



The Corporation of the City of Sault Ste. Marie

Planning and Enterprise Services

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
saultstemarie.ca | 705.759.5368 | housingcip@cityssm.on.ca

Sault Foundations – Feasibility Study Grant

Please read the following before filling out this application.

How to Apply for the Sault Foundations Grant:

This application can be submitted via email to the City of Sault Ste. Marie, Planning & Enterprise Services at housingcip@cityssm.on.ca.

There are no specific application intake periods for the Sault Foundations Grant – applications may be accepted at any time within the program timeline. Applications will be reviewed by City Staff to ensure compliance with the eligibility criteria established in the Housing Community Improvement Plan (CIP).

For the City to accept an application as complete, applicants must submit or attest to the following:

Application Requirements

- ✓ Completed and signed application form.
- ✓ Owner's Authorization, if applicable
- ✓ Applicants must be a registered Not-for-Profit organization in good standing

About the Sault Foundations program

The Sault Foundations program is offered through the Housing CIP. The Sault Foundations program offers a grant to not-for-profit landowners to fund studies to assess the feasibility of building “missing middle” housing on their property.

Eligibility Criteria

To be eligible for a Sault Foundations grant, applicants must meet all the eligibility criteria in Sections 2.6 and 3 of the Housing CIP. Please read and review the Housing CIP before completing this application to confirm your understanding of the Housing CIP and that your project meets all eligibility criteria. The Housing CIP can be accessed on the City's website at: <https://saultstemarie.ca/housing>

Application Review and Approval

Once an application has been received, the applicant will be notified if any information is missing, or to confirm the application is complete and being reviewed. Applications will be reviewed by the Planning Department to verify information provided and confirm eligibility for the Sault Foundations program per the Housing CIP criteria.

We aim to review and confirm program eligibility within three weeks of receipt of a completed application. Once staff have confirmed your eligibility, you will be notified of your successful application.

Should you have questions regarding the Sault Foundations application process or eligibility requirements, please contact us:

housingcip@cityssm.on.ca

705.759.5368



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Received by:

Date:

Application No.:

SAULT FOUNDATIONS (FEASIBILITY STUDY) GRANT APPLICATION

Note: This application must be completed in its entirety, signed, and submitted to the Planning Department with all necessary attachments and documentation. **Incomplete applications will be returned.**

Section 1: Applicant Information

Applicant	
Name:	
Address:	
Telephone:	
Email:	

Registered Owner (If different from the applicant)	
Name:	
Address:	
Telephone:	
Email:	
If the applicant/owner is a corporation or partnership, please include a Corporate Profile Report (Corporate Search)	
All Mail to be Directed to:	Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Both <input type="checkbox"/>

Section 2: Project Information

Civic Address of Subject Property

Legal Description (Lot/Concession/ Registered Plan Number)

Assessment Roll Number:

Is the Property in Tax Arrears?

Yes

No

Please describe the type of study that will be undertaken:

Anticipated start date for study/report:

Please be advised that commencing work after submitting an application but before receiving approval is done at the applicant's own risk.

Estimated cost for study:

I/We acknowledge that the total combined funding from all grant sources/government funding cannot exceed eligible costs

Are there any outstanding work orders on this property or any property the applicant owns or is affiliated with either as a sole owner, partnership or corporation? If yes, please identify the nature of the work order(s):

Yes

No

	Yes	No
Fire Code	<input type="checkbox"/>	<input type="checkbox"/>
Building Code	<input type="checkbox"/>	<input type="checkbox"/>
Property Standards	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-law Infractions	<input type="checkbox"/>	<input type="checkbox"/>
Other Municipal By-law Infraction	<input type="checkbox"/>	<input type="checkbox"/>

Please attach copies of existing work orders or enforcement notices to this application, if applicable.

Have you or your company previously applied for funding under the Housing Community Improvement Plan initiative? If yes, please provide details and whether or not you were successful:

Required Attachments:

<input type="checkbox"/>	Quote prepared by certified professional, addressed to the City of Sault Ste. Marie, and dated within 6 months of the date of this application
<input type="checkbox"/>	Proof of not-for-profit status
<input type="checkbox"/>	Plans and other information in the required format necessary to understand the proposed development concept for the eligible property if applicable

Section 3: Financial

Please list all other funding sources/grants you have obtained or applied for (please include any details/explanations regarding funding sources)

Grant/Funding Source	Amount (\$)

- I acknowledge that the total combined funding from all grant sources/government funding (e.g. Canada Mortgage and Housing Corporation (CMHC) funding, The Corporation of the City of Sault Ste. Marie funding, etc.) cannot exceed eligible costs.

To be eligible for a Sault Foundations Grant, the property under consideration or any property the owner/applicant owns or is affiliated with either as a sole owner, partnership, or corporation shall not be in a position of property tax arrears or shall have a payment schedule acceptable to the Chief Financial Officer at the time of application.

- I confirm that all property taxes for all properties owned by or affiliated with by the owner/applicant are in good standing.

Section 4: Agreement Requirements

If awarded a Sault Foundations Grant, an agreement between the City and the owner (registered or assessed owners of lands/buildings) will be required, which will set out the terms, duration, and default provisions of the incentive(s) to be provided. The City may discontinue or rescind any financial incentive where there is not compliance with an executed agreement.

- I acknowledge and agree to enter into a legal agreement with the City of Sault Ste. Marie regarding the terms of any awarded Sault Foundations Grant

If awarded a Sault Foundations Grant, the grant will only be provided after the applicant submits the study along with proof of payment to the City.

- I acknowledge and agree that I will provide the City with the required information once the study is complete and obtained by the applicant.

Section 5: Certification

- i. All information provided is subject to the Municipal Freedom of Information Act and the Corporation of the City of Sault Ste. Marie's financial reporting duties.
- ii. The Sault Foundations Grant is not intended to be retroactive and should be discussed with staff before submitting an application if this applies to the project.
- iii. The applicant consents to the use of its name and address in connection with any program funding announcements.

Section 6: Signatures & Declarations

- I/We hereby apply for a Sault Foundations Grant under the Sault Ste. Marie Housing Community Improvement Plan initiative.

- I/We agree to abide by the terms and conditions of the Sault Foundations program.
- I/We understand that the grant can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid.
- I/We hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Corporation of the City of Sault Ste. Marie (the Corporation). If any information provided is or subsequently become untrue, incorrect and/or incomplete, the Corporation may immediately cancel the grant and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights.
- I/We are not involved in any action or proceeding involving claim for damage with the Corporation.

Section 7: Consent of the Owner / Applicant to the use and disclosure of personal information

- I/We hereby apply for a Sault Foundations Grant under The Corporation of the City of Sault Ste. Marie Housing Community Improvement Plan. I/We agree to abide by the conditions of the grant program.

Section 8: Owner’s Authorization.

- I/We hereby certify that the information given herein is true, correct, and complete in every respect and may be verified by The Corporation of the City of Sault Ste. Marie.
- I/We hereby agree to submit all required material as specified in the agreement.
- I/We hereby acknowledge that any projects receiving Sault Foundations Grant funding shall not be used as short-term rentals.
- I/We grant authorization to _____ to complete this application.
- I/We confirm that the items under “Application Requirements” have been specified, or are not applicable to this application. If non-applicable, please list these items below:

1.	2.
3.	4.
5.	6.

Applicant Signature:

Print Name

Signature

Date

Registered Owner(s) Signature:

Print Name

Signature

Date

(I have the authority to bind the corporation, where applicable)