants and/or loans have been approved will be made available by notifying the applicant in writing, and will be disbursed by cheque made payable to the owner following:

- Completion of the proposed improvements to the satisfaction of the Township;
- Before a Township cheque is issued for either the grant or loan, the applicant must submit proof of payment for approved, eligible completed work.
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the prescribed time frame. Generally six months from the acceptance and approval date of the application;
- Applicant must obtain all building permits and any other required permits;
- Applicant is responsible for conformance with all applicable health and safety standards;
- Applicant also agrees to maintain the sign and improvement;
- When the signage work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and, if approved, notice of completion will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if a notice of completion is not issued within eight months of the date of execution of the Agreement. The Economic Development committee may grant an extension of up to four months following receipt of a written request by the applicant setting out the reasons for the extension and providing a new date of completion.

## COMMITTEE REVIEW PROCESS

The Economic Development Advisory Committee will review the application and will make its decision within 45 days. The total grant/loan amounts for each year are limited

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Applications will be reviewed and selected based on their compatibility with the visions and goals of the Township of Cramahe Economic Development Advisory Committee and their impact on the downtown.

#### LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS

Township staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work.

The Township shall be entitled to at any time to impose such additional terms and conditions on the use of the grant and/or loan, which, in its sole discretion, it deems appropriate.

#### LETTER OF AGREEMENT/UNDERSTANDING

All applicants will be required to complete a Signage Improvement Program Loan Agreement and sign a Promissory Note outlining a repayment schedule, with repayment installments, until paid in full before any monies are distributed. Full Payment may be made at any time with no penalty.



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### FAÇADE/SIGNAGE IMPROVEMENT PROGRAM LOAN AGREEMENT

#### BETWEEN:

(the “Building Owner or Authorized Agent”)

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

(the “Township”)

OF THE SECOND PART

#### WHEREAS:

1. The Building Owner or Authorized Agent is the registered owner/tenant of the building located at \_\_\_\_\_;
2. The Owner/Agent has applied for and the Township has agreed to provide financial assistance toward the cost of the improvements made to façade/signage under the capital grant and loan initiative of the Façade/Signage Improvement Program;
3. The Owner/Agent has agreed, to repay the loan portion of the financial assistance in accordance with the terms of this agreement;

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein:

1. The Township shall provide financial assistance to the Owner/Agent as follows:
  - a. The Sum of \_\_\_\_\_ dollars shall be paid to the Owner/Agent in the form of a grant;

- b. The sum of \_\_\_\_\_ dollars shall be paid to the Owner/Agent in the form of a loan.
2. The Owner/Agent shall agree, to repay the Loan to the Township of Cramahe as follows:
    - a. The term of the Loan shall be \_\_\_\_\_ months and the principal balance of the loan shall be repaid in equal monthly installments of \_\_\_\_\_ commencing on the first day of \_\_\_\_\_, 200\_\_ and;
    - b. The Loan shall be interest free and repaid in five years maximum. If the Owner/Agent defaults in the repayment of the loan, the outstanding balance shall be added by the Clerk of the municipality to the collectors roll for land on which the building is located and collected in the like manner as municipal taxes in accordance with Section 32 (2) of the Planning Act, R.S.O. 1990, as amended.
  3. The Owner/Agent agrees that the loan shall be a lien or charge upon the land on which the building is located until the loan has been paid in full.
  4. This agreement shall be binding upon and ensure to the benefit of the respective successors and assigns of the Parties.

IN WITNESS WHEREOF, the Parties have signed this agreement as at the day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner/Agent Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner/Agent Name

The Corporation of the  
Township of Cramahe  
Per:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



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### PROMISSORY NOTE

BETWEEN: Township of Cramahe (Lender)

AND

\_\_\_\_\_  
(Borrower's Name)

\$ \_\_\_\_\_ Can.

Due: On Demand

**FOR VALUE RECEIVED**, the undersigned hereby promises to pay on demand, to the Corporation of the Township of Cramahe the sum of \$ \_\_\_\_\_, non -interest bearing loan with a maximum amortization of five years, from the date of payment thereof by the Township to the undersigned in an amount of \$ \_\_\_\_\_ per month until paid in full.

**IN WITNESS WHEREOF** the undersigned has executed this Note on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
(signature of borrower)

For further information on the Façade/Signage Improvement Program, contact Christie Alexander, Clerk-Administrator 905-355-2821.