



**WEST  
BROADWAY**  
*biz*

**Storefront Improvement and Safety  
Grant Application Form**

**Section 1: General Information**

The goal of the Storefront Improvement and Safety Grant is twofold. First, it exists to assist businesses in the West Broadway BIZ area in improving their storefront and building exterior in order to enhance the commercial viability of the BIZ area. Second, it helps to support the physical safety measures business owners choose to incorporate into their spaces.

**Eligible Applicants:**

Only businesses within the boundaries of the West Broadway BIZ Zone who are 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, windows, lighting, security cameras, 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 three (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 information**

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) and/or safety features. Attach copies of any supporting documents relating to the costs of the improvement (estimates, invoices, etc.) and any pictures taken before and after the improvement.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**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**

I hereby certify that the information provided in this application is accurate.

\_\_\_\_\_  
Applicants Name/

\_\_\_\_\_  
Owners Name (if different than Applicant)

\_\_\_\_\_  
Applicants Signature/

\_\_\_\_\_  
Owners Signature (if different than Applicant)

Date: \_\_\_\_\_

\_\_\_\_\_  
BIZ Board Member

\_\_\_\_\_  
Name

\_\_\_\_\_  
BIZ Board Member

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

You can email your application to [director@westbroadwaybiz.com](mailto:director@westbroadwaybiz.com), or you can mail your application to:

West Broadway BIZ  
Attn: Sara Atnikov  
545 Broadway  
Winnipeg, MB.  
R3C 0W3

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