



CTC SOURCE
PROTECTION
REGION



ONTARIO DRINKING WATER STEWARDSHIP PROGRAM STEPS TO A SUCCESSFUL GRANT APPLICATION

- STEP 1:** Download the application form that corresponds to your proposed project at <http://www.ctcswp.ca/component/content/article/17>
- STEP 2:** Complete a separate application form for each individual project. Note: decommissioning and connection to a municipal source are two separate projects, each eligible for funding. Please ensure you fill out a separate application for each.
- STEP 3:** **Complete, in full, each section of the application:**
- Applicant information
 - Property information
 - Current condition (if applicable)
 - Project information
 - Project costs
 - Site plan (if applicable)
 - Signature
- If applying for a Pollution Prevention Review, please include:
- Contact information
 - Facility information
 - Signature
- STEP 4:** **Obtain an itemized written quote** from a qualified contractor detailing the work to be done and submit it with your application. Please ensure the quote clearly itemizes each expense. For multiple projects, it must be clear which costs relate to which project. Vague descriptions with one lump-sum fee will not be accepted (i.e. a septic upgrade project must detail the different charges (permits, material, labour), instead of listing one fee for “septic decommissioning”).
- STEP 5:** Ensure the contractor is aware of the December 31st, 2010 deadline and that they provide you with an **estimated project completion date** (to be submitted with your application). The review committee will be considering completion dates during the approval process, so you are encouraged to complete your project as soon as possible. Funding cannot be provided until all work is completed and paid in full.
- IMPORTANT:** Do not submit your application until you have completed steps 1-5 in full. Incomplete applications will not be processed. Call the conservation authority staff member noted below to help answer any questions you may have.

STEP 6: Submit all required information from STEPS 1- 5 to:

Mathew MacLean

Toronto & Region Conservation Authority
5 Shoreham Dr
Downsview, ON
M3N 1S4
Ph:
Fx: 416-667-6277
E: mmaclean@trca.on.ca

Karen Buckle

Credit Valley Conservation
1255 Old Derry Road
Mississauga, ON
L5N 6R4
Ph: 1-800-668-5557 ext. 440
Fx: 905-816-0276
E: kbuckle@creditvalleyca.ca

STEP 7: Once your application has been reviewed and all eligibility requirements are confirmed, you will be contacted by a CA staff member to schedule a **site visit**. During this site visit, information, including pictures, will be gathered for the technical review.

STEP 8: Your application will be presented to the review committee where it will be approved, denied or deferred for more information. The committee reviews applications once every 2 weeks.

STEP 9: You will be notified of the decision and, if approved, your contractor can start the project.

***Please Note: Due to the short funding timeline, it is our intent to allow only 60 days from this approval notification to complete the proposed work and have receipts submitted to us. After this period, if the proposed work is not completed, we may retract the funding offered in order to offer it to someone else.

STEP 10: **Complete the project** as proposed in the application and as per any conditions recommended by the review committee.

STEP 11: **Pay for the work** and obtain a final invoice from the contractor indicating that the work has been paid for. Please ensure the invoice contains your full name and address and is no less detailed than the written quote that was submitted.

STEP 12: **Submit all required documentation** to the CA staff member for review. Be sure to include:

- Copies of all invoices
- Copies of building permits (if required)
- Copies of inspection reports (if applicable)
- Copies of well records (if required)
- Any other relevant documentation

STEP 13: Once all required documents have been reviewed, you will be contacted by a CA staff member to schedule a **site visit to confirm completed work**. You will be asked to sign a final expense claim form. This form details the expenses you incurred for this project and outlines the grant you will receive.

It will take approximately 4-6 weeks from this point to receive your grant.