

## City of Waterloo Uptown Incentive Program Grant Payment Guidelines

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There are four grants that are available through the City of Waterloo Uptown Community Improvement Plan (CIP):

- 1. Façade Improvement Grant**
- 2. Study Grant**
- 3. Minor Activity Grant**
- 4. Fee Grant**

If you have received approval for one or more of the above noted grants and all of the eligible works have been completed, you will be seeking payment of the grant(s). Before the City can issue the payment of the grant(s), we do need you to provide some information before we can issue payment.

### **1. Façade Improvement Grant**

If you received a Façade Improvement Grant, we will require the following information to process payment of the grant:

- Digital photos of all of the completed work.
- Invoice(s) that include all of the eligible works itemized including the costs associated with each of the works. The invoice(s) should match what was submitted as part of your application. If the invoice includes works that were done as part of other grants that you were approved for, the works that were done as part of the Façade Improvement Grant should be clearly identified. A sample invoice including the level of detail we require is included as Appendix 1.
- Invoice(s) that clearly identify that it was “paid in full” or that there is no balance remaining. A sample invoice that has been “paid in full” is included as Appendix 1.
- Written confirmation from the owner allowing payment of the grant(s) to the tenant if the owner is not to receive the payment. Otherwise, the cheque will be made payable to the owner as identified on the application.

### **2. Study Grant**

If you received a Study Grant, we will require the following information to process payment of the grant:

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- Digital and one hard copy of the urban design study and/or professional architectural/design drawings and/or a heritage feasibility study and/or Heritage Impact Assessment
- Invoice(s) that include all of the eligible works itemized including the costs associated with the preparation of the urban design study and/or professional architectural/design drawings and/or a heritage feasibility study and/or Heritage Impact Assessment. The invoice(s) should match what was submitted as part of your application. If the invoice includes works that were done as part of other grants that you were approved for, the works that were done as part of the Study Grant should be clearly identified. A sample invoice including the level of detail we require is included as Appendix 1.
- Invoice(s) that clearly identify that it was “paid in full” or that there is no balance remaining. A sample invoice that has been “paid in full” is included as Appendix 1.
- Written confirmation from the owner allowing payment of the grant to the tenant if the owner is not to receive the payment. Otherwise, the cheque will be made payable to the owner as identified on the application.

### 3. Minor Activity Grant

If you received a Minor Activity Grant, we will require the following information to process payment of the grant:

- Digital photos of all of the completed work.
- Invoice(s) that include all of the eligible works itemized including the costs associated with each of the works. The invoice(s) should match what was submitted as part of your application. If the invoice includes works that were done as part of other grants that you were approved for, the works that were done as part of the Minor Activity Grant should be clearly identified. A sample invoice including the level of detail we require is included as Appendix 1.
- Invoice(s) that clearly identify that it was “paid in full” or that there is no balance remaining. A sample invoice that has been “paid in full” is included as Appendix 1.
- Written confirmation from the owner allowing payment of the grant(s) to the tenant if the owner is not to receive the payment. Otherwise, the cheque will be made payable to the owner as identified on the application.

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### 4. Fee Grant

If you received a Fee Grant, we will require the following information to process payment of the grant:

- Receipt(s) from the City of Waterloo for fees paid on City planning/development applications, building permits and sign permits.
- Written confirmation from the owner allowing payment of the grant(s) to the tenant if the owner is not to receive the payment. Otherwise, the cheque will be made payable to the owner as identified on the application.

Once the City receives all of the required information, staff will review it and confirm we have everything we need to request payment. Once the request is made, it will take approximately 2-3 weeks to process the payment. We will contact you when the cheque is ready and to arrange a time for it to be picked up. You will need to bring a piece of government issued photo identification with you. Please let us know in advance if someone other than yourself will be picking up the cheque. They will also need to bring a piece of government issued photo identification.

For further information on this program, please contact Sandy Little, Senior Economic Development Officer, at 519-747-6064 or via email at: [sandy.little@waterloo.ca](mailto:sandy.little@waterloo.ca).

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**Appendix 1 – Sample Invoice**

**ABC Engineers**

**Invoice 1234**

**January 1, 2018**

**John Doe  
123 Any Street  
Any Town, Any Province  
A1B 2C3**

**Project: Façade Improvements and Creation of Office Unit**

	<u>Professional Service</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Study Grant	Conceptual design/schematic design of proposed office unit	8.00	\$100.00	\$800.00
Façade Improvement Grant	One (1) illuminated fascia sign			\$4,200.00
Façade Improvement Grant	Painting of existing porch, existing beams and new board and batten railing	10.00	\$50.00	\$5,000.00
Minor Activity Grant	Plumbing and mechanical for new bathroom to serve new office unit	10.00	\$100.00	\$10,000.00

<b>Invoice Subtotal</b>	<b>\$20,000.00</b>
<b>HST</b>	<b>\$2,600.00</b>
<b>Total Invoice</b>	<b>\$22,600.00</b>