



The Municipality of Middlesex Centre is pleased to announce the 2018 “Ilderton Community Improvement Plan”. In 2013, Middlesex Centre Council adopted the “Ilderton Community Improvement Plan” for the village of Ilderton in order to encourage rehabilitation and redevelopment within the downtown core of Ilderton. The CIP consists of four programs:

- Façade and Signage Improvements Grant Program (application through public)
- Development Charges Grant Program (application through public)
- Property Tax Equivalent Grant Program (application through public)
- Municipal Streetscape Enhancement and Land Redevelopment Program (municipal)

The 2018 budget has been established with monies allocated to this program to contribute to the various programs.

For the 2018 CIP applications, successful applicants will receive **50% of project costs, up to a maximum project cost of \$10,000**. Therefore, **the maximum grant the municipality will be allocating to one project is \$5,000.00**. Total project costs can exceed \$10,000, but the municipality will contribute a maximum of \$5,000.00. **Monies will be distributed to approved projects upon completion of project**. Eligible façade and signage improvements include, but are not limited to:

- Provision of barrier-free access
- Installation of new signs and replacement of existing signs
- Painting, cleaning and restoration of exterior, including masonry work
- Landscaping
- Repairs to windows and doors
- Roof work
- Replacement of exterior architectural features
- Installation and replacement of exterior lighting
- Alterations to awnings and other entrance features

Professional design services that are necessary to undertake eligible work also qualify for the grant program.

### **Eligibility and General Requirements**

Applicants will be only considered within the Ilderton CIP designated area. The CIP does establish some flexibility in this respect. Please see attached map.

### **Application Process**

- Applicants are required to contact the municipality’s Economic Development Officer/CAO (Michelle Smibert) who will serve as the primary contact for the CIP process.
- The Economic Development Officer will set up a brief meeting with the applicant on-site
- The applicant is encouraged to have the application (attached to this report) completed in draft form at the time of the meeting
- Subsequent to the consultation meeting, staff will review the proposal and provide feedback for the applicant to complete to the application
- Application submitted in final form to the municipality

## Evaluation Process

The 2018 CIP Evaluation Committee will consist of;

- (1) Chief Administrative Officer – Michelle Smibert
- (2) Director of Corporate Services– Tiffany Farrell
- (3) Planner – Kelly Henderson
- (4) Ward 1 Councilor – Stephen Harvey
- (5) Member of the Public – Dennis Adlington

From section 5.5.3 of the CIP, the evaluation criteria is outlined as follows;

“The primary evaluation criteria that the CIP applications Review Committee will consider will be the proposal’s conformity with the Ilderton Downtown Master Plan, and its support for the community’s vision for the Ilderton commercial core. As part of its review the Committee will also consider the timeframe and size of the proposed project as well as the amount of money being requested by the applicant”

## Timelines

In general, it is staff’s desire to keep to the following general timeline:

**Friday , March 9th** – Applications made available to CIP stakeholders

**April 1st – 15<sup>th</sup>** – Period for consultation with stakeholders and municipality

**April 16<sup>th</sup>** – Due Date for 2018 Applications

**Week of April 16<sup>th</sup> – 20<sup>th</sup>** – Committee to Review Applications & Follow-up

**Wednesday, April 25<sup>th</sup>** – Council for final approval

Projects are to be completed by December 31<sup>st</sup>, 2018. If a project is expected to be completed after December 31<sup>st</sup>, please indicate this on the application and the reason why it cannot be completed in 2018. **Please understand that not all of the projects in 2014 may receive approval based on resources – However, we hope to continue the program in subsequent years and hope that applicants will continue to apply.**

Please visit [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca) for more information on all of the Ilderton Community Improvement Plan programs and in addition the Avi Friedman “Retooling Downtown Ilderton” document. Copies of the application form are also available.

**Michelle Smibert**  
**Economic Development Officer/Chief Administrative Officer**  
**Municipality of Middlesex Centre**  
**10227 Ilderton Rd, RR2**  
**Ilderton, N0M 2A0**  
**Phone: 519-666-0190 extension 226**  
[smibert@middlesexcentre.on.ca](mailto:smibert@middlesexcentre.on.ca)

*Applicants are encouraged to review the Ilderton Community Improvement Plan and the Master Plan for Downtown Ilderton prior to submitting a grant application. Both documents may be found at [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca)*

*Please note that a consultation meeting with the Municipality's staff is required prior to submitting an application. Please contact the Municipality at (519) 666-0190 x226 to discuss your proposed project and set up a consultation meeting.*

**Please select which grant you are applying for:**

- Façade/Signage Improvement Grant
- Development Charges Grant
- Property Tax Increment Equivalent Grant

**Address of subject property:** \_\_\_\_\_

**Legal description of subject property:** \_\_\_\_\_

**Assessment Roll Number:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Applicant(s)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Village: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Registered owner(s) of the subject property (if different from above)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Village: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please provide a detailed description of your project, including a timeline for completion:**

**Have you or will you be applying for any other public funding for this project, including monies from federal, provincial or municipal sources? Please provide the sources and amounts.**

