



The Pas CDC Storefront Improvement Program Application Form

Submit to: The Pas Community Development Corporation
Box 335, The Pas MB
R9A 1K5
Attention: Economic Development Coordinator

For more information: Phone: 204-627-1118 or Email: thepascdc1996@outlook.com

A. Applicant Information

Applicant Name: _____

Business Name: _____

Property Owner: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

B. Property Information

Municipal Address of Property for which application is being submitted:

Legal Description (Lot/Plan Numbers): _____

Property has outstanding orders (fire code, by-law infraction, etc)? Yes No

Property in tax arrears or water and/or sewer arrears? Yes No

C. Improvement Information & Plan

Provide a detailed description of all work, improvements or projects proposed for the property. Attach detailed cost estimate (2 minimum), drawings, plans, or other documents to support application.

Estimated total value of proposed improvements: \$ _____

Estimated start date (month/Year): _____ / _____ End Date: _____ / _____

D. General Information and Instructions

1. Agreement: By signing this Form, all Applicants participating in any Storefront Improvement Program agree that they have entered into an agreement with The Pas CDC binding them to the conditions and criteria contained in this document and any associated Policy.
2. Application and Approval Required before Work Commences: All Applicants shall submit an application for the specific grant(s) to The Pas CDC prior to the commencement of any works. Financial incentives offered in the Storefront Improvement Program will not be offered retroactively for costs incurred prior to the approval of the application.
3. Required Documentation – All Applications: All Applicants shall submit drawings and/or plans, two (2) cost estimates and other details with their application as may be required to satisfy The Pas CDC with respect to the eligible costs of the project and conformity of the project with the Storefront Improvement Program.
4. Tax Arrears, Other Payments and Claims: Lands or buildings shall not be eligible to participate in the program if they have any tax arrears or any other legal claim, lien, or order that may adversely affect title of the property, other than a mortgage in good standing. All utilities and any other municipal financial obligations must be up to date. Information shall be disclosed in this regard by the Applicant when applying.
5. Eligibility: Each Policy in the Storefront Improvement Program outlines eligible areas, applicants, projects and costs.
6. Public Disclosure of Information: Information regarding the grant amount issued, nature of the project and photographs thereof, total investment of the project by the private sector, and address of the property to which the grants are associated are all public information that will be included in promotional material and/or in media releases published by The Pas CDC. Applicants shall permit this information to be released to the public and to participate in public reviews of the program in future.
7. Priority Applications: In the event that the budget remaining for the year is insufficient to fund all applications on hand, projects demonstrating the greatest impact to the community (i.e. job creation and total capital investment) will be chosen for funding.

8. Maximum Total Available per Property: The total amount of financial incentives in the form of grants shall not exceed \$1,000 per intake period.
9. Assignee Permission: Approved grants are not transferable to any other property, but may be transferred to a new owner of an approved property, provided the new owner agrees to the terms and conditions of the grant.
10. Approval Process: All applications and agreements must be approved by the The Pas CDC Board.
11. Approval Period: Written confirmation of the commitment will be given and will be valid for six (6) months. If eligible improvements are not completed within this time, the commitment may receive a justifiable extension to a maximum of 12 months, at The Pas CDC's discretion.
12. Project Completion: The Chief Building Official or designate (and, where required, the Fire Chief or designate) will inspect and approve improvements of the building upon completion, as required. Improvements must be consistent with any existing design guidelines or other policies. For the grant to be paid, the final project must be significantly consistent with the project outlined at the application stage. Otherwise, staff may refuse to issue a grant. If a building is demolished prior to the completion of the related work, the grant is forfeited and will be recovered by The Pas CDC.

E. Owner Authorization

I, _____, am the registered owner of the property that is subject of this application, and I hereby authorize my Agent, _____, to make this application.

Dated at _____ this ____ of _____, _____
 Town Day Month Year

Name of Registered Owner: _____

Signature of Owner: _____

F. Sworn Declarations

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of The Pas CDC Storefront Improvement Program and respective Policies.

I/WE HEREBY AGREE by signing below to have entered into an Agreement with The Pas CDC specifying the terms and conditions of the grant in this document and related Policy/Policies.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by The Pas CDC by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to The Pas CDC, or its agents, to inspect my/our property prior to, during, and after redevelopment and/or site rehabilitation and project construction, and to take photographs that shall become public information.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by The Pas CDC in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into an Agreement with The Pas CDC, will continue to receive the approved incentives, subject to the terms of the grant.

I/WE HEREBY UNDERSTAND that the grant can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers have not been paid.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of The Pas CDC. Notwithstanding any representation by or on behalf of The Pas CDC, or any statement contained in the program(s), no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Storefront Improvement Program. The Pas CDC is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program(s), including, without limitation, costs incurred in anticipation of a grant.

I/WE HEREBY AGREE that information regarding the grant amount issued, the nature of the project and photographs thereof, the total investment of the project by the private sector, and the address of the property to which the grants are associated shall be disclosed to the public information, included in promotional material and/or in a media release. Applicants shall be required to allow this information to be released to the public and to participate in public reviews of the program in future.

Dated at _____ this _____ day of _____, _____
Town Day Month Year

Name of Owner(s) or Authorized Agent

Signature of Owner(s) or Authorized Agent