

2011 STOREFRONT IMPROVEMENT GRANT

Program Goals

The goal of this program is to encourage West End business members to improve the external appearance of their commercial properties. This program helps beautify the area and encourages residents and visitors to support West End businesses.

How the Program Works

As a BIZ member, decide how you wish to enhance your storefront. Submit your plan using the attached application form. Approval will take place at regular Street Enhancement Committee meetings, based on how well your proposed project meets the program criteria. Applications will be accepted as long as funding is available. Successful applicants will be advised within two weeks of the meeting date. The project must be completed and all bills paid, before submitting your claim for reimbursement. All work must be completed within the 2011 calendar year.

Who Can Apply

Members of the West End BIZ can apply for this grant. A member is anyone who owns or operates a business within the boundaries of the West End BIZ and pays business tax.

Eligible Amounts

Projects are eligible for reimbursement of up to 1/3 (one third) of the total project's cost, to a maximum grant of \$1000. Examples: If your approved project has a total cost of \$3,000 or more, you will receive the maximum grant of \$1,000. If you approved project has a total cost of \$1,500 you will receive \$500.

Program Criteria

As this is a "storefront" grant, projects must be visible to the public from the front street and enhance the curb appeal of your property. The West End BIZ supports projects that:

- Enhance the curb appeal of the business or contribute to the promotion of the business
- Improve visitor comfort and or provide outdoor seating or landscaping to encourage visitor traffic

Examples of enhancements that are encouraged are:

- Exterior painting (including decorative and murals) or other exterior wall finishes
- Signage (including decorative awnings and backlit signs)
- Exterior window coverings (ie. awnings, decorative shutters, etc)
- Entryway improvements or exterior seating
- Landscaping or window boxes

How to Apply

Call the West End BIZ office at 954-7900 to have an application e-mailed, faxed or mailed to you. Or, stop by the office (581 Portage Ave) to pick one up. Grants are also available for download from our website (www.westendbiz.ca).

Approval & Payment

Grants are reviewed as they come in. If your application is approved you will receive a notification letter from the BIZ confirming your approved grant and a claim form for reimbursement of eligible expenses to be used once your project is completed. Submit as per the instructions on the claim form. The BIZ's goal is to ensure that the entire process is user friendly and fast, to help you get your project completed as soon as possible.



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Terms and Conditions

- You must obtain and submit 2-3 pricing quotes for the work you wish to perform.
- Applicants are strongly encouraged to use local West End businesses wherever possible.
- All work must be done by a licensed and/or bonded contractor or other tradesperson. No sweat equity will be eligible for financial reimbursement.
- All your project costs must be included in the initial application. **Additional costs will not be considered once the project application is approved.**
- The amount you are approved for, as will be stated in your confirmation letter, is the maximum amount eligible for reimbursement. You will only receive 1/3 (one third) of your **actual** total project cost, even if less than the **original** total project cost, again as stated in your confirmation letter.
- Costs related to zoning, permits, administration, legal and financing services are not eligible for reimbursement.
- Taxes are also not eligible for reimbursement.
- The grant covers **new projects only. Work commenced or completed prior to written approval given by West End BIZ for the application is not eligible for a grant.**

APPLICANT INFORMATION

Business Name: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Phone: _____

E-Mail: _____ Fax: _____

Business Tax Roll Number * : _____

* (5 digit number provided by City on City of Winnipeg Business Tax Statement)

Property Owner's Name (if different): _____

Owner's Address: _____ Postal Code: _____

Phone: _____

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PROJECT INFORMATION

Address of location to be improved: _____

Type of Business: _____ Business frontage _____ ft.

Please describe the planned storefront improvements in detail and provide copies of any sketches or specifications. Include details as needed to give a clear idea of your plans. Be as specific as possible and use a separate sheet or back of this form if necessary. All signage projects **must** include a sketch of the proposed signage. **Failure to provide any of these documents or any information required in this application will delay your processing or may result in your grant not being approved.**

PROJECT ESTIMATES

Two-three estimates for all work to be done must be obtained and included. Applicants are strongly encouraged to use local West End businesses wherever possible. Only include copies of your estimates; retain the originals. Please provide a complete breakdown of the anticipated project expenses from the contractor you would prefer to use below:

Cost of Materials: _____ Cost of Labour: _____

Total Cost of Project: _____

Names of Contractor(s) to be used: _____

Is your preferred contractor a West End BIZ Member? (Circle one) YES NO

If not, why not? _____

CERTIFICATION (To be completed by the BIZ Member)

I hereby certify that the information provided in this application is true and accurate to best of my knowledge and that I have read and understood the terms and conditions of the grant application.

Applicant's Name & Title (Print): _____

Signature: _____ Date: _____

The following is to be completed by the building owner, if different from applicant:

I hereby authorize the above application to be made and if it is approved I will permit the project to proceed on my premises.

Owners Name (Print): _____

Signature: _____ Date: _____