



Storefront Improvement Program Grant Application Form

Section 1: General Information

The goal of the Storefront Improvement Program is to assist businesses in the West Broadway BIZ area, (members in good standing) in improving their storefront and building exterior in order to enhance the commercial viability of the BIZ area.

Eligible Applicants:

Only businesses within the boundaries of the West Broadway BIZ Zone, and listed on the most recently revised taxable Business Assessment Roll of the City of Winnipeg, are eligible to apply for this grant, as per the Business Improvement Zone Procedures By-Law No. 8111/2002. All eligible tenants within a multi-unit building (defined as 2 or more units at one common address) can apply for the grant individually, or in the case of a larger scale project affecting numerous tenants, each eligible unit can access the Multi-Unit Grant only.

Eligible Improvements:

Physical improvements including exterior painting, wall finishes, signage, awnings, entryways, doors, and windows, etc., which will contribute to the enhancement of the commercial viability of the BIZ area. Eligible costs include the related labour and supply costs of an improvement, but not the costs related to zoning, permits, administration, legal and/or financing services.

Grant Information:

Minor Grant – Maximum \$1500

Major Grant – Maximum \$5000

Multi-Unit Grant – Maximum \$3500 per unit

Either a minor, major or multi-unit grant is available per member every 3 years, to be matched on a 50/50 basis by the applicant. **For major and multi-unit grant applications, drawings and associated costs must be submitted for approval ahead of the start of the project.**

Application for the minor grant must be submitted no later than 1 year after completion of the improvement. The applicant will be responsible for paying for the related costs of an

improvement prior to receiving the grant. Multiple improvements may be submitted on one application. Prior to reimbursement representatives of the BIZ board will review the application and inspect the improvements. All applications will be reviewed by the Streetscaping Committee on a *first come, first serve basis*. Applicants will be informed of their approval from the BIZ.

Optional Design Grant Information:

For a cost of \$1500, our architect will:

- measure building
- review City Guidelines
- provide several options for new design
- provide an approximate cost for completion of work
- provide a review of improvements and a certificate of completion

Improvements completed within two years of the design phase will be reimbursed by the BIZ for up to 50% of the design costs, over and above the Minor or Major Grant.

Section 2: Applicant

Applicant: _____

Mailing Address: _____

Telephone: _____ Email: _____

Owner's Name (if different from applicant): _____

Owner's Address: _____ Telephone: _____

Business Name: _____

Address: _____ Retail Type: _____

Business on Main Floor (circle one): YES NO

Section 3: Description of Completed Improvement(s)

Provide a description of the completed improvement(s). Attach copies of any supporting documents relating to the costs of the improvement and any pictures taken before and after the improvement.

Section 4: Breakdown of Cost

Total Cost of Improvement(s): \$ _____

Amount of Grant Requested: \$ _____

Professional Designer (where required for permits): _____

Licensed Bonded Contractors or Trade Persons: _____

Description of Items	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Section 5: Design Fee

Was our architect used in the design phase of this project? (Circle one) YES NO

If YES, please attach the certificate of completion provided by the architect.

Section 6: Certification

It is hereby certified that the information provided in this application is to the best of my knowledge accurate.

Applicants Name

Owners Name (if different than Applicant)

Applicants Signature

Owners Signature (if different than Applicant)

Sign at Winnipeg, MB this _____ day of _____, 20_____

BIZ Board Member

Chair's Name

BIZ Board Member Signature

Chair's Signature

Sign at Winnipeg, MB this _____ day of _____, 20_____

You can email your application to director@westbroadwaybiz.com, or you can mail your application to:

West Broadway BIZ
Attn: Leah McCormick
545 Broadway
Winnipeg, MB.
R3C 0W3

Questions? Give us a call. 204-779-4100