

PROCEDURE

TITLE: Revitalization Fund - Tourism/Business District

NUMBER: PRO-R-2009-0005

CATEGORY: Corporate

DATE: February 2009

REFERENCES AND RELATED DOCUMENTS:

Policy:

- [Municipal Assistance Program](#)

Procedure:

- [How to Apply for the Municipal Assistance Program](#)

Forms:

- [Municipal Assistance Program Proposal Form](#)

Note:

*If you have a questions regarding this procedure, please contact
recreation@haltonhills.ca or 905-873-2601 ext. 2261*

PURPOSE:

To provide the related documents and process for proposals seeking funding/support from the area of Revitalization Fund – Tourism/Business District of the Municipal Assistance Program.

DEFINITIONS:

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

PROCEDURE:

Physical revitalization and/or enhancement of the exterior of buildings, facilities and/or public spaces in defined or identifiable business, tourism, heritage and/or community improvement districts may be eligible. Funding will be consider for projects that are part of an overall approved program or plan of action. The Town may contribute up to 25% of project costs, to a maximum of \$10,000.00.

Requirements:

- a) Must complete required paperwork as per How to Apply Municipal Assistance Program
- b) Projects must present a detailed budget including actual and projected revenue and expenses.
- c) Copies of invoices are required with your submission for funding.
- d) Proposals for major initiatives must be received 6 months in advance of the proposed initiative to facilitate the review process.

Eligible

- a) Funds are available to organizations in good standing.
- b) Projects must present a detailed budget including actual and projected revenue and expenses.
- c) Proposals must be a received 6 months prior to the initiative to begin the process of review before submission to Community Affairs Committee of Council
- d) New initiatives may be required to present to Community Affairs Committee of Council.
- e) Project compliance required to all building code standards.

Ineligible

- a) Requests from individuals.

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications).
- C. All proposals are subject to available funds.
- D. Community Affairs Committee of Council may request a presentation of the applicant's proposal.
- E. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- F. All applicants will receive written notification regarding the decision of their proposal, as made by the Community Affairs Committee of Council and ratified by Council.

RESPONSIBILITIES:

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.