

2018 Addendum

The following is a summary of the process for the submission, evaluation, and approval of financial incentive program applications for 2018:

- a) The CIP Implementation Committee will meet to review applications on a bi-monthly basis;

January	July
March	September
May	November
- b) Applications are due by the first of the month of the Committee meeting. Any applications received after the first of the month will wait until the following meeting for review.
- c) Any outstanding projects with the Elgincentives program must be completed before applying for new funds/projects.
- d) Cottages must be zoned commercial properties or are not eligible to receive Elgincentives funding (see page two of this addendum for the evaluation matrix)
- e) Agri-businesses/farms applying for Elgincentives funding must produce a retail ready product that is offered to the public in a retail setting.
- f) Applicants will be required to self-declare if their property has been vacant for more than or less than one year.
- g) Each Elgincentives Implementation Committee member will complete an evaluation and give each application a score.
- h) In the event that the request for grants exceeds funds available, the above noted score will be used to determine the amount of dollars for each applicant. This means applicants may not receive their full request but a portion of their request.
- i) In the event an applicant decides to withdraw their application after approval. They are able to reapply for future meetings.
- j) A pre-consultation meeting is **required** before submitting an application. Please contact info@elgin.ca or by phone 519-631-1460 x 168 to arrange your pre-consultation meeting.

Elgincentives Application Package

FOR OFFICE USE ONLY		APPLICANT:
DATE ACCEPTED:	EVALUATION DATE:	BY:
FILE NUMBER:	ROLL NUMBER:	OTHER INFO:

The following evaluation matrix identifies a set of criteria that will be considered in the evaluation of applications for Elgincentives. For each of the criteria identified, the Elgincentives Implementation Committee will award points based on the extent to which the criteria is met – as detailed by the applicant in their Elgincentives application.

An application must score a minimum of 50 points in order to be considered for funding through the Elgincentives program; however, a score of 50 points or more does not guarantee funding. Final approval will be subject to the availability of County and local municipal resources.

If the request for grants at any given meeting exceeds the amount of funds available, the points from this evaluation matrix will be used to determine how much money will be granted to an applicant.

Scoring / Evaluation Instructions	
Score each criteria out of 5 regardless of the percentage weighting using the scale below:	
0	Did not submit information for criteria
1	Does not satisfy the requirements of the criteria in any manner
2	Submission minimally addresses some, but not all of the criteria
3	Submission adequately meets most of the requirements of the criteria
4	Submission fully meets all requirements of the criteria
5	Submission exceeds the requirements of the criteria, very desirable

PART 1: OVERALL QUALITY OF APPLICATION

CONSIDERATIONS IN THE EVALUATION OF THE QUALITY OF THE APPLICATION

<ol style="list-style-type: none"> 1. A detailed and effective project description and illustrating material 2. Reasonable project estimates 3. A reasonable anticipated start date and complete date of construction. 4. Good quality photographs 	/5
Points Awarded:	/5

PART 2: IMPROVEMENT PROJECT INFORMATION

CONSIDERATIONS IN THE EVALUATION OF THE PROPOSED IMPROVEMENT PROJECT

Extent to which the proposed improvements will contribute to the following overall goals of the Elgincentives CIP (as outlined in Section 3.1 of the CIP):

1. Stimulate economic growth and diversification <ol style="list-style-type: none"> i. To encourage the expansion of the agribusiness sector through new and expanded value added/agricultural related enterprises ii. To encourage the expansion of business activity for existing commercial businesses in the downtown areas/mainstreets of settlement areas. iii. To increase the number of business start-ups iv. To increase tourism v. To increase the number of tourist accommodation establishments vi. To increase the number of creative economy businesses vii. To increase employment opportunities for local residents 			Adjusted score
Points Awarded:	/5	/10	
2. Improve quality of place for residents and visitors <ol style="list-style-type: none"> i. To improve the appearance of major entry points and tourism corridors ii. To improve the appearance and utilization of the lakeshore iii. To improve the appearance of the Municipality and foster civic pride through improvements to private properties 			
Points Awarded:	/5	/10	
3. Improve the stability and sustainability of the tax base <ol style="list-style-type: none"> i. To reduce the number of vacant commercial building spaces in the downtown areas/mainstreets of settlement areas ii. To increase the assessment base of properties in the downtown/mainstreets of settlement areas, and the agricultural areas 			
Points Awarded:	/5	/10	
Total Points Awarded Part 1:		/30	

PART 3: IMPROVEMENT PROJECT INFORMATION

EXTENET TO WHICH THE PROPOSED IMPROVEMENTS WILL;

1. Improve the overall attractiveness/aesthetic quality of the subject property and/or buildings.		
Points Awarded:	/5	/10
2. Enhance the value of the property and provide a return on investment.		
Points Awarded:	/5	/10
3. Be compatible with the uses and character of surrounding buildings and properties.		
Points Awarded:	/5	/10
4. Improve the accessibility of the subject property and/or building		
Points Awarded:	/5	/10
5. Results in a level of improvement or rehabilitation over the existing conditions and not simply a life cycle replacement		
Points Awarded:	/5	/10
Total Points Awarded Part 2:		/50

PART 4: VACANCY STATUS

HOW LONG HAS THE BUILDING BEEN VACANT

<ol style="list-style-type: none"> 1. Occupied – 0 points 2. Less than one (1) year – 10 points 3. More than one (1) year – 15 points 	
Points Awarded:	/15

PART 4: EVALUATION RESULTS

TOTAL POINTS AVAILABLE (PARTS 1 - 4):	100 points
TOTAL POINTS AWARDED (PARTS 1 - 4):	

BONUS 5 Points if a new property to the Elgincentives Program

