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**COVID-19 Community Improvement Plan Grant  
Pre-Application Form**  
Municipality of Clarington  
Planning Services Department

**COVID-19 Community Improvement Plan (CIP) Pre-Application**

This Pre-Application Form is intended to provide Planning Services staff with information about the improvements local businesses are investing in to adapt and manage the impacts of the COVID-19 pandemic. This information will help shape the development of a COVID-19 Community Improvement Plan, including grant programs to support COVID-19-related physical improvement projects.

Upon the approval of the COVID-19 Community Improvement Plan in fall 2020, this document will become your CIP Application, and staff will evaluate the improvement projects provided for eligibility in accordance with the approved grant opportunities. By completing and signing this Pre-Application Form, you acknowledge and agree to the following:

**Acknowledgements:**

1. On June 22, Council of the Municipality of Clarington passed a resolution to undertake the development of a Community Improvement Plan (CIP) to provide support to local businesses affected by the COVID-19 pandemic. Specifically, Council directed that the Community Improvement Plan is intended to focus on businesses in Clarington that:
  - a. Were forced to shut down as a result of the provincial emergency declaration;
  - b. Are restaurants with dine-in space that are providing take-out service only;
  - c. Are independently owned and not part of a national or provincial chain; and
  - d. Meet a means test, criteria to be determined.
2. The COVID-19 CIP will be developed in accordance with the Planning Act requirements as follows:

<b>Background &amp; Development (July/Aug. 2020)</b>	<b>Consult on Draft CIP (Sept. 2020)</b>	<b>Analysis &amp; Recommendations (Sept./Oct. 2020)</b>
<ul style="list-style-type: none"><li>• Understand existing conditions</li><li>• Consult with local business community</li><li>• Review policy and regulatory framework</li><li>• Draft CIP</li></ul>	<ul style="list-style-type: none"><li>• Hold Statutory Public Meeting to receive input on draft CIP</li><li>• Draft CIP made available at least 20 days prior to Public Meeting</li><li>• Draft CIP provided to Province for review and comment</li></ul>	<ul style="list-style-type: none"><li>• Consider input and feedback received on draft CIP</li><li>• Finalize draft CIP</li><li>• Present final CIP to Council for approval</li><li>• If no appeals received (20-day appeal period), Council decision is final, and CIP is approved</li></ul>

3. CIP Grant funding for COVID-19-related improvement projects will not be issued until the COVID-19 CIP has been approved by Council and is in effect.

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FOR MUNICIPALITY OF CLARINGTON USE ONLY	
Date Received:	File Number:
<p><b>Please check appropriate box(es) next to the category that best describes your proposed improvement(s):</b></p>	<input type="checkbox"/> Physical Distancing Improvements (e.g. protective screening, floor markings, workstation modifications) <input type="checkbox"/> Business Adaptation Improvements (e.g. modifications to accommodate curb-side pick-up) <input type="checkbox"/> Technological Improvements (e.g. physical infrastructure to support connectivity improvements) <input type="checkbox"/> Other: _____

**1. Contact Information**

Registered Owner(s):	Address:	Home:
		Business:
		Fax:
		Email:
Applicant:	Address:	Home:
		Business:
		Fax:
		Email:
Cheque for CIP funds should be made out to: (please check one)		<input type="checkbox"/> Registered Owner name <input type="checkbox"/> Applicant name
Property Address:		

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**1. Eligibility**

1.1 Was your business forced to shut down\* as a result of the Province's Declaration of Emergency commencing on March 17, 2020?

Yes

No

\*Adversely affected by the Provincial Emergency Declaration and Regulations

**2. Description of the Proposed Improvements**

2.1 Please give a detailed description of your proposed COVID-19-related improvements below (attach an extra page if required). This description should include identification of materials to be used and full details of the project. You may also attach photographs or drawings to help describe the proposed improvement.

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**3. Work Estimate**

3.1 Please attach estimates or actual costs for each component of the proposed improvements. Eligible costs shall be the cost of materials, equipment and contracted labour to complete improvements. If you are applying for more than one category, you will need one estimate for each. Professional fees such as architects, engineers and solicitors are not considered eligible costs. Only costs incurred after March 17, 2020 will be considered. Please summarize these estimates in the table below:

Name/Company	Estimate \$	Phone Number	Grant Program Involved

**4. Completeness of this Application Form**

When this application is submitted, please ensure you are attaching each of the required documents. The following must be provided by the applicant for the application to be considered complete:

- Outline of works to be completed;
- Details of how the proposed works supports your business during the COVID-19 pandemic and makes your business more resilient in the future;
- One (1) copy of any permits, licenses, drawings, renderings and/or other materials necessary to implement the proposed work;

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**Application must be submitted to:**

Planning Services Department  
Municipality of Clarington  
40 Temperance Street, Bowmanville, Ontario, L1C 3A6  
Phone: 905-623-3379 Toll Free: 1-800-563-1195 Fax: 905-623-0830

**5. Signatures and Owner Authorization**

\_\_\_\_\_  
Signature of Applicant (if not property owner)

\_\_\_\_\_  
Print Name

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

Owner Authorization to complete improvements outlined in this application (if the applicant is NOT the property owner)

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name

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