



FEASIBILITY STUDY GRANT PROGRAM GUIDE

1) Program Description

The purpose of the **Feasibility Study Grant Program** is to provide a financial incentive in the form of a grant to help offset the cost of conducting feasibility studies on brownfield buildings and lands in the Community Improvement Project Area. This will help provide property owners, potential developers and investors with more and better information with respect to the feasibility and cost of reusing, rehabilitating and retrofitting buildings and properties.

2) Who can apply?

Owners of properties with existing buildings and vacant properties (and non-owners with written authorization from owners) within the urban area of the City of Windsor that meet the program eligibility requirements may apply. The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

3) How does the program work?

The program is a “50-50” matching grant program where the City of Windsor will provide a grant to an applicant for up to 50% of the cost of an eligible feasibility study (excluding G.S.T.) to a maximum grant of \$7,500 per feasibility study, with a maximum of one (1) feasibility study per property/project.

4) What types of studies are eligible for funding?

Eligible feasibility studies include but are not limited to:

- a) structural analyses;
- b) evaluation of existing and proposed mechanical, electrical and other building systems;
- c) concept plans;
- d) urban design studies;
- e) market analyses; and,
- f) any other feasibility study as approved by the City.

5) What conditions must be met to be eligible for a grant?

- Applications must be made in writing (see attached for Application Form) and approved by the City prior to the commencement of the project feasibility study.
- Applications must be accompanied by a:
 - a) detailed work plan and cost estimate for the eligible feasibility study, prepared by a qualified professional as determined by the City;
 - b) description of the planned redevelopment, including any planning applications that have been submitted/approved; and,
 - c) where the applicant is not the owner of the property, written consent from the owner of the property confirming that the applicant may make the application, conduct the feasibility study and receive the grant.
- All feasibility studies that are subject of the Feasibility Study Grant application shall be completed by a qualified professional as determined by the City.
- All completed project feasibility studies must comply with the description of the study as provided in the grant application form.
- One (1) electronic and one (1) hard copy of the study shall be submitted to the City for review. You must agree to provide the City with permission to provide the study to a subsequent owner(s) of the property should you decide not to proceed with the work that is subject of the feasibility study.



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- Actual costs for any or all items eligible for a grant may be subject to audit by the City, at the expense of the applicant.
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc...) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.
- City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

5) Is there a fee to apply?

No.

6) How do I apply for a grant?

- a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc...
- a) Complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents list.

7) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A decision on the application is made by staff and you will be notified of the decision in writing.
- If your application is approved, you will receive a grant approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this.
- Once you have received the City's approval letter, the feasibility study may commence.
- Contact City staff when the study is completed.
- Submit to the City one (1) electronic copy and one (1) hard copy of the study, and a copy of an invoice(s) showing that the study has been paid for in full.
- The actual grant amount will be calculated based on 50% of the original cost estimate for the study or 50% of the actual cost of the study, whichever is less.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The applicant will be asked to complete a grant receipt form and return this to the City.
- The City reserves the right to audit the cost of the project feasibility study prior to advancing the grant payment.

For further information on this program, please contact Greg Atkinson, Senior Planner, Planning Department at (519) 255-6543 ext 6582 or via e-mail at gatkinson@citywindsor.ca