

# Grant Application Process

Barton/Kenilworth Planning and Building Fees Rebate | Barton/Kenilworth Revitalization Grant Program | Commercial District Revitalization Grant Program | Commercial Vacancy Assistance Program | Hamilton Heritage Conservation Grant Program | Hamilton Heritage Property Grant Program



| Process                      | Estimated Time | Details  |
|------------------------------|----------------|--|
| <b>Submitted Application</b> |                | <p>A complete grant application submitted to the City's Commercial Districts and Small Business Section, including:</p> <ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Payment of Application Fee</li> <li>• Two (2) dated estimates of proposed work (if applicable)</li> <li>• Written authorization of the Property Owner (if applicable)</li> <li>• Articles of Incorporation and Amendment for both applicant and property owner (if applicable)</li> <li>• Shareholders Register both applicant and property owner (if applicable)</li> <li>• List of Applicant's Officers and Directors both applicant and property owner (if applicable)</li> <li>• Anticipated start and completion date for construction</li> <li>• Date stamped photos</li> </ul> |
| <b>Due Diligence</b>         | 2-4 weeks      | The application package is reviewed in detail to confirm that taxes are current and that there are no outstanding violations of building codes, fire codes, or property standards. A title and legal search of the property, along with a zoning verification, are also conducted. The Building Division reviews the application, including the submitted estimates. Conformity with any applicable urban design guidelines is also assessed. A Cultural Heritage Planner will review the application as appropriate.  |
| <b>Approval</b>              | 2-3 weeks      | Once staff have completed the ongoing due diligence and are satisfied with the results, the grant application is recommended for approval. If approved, a Letter of Understanding is issued.   |
| <b>Completion of Work</b>    |                | Proposed improvements/developments are to be completed within the timeline outlined on the Letter of Understanding.  |
| <b>Final Review</b>          | 2-4 weeks      | The Applicant must provide the City's Commercial Districts and Small Business Section with copies of paid invoices and proof of payment for all work performed on the property related to the Grant. The final receipts will be reviewed, and due diligence on the completed work will occur.  |
| <b>Grant Payment</b>         | 2 weeks        | Cheque requisition is submitted to the City's Finance Section and grant payment is sent to applicant.  |

## Common issues that could delay applications:

- The application package is not complete, and the required information is missing.
- The name on the application does not match the name on the Corporate Profile Report or the name on the title.
- Work has begun before the application, and/or there are open permits.
- There are outstanding building code, property standards, or fire code violations.
- There are unpaid property taxes.

For more information, please visit [investinhamilton.ca/incentives](https://investinhamilton.ca/incentives) or call (905) 546-4222