

## **1. Program Description**

This program provides a financial incentive in the form of a grant to help offset the cost of preparing professional urban design studies and architectural/design drawings required by the Town.

## **2. Who can apply?**

Only owners of properties (and tenants with written authorization from owners) within the Community Improvement Project Areas that meet the program eligibility requirements may apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

## **3. How does the program work?**

The program is structured as a matching grant program where the Town will provide a grant to an applicant equal to 50% of the cost of preparing professional urban design studies and architectural/design drawings (excluding H.S.T.) to a maximum grant of \$2,500 per property/project and a maximum of one urban design study grant per property/project.

## **4. What types of studies/drawings are eligible for funding?**

Eligible studies and drawings include:

- (a) Professional urban design studies; and
- (b) Professional architectural/design drawings.

## **5. What conditions must be met to be eligible for a grant?**

In addition to the General Program Requirements, the following program specific requirements must also be met:

- (a) Applications must be accompanied by a:
  - (i) Description of and cost estimate for the urban design study and/or drawings, prepared by an architect or other qualified professional as determined by the Town;
  - (ii) Description of the planned facade improvement or building rehabilitation/redevelopment, including any planning applications that have been submitted/approved; and
  - (iii) Where the applicant is not the owner of the property, written consent from the owner of the property confirming that the applicant may make the application, submit the required study/drawings and receive the grant.
- (b) All urban design studies and architectural/design drawings must be:
  - (i) Prepared by an architect or other qualified professional as determined by the Town; and
  - (ii) To the satisfaction of the Town and must meet the Town's Commercial Facade Design Guidelines and any other Town guidelines, by-laws, policies, procedures, and standards.

- (c) One electronic and one hard copy of the study/drawings shall be submitted to the Town for review. You must agree to provide the Town with permission to provide the study/drawings to a subsequent owner(s) of the property should you decide not to proceed with the work that is subject of the study/drawings.

## **6. Is there a fee to apply?**

No.

## **7. How do I apply for a grant?**

- (a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc...; and
- (b) If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents list.

## **8. What happens next?**

- (a) Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing;
- (b) Staff may request clarification or additional supporting documentation;
- (c) Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- (d) A recommendation on the grant application is made by staff and forwarded to Council or Council's designate;
- (e) If your application is approved by Council or Council's designate, you will receive a grant approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this;
- (f) Once you have received the Town's approval letter, preparation of the urban design study/drawings may commence;
- (g) Contact Town staff when the study/drawings are completed;
- (h) Submit to the Town one electronic copy and one hard copy of the study/drawings, and a copy of an invoice(s) showing that the study/drawings have been paid for in full;
- (i) The actual grant amount will be calculated based on 50% of the original cost estimate for the study/drawings or 50% of the actual cost of the study/drawings, whichever is less;
- (j) Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding;
- (k) The applicant will be asked to complete a grant receipt form and return this to the Town; and
- (l) The Town reserves the right to audit the cost of the urban design study/drawings prior to advancing the grant payment.

For further information on this program, please contact Kathleen Dale, Director of Planning and Development, at (905) 563-8205 Ext 242 or via e-mail at [kdale@lincoln.ca](mailto:kdale@lincoln.ca).

## Urban Design Study Grant Program Administration

