

Town of O'Leary

Application for General Grants

Required Information

Grant Type				
<input type="checkbox"/> Property Development Incentive Program <input type="checkbox"/> New <input type="checkbox"/> Building expansion	<input type="checkbox"/> Gifts, Donations & Compensation Grants <input type="checkbox"/> Council, Staff and Firefighters gifts, donations & compensation <input type="checkbox"/> Travel Grant: organization team individual (circle one) <input type="checkbox"/> Fundraiser event reimbursement <input type="checkbox"/> General Donation <input type="checkbox"/> Building / Renovation Assistance (institutional)			
<input type="checkbox"/> Institutional Tax Rebate				
Property Information (for property-specific grants)				
Parcel ID	Lot # (if applicable)		Subdivision Name (if applicable)	
Civic Number		Street Name		
Pre-existing Development on Property:				
Type of New Development:				
Grant Request Details				
Organization Name & Type (if applicable):				
Application details:				
Grant amount requested (see Grants Policy for current program eligibility and grant limits):				
Contact Information				
Applicant	Name			
	Mailing Address			
	Email			
	Phone			
For property-related grants, if the owner is different from above:				
Owner	Name			
	Address			
	Email			
	Phone			

Undertaking

I/WE HEREBY APPLY for a grant under the Policy associated with the Grant Program identified in this Application.

I/WE HEREBY AGREE that I/we have read and understand the Policy associated with the Grant Program and to abide by the terms and conditions of the Policy.

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 by such inquiry as it deems appropriate, including inspection of the property for which this application is being submitted.

I/WE HEREBY CERTIFY that the property, individual or organization for which an Application has been submitted, is not in violation or contravention to any bylaw and is not subject to any outstanding work orders or any other enforcement procedures of the or any other governmental authority.

I/WE HEREBY CERTIFY that the property, individual or organization for which an Application has been submitted is not in a position of sewer utility or municipal fee arrears. All fees owing shall be paid prior to the disbursement of any fee-related grant.

I/WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an property-related Application has been submitted, is non-compliant with the bylaws of the and such condition of breach continues for a period of 30 days following written notification by the Town to the landowner, the Chief Administrative Officer, or designate thereof, at their discretion and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the *Grants Program* or any other program of the Town.

Dated this ____ (day) of _____ (month), _____ (year).

Applicant signature:	
Applicant name (please print)	
Date:	

For property-related grants, if the owner is different from above:

Owner's signature:	
Owner's name (please print)	
Date:	

Submission checklist

- Completed application form
- Completed application for development permit or approved development permit
- Supplementary Information (refer to table below for list of required information by Grant type)

Note: As of March 31, 2020, all construction projects, unless exempt under the Building Codes Act Regulations, are required to receive a building permit from the Province of Prince Edward Island before commencing construction. **It is the responsibility of the applicant to ensure they are in possession of any required permits.** A copy of the Regulations and information regarding project exemptions can be found online at www.princeedwardisland.ca. If, after reviewing this information, you are still unsure as to whether or not a Building Permit is required, you can contact Inspection Services at 902-368-5280 for more information.

For Office Use	
Application Number	
<input type="checkbox"/> I have reviewed the application and hereby approve disbursement of the <i>Grants Program</i> funds in the amount of _____ OR <input type="checkbox"/> Council has reviewed the application and hereby approve disbursement of the <i>Grants Program</i> funds in the amount of _____	
Chief Administrative Officer or Designate, thereof (signature)	Date of approval
Development permit # (if applicable)	Provincial Building Permit # (if applicable)
Notes:	

Supplementary Information					
Property development incentive	Institutional tax rebate	Council, Staff and Firefighters grants	Travel	General Donation	Building / Renovation Assistance
Copy of tax bill, including current and previous year if applicable	Copy of tax bill	Information on accident damage, loss due to fire, as applicable	Information on event, proposed grant recipient(s), and significance to the community, Town or Region	Information on event project or service, proposed grant recipient(s), and significance to the community/Town/Region	Project description, timeline, and budget if applicable Proof of ownership or long-term lease of the property and approval of the property owner to make application regarding the property for property specific applications
Information on how the project, event or situation satisfies the relevant Program's eligible applications and costs					