



Application for a Grant for Municipal Drain Construction or Improvement
The Drainage Act and the Agricultural Drainage Infrastructure Program (ADIP)

Section 4 or 78

I General Information		Application Reference Number: TP/C	
<u>Municipality</u>	<u>Authorization for the Drainage Works:</u> <i>(check appropriate box below)</i>	<u>Type of Grant Application</u> <i>(check appropriate box below)</i>	
<u>Country, Region or District (if applicable):</u>	<input type="checkbox"/> Section 4 or	Regular Project -----> <input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Section 78 or	Continuation Project→Interim Grant→ <input type="checkbox"/>	
	<input type="checkbox"/> Section 4 & 78	Continuation Project→Final Grant → <input type="checkbox"/>	
	<u>Engineer Appointment Date:</u>	Preliminary Report -----> <input type="checkbox"/>	
Name of Drainage Works:			

II Physical Description		III Actual Cost of Work:	
Total area assessed (ha):		Construction:	
		Allowances:	
Length of drains:		Engineering Charges:	
Open (m)		Bridges & Culverts:	
Covered (m)		Interest Charges:	
TOTAL (m)	0.00	Other Costs (e.g. Net H.S.T.)	
		TOTAL	\$0.00

IV Analysis of the Assessments made with respect to the Drainage Works described in (I) above: (Please provide copies of any changes made by the Court of Revision or the Ontario Drainage Tribunal)		
	(1) Assessments as estimated by the engineer	(2) Assessments as imposed
1. Canada Owned Lands		
2. Ontario Lands ¹		
3. Municipal Lands		
4. Privately-owned Non-Agricultural		
5. Privately owned Agricultural ²	▶ grantable	
	▶ non-grantable	
6. Special non-proratable assessments ³	▶ agricultural (grantable)	
	▶ agricultural (non-grantable)	
	▶ non-agricultural (Sec. 26)	
7. Project Total	\$0.00	\$0.00
8. Total for Prorating (Box 7 - total of Box 6)	\$0.00	\$0.00

V Amount of Grant (see explanations for Box V on reverse)

NOTE 1: Do not include agricultural lands where the lessee has an option to purchase (Sec. 86)
 NOTE 2: Review eligibility criteria for agricultural land and project components in Section 1 of ADIP policy.
 NOTE 3: Review ADIP 1.3 and 1.4 to determine grant eligibility of certain project costs and allowances.

VI Certificate Of The Engineer: I certify that the analysis of the estimated assessments as shown in Column (1) above, including the estimated assessments against lands used for agricultural purposes, item 5 above, have been extracted from my report dated:	VII Certificate Of The Treasurer: I certify that: <ul style="list-style-type: none"> • The applicant is a legal entity. • All information is true and correct and acknowledge that this application may be denied if any of the information is false or incomplete. • The applicant will comply with all applicable laws and regulations, and will discharge its responsibilities in compliance with ministry requirements. • The requirements of the Act with respect to appeals against assessments as provided under section 88(1) have been complied with and that the analysis of the actual assessments imposed as shown in Column (2) above, including the assessments levied against privately-owned land used for agricultural purposes, item 5, have been extracted from and are in accordance with the records of the municipality in respect of the drainage works described in this Application for a Grant.
A completion certificate for this drain was issued on the following date:	
Engineer's Signature:	
Engineer's Name: <i>(please print/type)</i>	
Date:	

Questions regarding this application should be directed to:		Treasurer's Signature
Name:		
Telephone:		
Email:		Treasurer's Name: (Please print/type)
Mail To: Ministry of Agriculture, Food and Rural Affairs Environmental Management Branch 3rd Floor SE, 1 Stone Rd. W., Guelph, ON N1G 4Y2 Attention: Drainage		Date:

2923-38 REV(12/08)

NOTE TO APPLICANT: The applicant(s) acknowledge that the information submitted could be disclosed in the event of a request made pursuant to the Freedom of Information and Protection of Privacy Act. Information submitted in confidence should be clearly marked "confidential". Information provided on this form is that of the organization and not the personal information of the applicant. The applicant will report as required by the ministry on the use of any funds provided. The ministry reserves the right of independent verification of reported program and financial information. Funds that are not used as intended must be returned to the province.

GUIDELINES FOR COMPLETING THE GRANT APPLICATION FORM

I General Information:

Application Reference Number: The municipality must assign a five-digit number in this box and this number will appear on the cheque that is sent by the ministry to the municipality applying for the grant. The five digit number is preceded by "TP/C" which means, "Transfer Payment - Construction". It is important that the municipality keep track of this number that they assign to a grant application so that when the cheque is received, they will be able to identify the grant payment.

Name of Drainage Works: The name is identified in the engineer's report and authorizing by-law for the drain.

Authorization for the Drainage Works: This is usually identified in the engineer's report. A new drain is authorized by Section 4 and an improvement to an existing drain is authorized by Section 78. Occasionally, a project is authorized through a combination of both Section 4 and 78. The date the engineer was appointed to perform this project (by by-law or resolution of council) must also be indicated in this box.

Type of Grant Application:

This grant application form is to be used to apply for grants for Drainage Act projects initiated under a new engineer's report (Section 4 or 78). There are three variations of these grants that can be applied for, as detailed below. Please ensure that the correct type of grant is specified on the form.

- REGULAR PROJECT GRANT APPLICATION: A "Regular" grant application is one where the grant is being applied for only after the project has been completed and the total costs are known. In addition to the grant application, the ministry also requires a copy of the preliminary report (if any), the final report (including any amendments or additions), the decision of the Court of Revision, the decision of the Drainage Tribunal (if any), and the by-law that has adopted the report and authorized the work. The Engineer must sign this application indicating that the work has been completed.

- CONTINUATION PROJECT GRANT APPLICATION: When the construction or improvement of a drainage works cannot be completed before the end of a fiscal year, a municipality may file an "**Interim Grant Application**" for the costs incurred to date. An interim grant cannot be given until the by-law adopting the project has been passed. To receive an interim grant, the municipality must submit the same information as for a Regular Project. In addition, the municipality must also pass an interim levying by-law that assesses the costs incurred to date on the landowners and a copy of this by-law must accompany the application. On the grant application form, Box II (physical description) should be completed for the total project. Box III should reflect the costs incurred to the date that the interim levying by-law was passed.

When a project that has received an interim grant payment is completed, a "**Final Grant Application**" can be submitted. No additional supporting documentation is required since it has been submitted with the interim grant application. On the grant application form, Box II (physical description) should again be completed for the total project - therefore, this information is the same for both the interim and the final grant applications. **Box III should only include the costs that have been incurred since the interim grant application was submitted.** Please note that interest accruing on unpaid interim levies are not considered an eligible cost when calculating the final grant payment and that all projects that have received an interim grant payment are scheduled for audit.

- PRELIMINARY REPORT GRANT APPLICATION: A preliminary report is requested for some Drainage Act projects. After this report has been prepared, the municipality must hold a "meeting to consider the preliminary report". At this meeting, if it is decided to terminate the project, the municipality may apply for a grant for the cost of preparing a preliminary report. To be eligible for this grant, **the project must be terminated**, not postponed or delayed and no additional costs must be incurred on the project after the meeting to consider the preliminary report. In addition, the preliminary report must only contain "preliminary" information; if it contains profiles of the work to be done or an assessment schedule, the grant application will be rejected. Box IV of the application form should not be completed for this type of application and the engineer does not need to indicate that a completion certificate has been issued in Box VI. The application must be accompanied by a copy of the preliminary report and the formal termination of the project (e.g. withdrawal of names from a petition or resolution of council).

II Physical Description: This information can be obtained from the text in the engineer's report.

III Actual Cost of Work: In Box III, the municipality must summarize the actual cost of the drainage project. The costs should be separated into the categories shown and should be supported by invoices. It is not necessary to include copies of the invoices with the grant application, but they should be available should an audit be conducted on this project by the Municipal Audit Bureau. The figure shown for "Allowances" is obtained from the engineer's report (which may have been revised by order of the Drainage Tribunal). Please note that the following are not eligible costs for the project: Cost of council meetings, clerk's costs, drainage superintendent's costs, administrative costs (e.g. telephone, mailing, overhead).

IV Analysis of the Assessments:

The figures in column (1) are obtained and summarized from the assessment schedule in the engineer's report, recognizing that these figures may have been modified through a decision of the Court of Revision or the Drainage Tribunal.

In column (2), the actual total (Item 7) must be the same figure as the total in Box III and the special non-prorateable assessments (Item 6) are the actual cost of this special work. The "as imposed" assessments in Column (2) for Items 1 to 5 are calculated by multiplying the "as estimated" assessment by the ratio of the "as imposed" pro-rata total (Item 8) divided by the "as estimated" pro-rata total (Item 8)

V Amount of Grant: Assessments imposed on agricultural land are eligible for grants that may be available, provided the project complies with the policies of the Agricultural Drainage Infrastructure Program. The grant rate is 33 1/3% in southern Ontario and 66 2/3% in northern Ontario.

VI Certificate of the Engineer: The engineer must sign and date the application form, except for preliminary report grants. Note that a "Completion Certificate" is not usually issued for an "Interim Grant Application".

VII Certificate of the Treasurer: The treasurer of the municipality must sign and date the application form.



Ministry of Agriculture, Food and Rural Affairs

**Application for Maintenance⁴ Grant
under the Drainage Act and the
Agricultural Drainage Infrastructure Program (ADIP)**
Please Print or Type

**Mail To: Ministry of Agriculture, Food and Rural Affairs
Environmental Management Branch
3rd Floor SE, 1 Stone Rd W, Guelph, ON N1G 4Y2
Attention: Drainage**

Application Reference Number: TP/M

Municipality:		Drainage Superintendent:		OMAFRA questions regarding this application should be directed to	Name:
County, Region, District (if applicable):		Company Name (if applicable):			Telephone:
					Email:

Project #	Name of Drain on which the Maintenance ⁴ Project occurred	Drain Authorizing By-law No.	Project Completion Date	Drain Type	Length of Project (metres)	Description of the Maintenance ⁴ Project	¹ Assessment on agricultural lands (A)	¹ Assessment on all lands (T)	Total Cost (inc. Net HST) of the Maintenance ⁴ Project	Assessment on Agricultural Land (A/T) X C	Grant Amount ²
1				▼		▼					
2				▼		▼					
3				▼		▼					
4				▼		▼					
5				▼		▼					
6				▼		▼					
7				▼		▼					
8				▼		▼					
9				▼		▼					
10				▼		▼					

<p>Note 1) From the last revised By-law, obtain the total assessment against properties eligible for grant (see ADIP Policy 2.2) to be assessed for this maintenance work and divide by the total assessment against all lands (T) to be assessed for this maintenance work. Multiply by the actual costs of the maintenance (C).</p> <p>Note 2) Grant amount is 1/3 of (TA) in Southern Ontario and 2/3 of (TA) in Northern Ontario. The total grant paid by OMAFRA for all maintenance and superintendent claims will not exceed the approved municipal allocation (see ADIP Policy 2.1)</p> <p>Note 3) Supporting documentation for one of the above projects (as detailed in ADIP Policy 2.3) must be submitted with this application form.</p> <p>Note 4) "Maintenance" includes drain maintenance, repair, minor improvement and operations. Check ADIP policy Section 2.2 for maintenance grant eligibility criteria.</p>	Total Cost of all Maintenance Projects	Total Agricultural Assessment (TA) :	Total Grant Amount ²
	\$0.00	\$0.00	\$0.00

NOTE TO APPLICANTS: The applicant(s) acknowledge that the information submitted could be disclosed in the event of a request made pursuant to the Freedom of Information and Protection of Privacy Act. Information submitted in confidence should be clearly marked "confidential". Information provided on this form is that of the organization and not the personal information of the applicant. The applicant will report as required by the ministry on the use of any funds provided. The ministry reserves the right of independent verification of reported program and financial information. Funds that are not used as intended must be returned.

<p>CERTIFICATE OF TREASURER: I certify that the applicant is a legal entity and that:</p> <ul style="list-style-type: none"> All information is true and correct and acknowledge that this application may be denied if any of the information is false or incomplete. The applicant complies with all applicable laws and regulations and discharges its responsibilities in compliance with ministry requirements. Subject to Section 75 (3) of the Drainage Act, the above described maintenance⁴ work has been assessed upon upstream lands and roads in the proportion determined by the most recent by-law pertaining thereto; the grant claim for the assessments made upon privately owned agricultural lands complies with Drainage Act S. 85 to 87 and with Section 2 of the Agricultural Drainage Infrastructure Program (ADIP) policies. 			<p>CERTIFICATE OF THE DRAINAGE SUPERINTENDENT:</p> <p>I certify that the above maintenance, repair or minor improvement projects were undertaken on my recommendation and under my supervision in accordance with Section 85 (a) (ii) of the Drainage Act, and have been completed to my satisfaction.</p>		
Treasurer's Name (print or type):	Treasurer's Signature:	Date:	Signature:	Date:	

Drop-Down Selections for Drain Type (Will not print)

- 1 - Open**
- 2 - Closed**
- 3 - Both**

Drop Down Selection for Maintenance Description (Will Not Print)

- Beaver Control**
- Beaver Dam Removal**
- Catchbasin Cleanout**
- Clean-out**
- Dredge Canals**
- Erosion Control**
- Flush Tile**
- General**
- Heavy Brushing/Cleaning**
- Level Spoil**
- Light Brushing**
- Pump Operation Costs**
- Repair Bank**
- Repair Bridge**
- Repair Catchbasin**
- Repair Culverts/Endwalls**
- Repair Dyke**
- Repair Outlet**
- Repair Pump**
- Repair Rip Rap**
- Repair Tile**
- Sediment Trap Maintenance**
- Seeding**
- Spraying**
- Tile Inspection**



Ministry of Agriculture, Food and Rural Affairs

**Application for Grant on Costs of
Employing a Drainage Superintendent
under The Drainage Act and the Agricultural
Drainage Infrastructure Program (ADIP)**

<i>Please Print or Type</i>		Application Reference Number: TP/S	
Municipality:		Name of Drainage Superintendent:	
Country, Region or District (if applicable)		Company Name (if applicable):	
OMAFRA questions regarding this application should be directed to:		Name:	
Telephone:		Email:	
Period Applied For:		To (date):	
From (date):			
Salary Paid or			
Consultant Fees ¹			
Benefits Paid ²			
or Net HST ³			
Expenses Paid ²			
Total Cost Incurred		(A)	\$0.00
Grant Amount ⁴		(B)	\$0.00
<p>NOTES: Refer to the appropriate sections of the Agricultural Drainage Infrastructure Program (ADIP) policies:</p> <ul style="list-style-type: none"> ▶ Note 1: Superintendent's salary or consulting fee claim must comply with ADIP policies 3.2 (a), (b) and (c) ▶ Note 2: Benefits claim must comply with ADIP policy 3.2 (e); Expense claims must comply with ADIP policy 3.2 (d). ▶ Note 3: Net HST may be claimed by consulting drainage superintendents. ▶ Note 4: Grant claim (B) must not exceed 50% of the total cost (A) ▶ Note: This application form is incomplete unless accompanied by a list of all projects completed in the year, a map showing the location of the work performed and a copy of the superintendents time records (See ADIP Policy 3.3) 			
<p>NOTE TO APPLICANTS: The applicant(s) acknowledge that the information submitted could be disclosed in the event of a request made pursuant to the Freedom of Information and Protection of Privacy Act. Information submitted in confidence should be clearly marked "confidential". Information provided on this form is that of the organization and not the personal information of the applicant. The applicant will report as required by the ministry on the use of any funds provided. The ministry reserves the right of independent verification of reported program and financial information. Funds that are not used as intended must be returned to the province.</p>			
<p>We, the undersigned, certify that the above information is correct and is in accordance with Sections 85 (b) of the Drainage Act and Section 3 of the ADIP policies.</p>		<p>CERTIFICATE OF TREASURER: I certify that:</p> <ul style="list-style-type: none"> • The applicant is a legal entity: • All information is true and correct and acknowledge that this application may be denied if any of the information is false or incomplete. • The applicant complies with all applicable laws and regulations and discharges its responsibilities in compliance with ministry requirements. 	
<p align="center">Drainage Superintendent's Signature</p>			
<p align="center">Date:</p>			
<p>Mail To: Ministry of Agriculture, Food and Rural Affairs Environmental Management Branch 3rd Floor SE,1 Stone Rd W, Guelph, ON N1G 4Y2 Attention: Drainage</p>		Treasurer's Signature	
		Treasurer's Name: (Please Print)	
		Date:	
Please make a copy for your records		2111-38 REV(12/08)	