

Date: X X, 202X

Town of Parry Sound - Facade Improvement Program

Letter of Understanding/Agreement -

Please be advised that your grant application under the Town of Parry Sound's Community Improvement Plan Façade Improvement Program has been approved in the amount of **\$XXXX**– being “the total grant amount” (50% of **\$XXXXX**) for the property located at **ADDRESS, Parry Sound, Ontario (X-X-XXXXX)**. This grant is for improvements per your application.

Attached is a copy of the Resolution of Approval. Any unused portion of this grant remains the property of the Town of Parry Sound and will be withheld by the Town. Following approval of your application, the building is to remain intact and available for commercial use for a period of five years.

All work/improvements outlined in the Town of Parry Sound's Façade Improvement Program Application will be completed within 18 months from the date of Town Council approving the grant (**XXXXXXXXXX**). If the Applicant fails to comply, the Town maintains the authority to withhold or withdraw the proposed grant and repayment of any funds advanced. The Applicant is not permitted to make changes to the work approved in the application without Council's approval. You must contact the Chief Building Official to obtain all necessary permits before commencing with the work. **This agreement is subject to all municipal permitting approvals, including sign permits and building permits, which are the responsibility of the applicant to obtain.**

The Town of Parry Sound shall not be responsible for any loss, damages, or loss of profit resulting from any works undertaken by the applicant. The Applicant shall provide proof of liability insurance.

Please Submit to the Town:

- 1. This Signed Agreement;**
- 2. proof of liability insurance from all those doing the work.**

And then you will receive a cheque representing 50% the total grant amount. Upon completion of the work, you must submit all invoices, marked paid. The balance of your grant will be paid upon receipt of paid invoices and final inspection to confirm that the work has been done. Should the actual cost of the work be less than the estimate provided, your grant will be adjusted. Please note the Town shall not pay for HST; please consult your accountant to see if HST is recoverable for your business/operation.

The Applicant shall at all times indemnify and save harmless the Town of Parry Sound from and against any and all manner of claims, losses, costs, charges, action and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with all Façade Improvement Programs.

I/We have read, understand and agree to comply with the terms and conditions as set out for the Town of Parry Sound Façade Improvement Program.

Applicant (Signature)

Date

Witness (Signature)

Date

Landlord (Signature)

Date