

## Description

This form is to be completed and submitted when applying for the Development Incentives & Grants Program **New Business Development Grant** or **Business Retention & Expansion Grant**

### **New Business Development Grant applies to:**

New large-scale Commercial or Industrial developments with a taxable assessment increase of over Twenty-Five Million (\$25,000,000.00) Dollars.

### **Business Retention & Expansion Grant applies to:**

- a) Expansion of existing Commercial or Industrial businesses through addition or renovation with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%); or
- b) Commercial or Industrial Demolition, Infill, or Adaptive Reuse of vacant or under-utilized land/buildings with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%).

**Important:** Work commenced prior to City approval is not eligible for reimbursement.

**To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement.**

## Timelines

Applications are open on a first-come, first-served basis until 4:00 PM December 30, 2025 or until funding runs out (whichever comes first).

## Eligibility Criteria

To be eligible for a **New Business Development Grant** or **Business Retention & Expansion Grant** the applicant must meet the following requirements:

- a) Be the property owner(s) or that person's legal representative;
- b) Submit a proposed eligible project for a new industrial or new commercial development within the City;
- c) Meet any applicable, additional application requirements as specified by the DIG Program review committee.

## Submission & Contact Information

Inquiries and completed applications shall be submitted to the program coordinator [businessincentives@cityofgp.com](mailto:businessincentives@cityofgp.com). If you have questions about the application form or the application process, please contact **780-513-5240** or email [businessincentives@cityofgp.com](mailto:businessincentives@cityofgp.com).

## FOIP Act Policy

This information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time, and will be used to administer the applications brought forward for consideration for the Patio Grant. Basic information such as your business name may be used in materials that may either be distributed to the public or posted on our social media pages for promotional purposes. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP Act). If you have any questions about the collection, use or disclosure of this information, contact the Manager, Economic Development at **780-357-4969** or [ecdevinfo@cityofgp.com](mailto:ecdevinfo@cityofgp.com).

Clear Form

Print Form

Grant being applied for:

Please Select One

New Business Development Grant

Business Retention & Expansion Grant

### General Information

Applicant Name

Date

Company Name

Mailing Address

Email

Phone

Address of Proposed Project

Proposed Start Date

Estimated Completion Date

Estimated Total Cost of Project

### Project Description

Provide a brief description of the proposed project including the proposed uses, employment created, and benefits to the city and economy:

### Application Checklist

In order for your application to be deemed complete you must submit the following:

- Completed Application Form**
- Site Plan** – The plan should indicate the location of all existing and proposed structures and its context.
- Project Description** – A complete description of the project including the proposed uses, employment created, and benefits to the City and economy.
- Project Drawings** – Drawings that show the proposed design and basic elevations.

Clear Form

Print Form

**Applicant Declaration**

I understand that my submission of an application does not constitute a guarantee for funding under the DIG Program. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of the Reimbursement Agreement entered into with the City of Grande Prairie.

<b>Applicant Signature</b>		<b>Date</b>	
<b>Applicant Name</b>			

**Authorization for Agent of the Property Owner** (Complete only if applicant is not the registered Property Owner)

I / we, \_\_\_\_\_, the owner(s) of the subject property hereby authorize \_\_\_\_\_ to act on my / our behalf with respect to the application.

<b>Owner Signature</b>		<b>Date</b>		<b>Witness</b>	
<b>Owner Signature</b>		<b>Date</b>		<b>Witness</b>	
<b>Owner Signature</b>		<b>Date</b>		<b>Witness</b>	
<b>Owner Signature</b>		<b>Date</b>		<b>Witness</b>	

**For Office Use Only**

<b>Date / Time Received</b>		<b>Application Complete</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Details</b>				
<b>Date of Application Review</b>		<b>Amount of Grant</b>		
<b>Decision</b>	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve with Conditions	<input type="checkbox"/> Refuse	