

HOW THE RED LAKE CIP WORKS:

Application Process Summary

STEP 1

Incentive Program Information Exchange



Applicant or agents must meet with the Community Improvement Administrator to discuss eligibility requirements and preliminary development concepts.*



Staff may request to inspect the site.



Staff provide feedback on the proposal and assist with application requirements.

* To arrange a meeting, applicants must contact the CIP Implementation Committee, please see contact information on page 1.

STEP 2

Application Submission & Evaluation



Following the Incentive Program Information Exchange, an applicant may submit a formal application.



Applications are screened to ensure:

- Completeness**
- Conformity with program eligibility requirements



Evaluation of the completed application is carried out by the CIP Implementation Committee.



Letter is forwarded to applicant confirming eligibility and providing estimate of grant amount (if applicable).

** Applicants will be notified if their applications are incomplete; if they are, applicants will be given an opportunity to complete them.

STEP 3

Application Approval



If the CIP Implementation Committee approves the application, an agreement between the applicant and the Municipality is drafted (applicant is provided with a copy of the agreement).



The agreement is executed.



Applicant submits an application for building permit. (if applicable)



Work Commences!

STEP 4

Payment of Funds



Applicant demonstrates to CIP Implementation Committee that work is complete, as outlined in the agreement.

- Photographic evidence, actual project cost, and other documents may be required to demonstrate that the work is complete.



Calculation of the actual grant payment amount is completed.



Payment of approved grant is made to the owner.



For specific grants, the grant payment is recalculated each year and made to the owner as long as program and grant requirements continue to be met. (if applicable)

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