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Storefront Improvement Program — Info Sheet

About this grant

This grant is intended to help local businesses grow by **reimbursing up to 50% of expenses** for physical improvements to their storefronts, such as exterior painting, wall finishing & façade improvements, awnings & signage, doors & windows, and landscaping and general entryway improvements.

Who is eligible?

- Registered businesses
- Within West Broadway BIZ zone
- Listed on most recent Business Assessment Roll from the City of Winnipeg

Grant Amount

Minor Grant: Maximum $1,500 per recipient
Major Grant: Maximum $5,000 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. Sponsorship
Submit your expenses and get 50% back!

Visit our website for more program details & applications!

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

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Storefront Improvement Program Grant Application

Hi Neighbour!

We're glad that you are applying for our Storefront Improvement 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 Storefront improvement Program will reimburse 50% of eligible costs towards your project up to a maximum of $1,500 for Minor Grant recipients, and up to $5,000 for Major Grant recipients.

All Major Grant projects must have drawings and proposed costs approved before the start of the project. Work undertaken prior to grant approval will not be reimbursed.

Minor Grant projects can be submitted up to 1 year after completion.

The applicant will be responsible for paying for the related costs of a project 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.

The BIZ reserves the right to determine the eligibility of all projects on a case-by-case basis. 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. Regular maintenance, upkeep and repair costs are not 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.

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Storefront Improvement 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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Storefront Improvement Program Grant Application

Section 3: Project Outline

Please provide a description of your proposed project. Outline your planned expenses and explain how they will contribute to the improvement of your business. Attach an additional document if more space is needed for your description.

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Storefront Improvement Program Grant Application

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

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Storefront Improvement 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 herby 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 or you can mail your application to:

West Broadway BIZ
Attn: Eric Napier Strong
748 Broadway
Winnipeg, MB
R3G 0X3