







WEST  
BROADWAY  
biz

# Business Development Program Info Sheet

## About this grant

This grant is intended to help local businesses grow by **reimbursing up to 50% of expenses** for marketing, new equipment, staff training and professional development, consulting & professional services (ie: architects, engineers, designers, etc) and physical improvements to customer spaces.

## Who is eligible?

-  Registered businesses
-  Within West Broadway BIZ zone
-  Listed on most recent Business Assessment Roll from the City of Winnipeg
-  Have not been a recipient of this same grant within the last 3 years

## Grant Amount

Maximum \$3,000 per recipient

### THE PROCESS



#### 1. Submission

You submit your application online or in person



#### 2. Acceptance

We will contact you to let you know whether your form was filled out correctly



#### 3. Approval

We will contact you to let you know whether you have been approved as a recipient



#### 4. Reimbursement

Submit your expenses and get 50% back

For help with your application, call us at 204-779-4100



# Business Development Program Grant Application

## Hi Neighbour!

We're glad that you are applying for our Business Development Program! We know that filling out grant applications can be a little tricky, so please contact us at 204-779-4100 if you have any questions or require assistance. We are happy to help!

## Section 1: Grant Details

**The Business Development Grant Program will reimburse 50% of eligible costs towards your project up to a maximum of \$3,000.**

Projects which involve multiple BIZ members may be eligible for additional funding.

**All projects and proposed costs must be approved before they begin.**

Work undertaken prior to grant approval will not be reimbursed.

This grant is available to each BIZ member every 3 years.

The applicant will be responsible for paying for the related costs of a project prior to receiving the grant. Advertising campaigns will be reimbursed only on conclusion of the campaign and receipt of a copy of the ad. Prior to reimbursement, representatives of the BIZ will review the results of the project. The BIZ reserves the right to withhold payments if project components or final reports are not completed.

The BIZ reserves the right to determine the eligibility of all projects on a case-by-case basis. Regular recurring expenses (eg: staff wages, taxes, utilities) are not eligible for reimbursement. Regular maintenance, upkeep and repair costs may not be eligible for reimbursement.

All applications will be reviewed on a first come, first serve basis. Applicants will be informed of their approval by the BIZ.



# Business Development Program Grant Application

## Section 2: Business Information

Business Name:

Business Address:

Type of Business:

Contact Person:

Mailing Address:

Phone:

Email:

Owner's Name:

Owner's Address:

Owner's Phone:

Has the property owner authorized this project?

YES

NO

If your project includes physical improvements to the property, such as renovations, PLEASE ATTACH a letter of authorization signed by the property owner.



**IMPORTANT:** We cannot approve an application for renovations without authorization from the property owner.





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## Section 4: Breakdown of Costs

Total estimated cost of project: \$ \_\_\_\_\_

Grant amount requested for eligible expenses: \$ \_\_\_\_\_

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____



**IMPORTANT:** Please attach quotes to support the proposed costs. For physical improvements or renovations, attach copies of the relevant designs.

You may be required to provide a photo of your property before and after the improvements. You will also be required to provide a brief report on the results of your project.

Do you authorize West Broadway BIZ to publish pictures & information about your project in our newsletter and/or on social media?

YES  NO



# Business Development Program Grant Application

## Section 5: Application Checklist

Before submitting your application, please make sure that you have properly attached the following:

- Completed & signed application form
- Letter of authorization from property owner (if applicable)
- Quotes or estimate for planned work
- Designs, images or supporting documents (if applicable)

## Section 6: Certification

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

\_\_\_\_\_  
Applicant name

\_\_\_\_\_  
Applicant 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: Eric Napier Strong  
PO Box 58060  
Winnipeg RPO Bishop Grandin, MB  
R2M 2R6