

# Brownfield Renewal Funding Program

## TIPS FOR A SUCESSFUL APPLICATION

- 1) **PROVIDE COMPLETE ANSWERS:** Bullet point questions (sections E and F) are designed to assist in answering the questions. If there is other information relevant to the section, please include it. The more complete the answer, the more likely it is to earn a higher score.
- 2) **INCLUDE THE COUNCIL RESOLUTION (if required):** If the project lands are owned in fee simple by a municipality or a First Nation, a council resolution supporting the submissions of an application to the *Brownfield Renewal Funding Program* is required. Council resolutions for other funding programs will not be accepted.
- 3) **INCLUDE APPROPRIATE FINANCIAL CONFIRMATION:** Section C (Financial Details) requires proof that funding for the applicants portion of the project costs are available (total costs minus eligible funding under the *Brownfield Renewal Funding Program*), acceptable documentation examples include:
  - a. a copy of a statement showing a bank account balance (most preferred);
  - b. a bank draft;
  - c. funds held in trust by a lawyer including a letter from the lawyer stating the amount held and the date;
  - d. An audited financial report showing that the funds are available.
- 4) **INCLUDE ALL MANDATORY SUPPORTING DOCUMENTATION BY THE DEADLINE:** There will not be an opportunity to provide documents after the deadline has passed. Incomplete applications will not be adjudicated.
- 5) **DELIVER THE APPLICATION TO THE CORRECT LOCATION BY THE INDICATED DEADLINE:** Two copies of the application must be mailed, couriered or hand delivered to the address on the application form and in the guidebook and received by the deadline. In addition:
  - a. Emailed submissions **will not be accepted;**
  - b. Faxed submissions **will not be accepted;**
  - c. Applications postmarked but not received by the deadline **will not be accepted.**
- 6) **PLEASE CALL US IF YOU HAVE ANY QUESTIONS:** If you have any questions or would like some clarity as to whether or not your project is a good candidate for the *Brownfield Renewal Funding Program*, please call our information line at 1-877-787-9730.