

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## A GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with City planning staff. The Program Guide describes the purpose, basic terms and conditions of the Community Improvement Plan grant programs.
2. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section D.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form. It is suggested that any additional or required information be contained within an application covering letter.
4. Please include all required supporting documents application requested by City planning staff (e.g. deed, business plan, site plan, architectural/construction drawings, cost estimates). An application will not be considered complete until all required documents have been submitted.
5. Please ensure that the application form is complete and that all required signatures have been supplied.
6. You may deliver your application in person or send it by mail to:

City of Windsor Planning Department  
350 City Hall Square West, Suite 320  
Fax: 519-255-6544

Attention: Kevin Alexander  
Windsor, ON N9A 6S1  
Email: [kalexander@citywindsor.ca](mailto:kalexander@citywindsor.ca)

If you have any questions about this program, please contact Kevin Alexander by phone at (519) 255-6543 extension 6732 or via e-mail at [kalexander@citywindsor.ca](mailto:kalexander@citywindsor.ca)

This application has been approved for the following Ford City Community Improvement Plan (CIP) Grants pursuant to the Delegation of Authority By-law 139-2013:

The Neighbourhood Residential Rehabilitation Grant Program in the amount of \$ \_\_\_\_\_; and

The Municipal Development Fees Grant Program in the amount of \$ \_\_\_\_\_.

The Grant will not be dispersed until all work is completed to the satisfaction of the Planning and Building Department.

Reviewed by (Planner) \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the City Treasurer or designate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the City Planner or designate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that any work carried out or cost incurred prior to the City's acceptance of a complete grant application will not be eligible for funding. Any work that is done or costs that are incurred after the application has been accepted but prior to Council approval of the grants is done at your own risk.

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## B APPLICANT INFORMATION

APPLICANT NAME:

MAILING ADDRESS:

CITY: PROVINCE: POSTAL CODE:

PHONE: FAX:

EMAIL:

## C OWNER INFORMATION

Same as applicant information?  YES  NO

OWNER NAME:

MAILING ADDRESS:

CITY: PROVINCE: POSTAL CODE:

PHONE: FAX:

EMAIL:

If the applicant is the legally registered property owner, please proceed to Section E. Property Information.

If the applicant is not the legally registered property owner, please fill out Section D. Owner Authorization and Information.

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## D OWNER AUTHORIZATION AND INFORMATION

If the property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application,

and I hereby authorize my agent / solicitor \_\_\_\_\_

to make this application and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_,  
CITY/TOWN OF... DAY MONTH

\_\_\_\_\_  
NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

I understand that, as the property owner, I may be party to a future agreement regarding the incentives, and that the agreement may be registered on the title of the land.

\_\_\_\_\_  
NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## E PROPERTY INFORMATION

Please fill in the following information about the property for which this Application is being submitted.

PROPERTY ADDRESS:
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CITY:	PROVINCE:	POSTAL CODE:
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ASSESSMENT ROLL NUMBER:
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LEGAL DESCRIPTION OF PROPERTY (LOT AND PLAN NUMBERS):
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EXISTING PROPERTY USE:
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PREVIOUS PROPERTY USE (IF KNOWN):
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Is the project within the Ford City Community Improvement Project Area?  YES  NO

Is property designated under Part IV of the Ontario Heritage Act?  YES  NO

SIZE OF PROPERTY:	m <sup>2</sup>
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Are there any existing buildings on Property? (If yes, specify building size below)  YES  NO

Building 1		m <sup>2</sup>	Building 3		m <sup>2</sup>
Building 2		m <sup>2</sup>	Building 4		m <sup>2</sup>

(Please list all additional buildings on a separate sheet)

CURRENT ASSESSMENT VALUE:	\$
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CURRENT PROPERTY TAXES PAID ANNUALLY:	\$
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# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



Is this property in tax arrears?

If yes, specify value of tax arrears: \$	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Have tax arrears been cancelled (in whole or in part) on this property under any City program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Has this property received, or do you anticipate this property will receive, grants/loans or other financial assistance from the City under any other City program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If yes, please specify program and amount of financial assistance received/anticipated from the City:

## F OTHER SOURCES OF FUNDS

Have you applied for or will you be obtaining any other sources of grant funding? (e.g. Federal, Provincial, Federation of Canadian Municipalities, Business Improvement Areas, etc...).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If yes, please list other sources and amounts of grant funding:

Program:		Amount:	\$
Program:		Amount:	\$

### FOR OFFICE USE ONLY

DATE OF PRE-CONSULTATION:	
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DATE RECEIVED:	
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DATE APPLICATION DEEMED COMPLETE:	
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APPLICATION FILE NUMBER:	REVIEWED BY:
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# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



To which program(s) are you applying to? Please refer to the appropriate page number.

## New Residential Development Grant Program

Property owners will be eligible to receive a grant of \$2,500 for every new residential unit, up to a maximum of \$50,000 per property. A minimum of two new residential units must be created in order to be eligible. Projects on catalyst infill sites are eligible for a grant increase of up to \$5,000 per unit, up to \$50,000.

Please see page 7

## Building/Property Improvement Tax Increment Grant Program

Annual grant equal to 100% of the increase in municipal property taxes for ten (10) years, after the project is completed and reassessed.

Please see page 10

## Retail Investment Grant Program

Grant up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building, up to a maximum of \$30,000 per property.

Please see page 13

## Neighborhood Residential Rehabilitation Grant Program

Grant equal to 50% of the cost of eligible exterior building maintenance and property improvement works to residential properties. The minimum grant per property will be \$1,000, up to a maximum of \$15,000, with a maximum of one (1) application per property.

Please see page 16

## Municipal Development Fees Grant Program

Property owners will be eligible to receive a grant for 100% of the specified Municipal Development Fees, up to a maximum of \$50,000 per property. Remaining Municipal Development Charges are also eligible for the grant for projects on Infill Catalyst Sites.

Please see page 18

## Building Facade Improvement Program for Main Streets

The city will match 50% of the costs for eligible building facade and storefront restoration improvements to commercial and mixed use buildings within the designated Main Street area up to a maximum of \$30,000 per project to a maximum of \$60,000 per project for larger buildings with multiple storefronts.

See Building Facade Improvement Program website.

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

### G PROJECT DESCRIPTION

Provide a description of the proposed development.

ESTIMATED CONSTRUCTION START AND  
END DATE (MONTH/YEAR):

START:

END:

Is this an addition to an existing building?

YES

NO

SIZE OF THE PROJECT:

AREA:

HEIGHT:

m<sup>2</sup>

m

NUMBER OF NEW RESIDENTIAL UNITS PROPOSED:

Unit details:

Configuration:	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Size (m <sup>2</sup> ):				
Quantity:				
Proposed rental rates/sales prices per unit (\$):				

Is this a multi-phase development?

YES

NO

If yes, please provide a brief description of the phasing plan:

Please attach floor plans to the Application package.

ATTACHED

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

### H ESTIMATE OF ELIGIBLE COSTS

Please provide an estimate of eligible costs as shown below.

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
1. Estimated construction costs		
	\$	
	\$	
2. Upgrading on-site infrastructure including water services, sanitary sewers and storm water management facilities	\$	
3. Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/ planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property	\$	
4. Development application fees (site plan, zoning bylaw amendment, etc.)	\$	
5. Building permit fees	\$	
6. Other improvements related to construction of new residential uses		
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs 1-6 above)	\$	

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

## I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Site plans
- Elevation drawings
- Cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Survey
  - Architectural Drawings, Design Plans

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

### G PROJECT DESCRIPTION

Provide a description of the proposed project.

ESTIMATED CONSTRUCTION START AND END DATE (MONTH/YEAR):	START:	END:
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ESTIMATED CONSTRUCTION COSTS OF THE PROPOSED DEVELOPMENT:	\$
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Will the proposed improvement increase the Gross Floor Area (GFA) of an existing building?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If yes, please state the proposed GFA:	m <sup>2</sup>
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Is the project a catalyst project (please see definition in Program Guide)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is property designated under Part IV of the Ontario Heritage Act?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the project targeting LEED Bronze or higher certification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will the project include affordable housing units?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, what percentage (%) of the units are affordable?	%
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What is the proposed rental rate/sales price (\$) per affordable unit?	\$
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Is this a multi-phase development?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If yes, please provide a brief description of the phasing plan:

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

### H ESTIMATE OF ELIGIBLE COSTS

Please provide an estimate of eligible costs as shown below.

Eligible Cost Item <sup>1</sup> (See program guide for details of eligible costs)		Actual/ Estimated Cost
1. Any portion of the eligible costs that were not reimbursed as part of another CIP program	\$	
2. Demolishing buildings for the purpose of preparing the site for development or redevelopment that is approved by the City (only an eligible cost as part of a redevelopment of the property)	\$	
3. Estimated construction costs		
	\$	
	\$	
4. Costs associated with meeting Leadership in Energy and Environmental Design (LEED) standards	\$	
5. Development Feasibility and Support Studies	\$	
6. Development application fees	\$	
7. Building permit fees	\$	
8. Upgrading on-site infrastructure including water services, sanitary sewers and stormwater management facilities	\$	
9. Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs 1-9 above)	\$	

(<sup>1</sup>The City may require that estimates for cost items 1 through 9 must be prepared by a bona fide contractor. Costs associated with item 5 must be prepared by a certified LEED specialist.)

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Site plans
- Floor plans
- Elevation drawings
- Written project description/report
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Business Plan
  - Survey
  - Architectural Drawings, Design Plans

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## RETAIL INVESTMENT GRANT PROGRAM

### G PROJECT DESCRIPTION

Provide a description of the proposed project.

ESTIMATED CONSTRUCTION START AND END  
DATE (MONTH/YEAR):

START:

END:

NUMBER OF NEW RETAIL UNITS PROPOSED:

Are the new or refurbished retail or commercial units located on the ground floor?

YES

NO

Will the new or refurbished retail or commercial units have direct access from the adjacent street?

YES

NO

Is the space currently vacant, and has it been vacant for at least six (6) months immediately prior to this Application?

YES

NO

If the Applicant is a Tenant, is there a five (5) year or longer lease in place for this/these unit(s)?

YES

NO

Please submit current photographs of the interior space with the Application package.

ATTACHED

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## RETAIL INVESTMENT GRANT PROGRAM

### H ESTIMATE OF ELIGIBLE COSTS

Please provide an estimate of eligible costs as shown below.

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
1. Estimated construction costs		
	\$	
	\$	
2. Interior improvement costs associated with the promotion of interesting and dynamic retail concepts	\$	
3. Design and architectural fees associated with the construction	\$	
4. Development application fees (site plan, zoning bylaw amendment, etc.)	\$	
5. Building permit fees	\$	
6. Other improvements, at the discretion of the City Planner, related to construction of new retail units		
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs 1-6 above)	\$	

#### Eligible Costs Details

Quotes from at least three (3) different qualified contractors may be required for the application. Please provide a minimum of three quotes from qualified contractors if applicable. If approved, you are not bound to choose between these contractors.

Please attach hard copies of the detailed estimates and contact information for each contractor to this application.

Quote	Company Name	Estimate
1		\$
2		\$
3		\$

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## RETAIL INVESTMENT GRANT PROGRAM

### REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Floor plans
- Interior/elevation drawings
- Material samples
- Current photographs of the existing property
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Copy of the Lease
  - Reports
  - Business Plan
  - Site Plan and Survey
  - Architectural Drawings, Design Plans<sup>1</sup>
  - Construction Drawings (including interior)

<sup>1</sup>The following Architectural Drawings, Design Plans may be required:

1. Interior renderings;
2. Interior design storyboards;
3. Concept plans;
4. Product specifications; and/or
5. Other details to the satisfaction of the City Planner.

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## NEIGHBOURHOOD RESIDENTIAL REHABILITATION GRANT PROGRAM

Provide a description of the proposed improvements to the exterior of the building.

ESTIMATED CONSTRUCTION START AND  
END DATE (MONTH/YEAR):

START:

END:

Please submit current photographs of the building exterior with the Application package

ATTACHED

## ESTIMATE OF ELIGIBLE COSTS

Please provide an estimate of eligible costs as shown below.

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
1. Cleaning, painting, repair or replacement of exterior facade materials	\$	
2. Repair/replacement of front doors, windsors, and porches	\$	
3. Repair/replacement of cornices, parapets, eaves, and other architectural details	\$	
4. Other improvements related to rehabilitation of existing residential units		
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs 1-4 above)	\$	

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## NEIGHBOURHOOD RESIDENTIAL REHABILITATION GRANT PROGRAM

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Elevation drawings
- Details of the materials/elements being removed
- Material samples
- Product details and specifications
- Current photographs of the property
- Cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Site Plan and Survey
  - Architectural Drawings, Design Plans

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## MUNICIPAL DEVELOPMENT FEES GRANT PROGRAM

Provide a description of the proposed development.

ESTIMATED CONSTRUCTION START AND  
END DATE (MONTH/YEAR):

START:

END:

Please indicate which planning/development application(s) and permit(s) apply to the proposed development and their estimated cost(s):

Official Plan Amendment \$ \_\_\_\_\_

Zoning By-Law Amendment \$ \_\_\_\_\_

Minor Variance \$ \_\_\_\_\_

Consent to Server \$ \_\_\_\_\_

Site Plan Control \$ \_\_\_\_\_

Plan of Subdivision/Condominium \$ \_\_\_\_\_

Encroachment Agreement \$ \_\_\_\_\_

Demolition Permit \$ \_\_\_\_\_

Building Permit \$ \_\_\_\_\_

Sign Permit \$ \_\_\_\_\_

Development Charges (on Infill Catalyst Sites only)

Other (please specify):

The following fees are not eligible for the Municipal Development Fees Grant: parkland dedication fees that are associated with the development, redevelopment, adaptive reuse or rehabilitation of a building or property, and building permit fees for single family lots resulting from a Plan of Subdivision approval.

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## MUNICIPAL DEVELOPMENT FEES GRANT PROGRAM

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Floor plans
- Site plans
- Cost estimates (prepared by a bona fide contractor)
- Contracts
- Additional/ other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Survey

# FORD CITY COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



## J SWORN DECLARATION

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

I/WE HEREBY AGREE to abide by the terms and conditions of the Downtown Windsor Community Improvement Plan.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the applicable grant program.

I/WE HEREBY AGREE to abide by the terms and conditions of the agreement.

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

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced, cancelled or repayment of the grant may be required.

I/WE HEREBY AGREE that the grant may be delayed, reduced, cancelled or repayment of the grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior grant approval by City Council may not eligible under any grant program.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the City 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 a grant agreement with the City will continue to receive grant payments, subject to meeting the terms and conditions in their grant agreement.

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

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
CITY/TOWN OF... DAY MONTH YEAR

NAME OF OWNER OR AUTHORIZED AGENT

SIGNATURE OF OWNER OR AUTHORIZED AGENT