

Haldimand County Rural Business And Tourism Community Improvement Plan

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| File No. | |
| Roll No. | |
| Date Submitted | |
| Date Received | |

General Information And Application Instructions

1. Before completing the Financial Incentive Program application form, the applicant should contact the Economic Development and Tourism division, to conduct a pre-consultation meeting. The proposed project will be discussed in relation to the Financial Incentive Programs. In this meeting we can discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

Contact:

Senior Economic Development Officer
 Telephone: 905-318-5932 ext. 6315
 Email: opportunity@haldimandcounty.on.ca

2. A complete Financial Incentive Program application must be submitted to and approved by the County prior to commencing any community improvement work.
3. A complete Financial Incentive Program Application must be submitted to and approved by the County, through the entering into of the agreement referenced in Item 4 below, prior to commencing any community improvement works.
4. Successful applicants will be required to sign a Financial Incentive Program Acknowledgement and Agreement Form upon approval of an application by County Council. No community improvement works shall commence prior to the entering of this agreement.
5. The County is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the County), audits, etc.
6. Please ensure that the application form is complete and that all required signatures are provided.

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7. In order for a Financial Incentive Program application to be considered complete by the Community Improvement Plan (CIP) Review Panel, the applicant must submit a completed application form, in addition to any supporting documentation, required by the Review Panel (as determined in the pre-application consultation meeting, or through the Review Panel's Preliminary Screening of the application).
8. If there is insufficient space on this form to provide the required information, please provide additional information on a separate page(s) and attach the information to this application form.
9. Please print (black or blue ink) or type the information requested on the application form.
10. Applicants must deliver this application **in person** to:

**Haldimand County
Economic Development and Tourism Division
P.O. Box 400, 53 Thorburn Street S.,
Cayuga, ON N0A 1E0**

Please contact the appropriate Economic Development and Tourism division staff to arrange a time to meet and submit this application:

Contact: Senior Economic Development Officer
Telephone: 905-318-5932 ext. 6315
Email: opportunity@haldimandcounty.on.ca

11. All Financial Incentive Program applications will be considered by the CIP Review Panel on a 'first-come, first-served' basis.

Supporting Material

In order for an application to be considered complete, the application must be accompanied by all of the supporting material required by the County's CIP Review Panel, which may include but is not limited to:

- Photographs of the existing building condition;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by licensed contractors or material costs.

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Submission requirements will be confirmed with the applicant by the CIP Review Panel at the time of the pre-submission consultation meeting. If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.