

Please read the following information carefully before completing an application.

## PROGRAM GOALS

- Assist West End BIZ members to improve the physical appearance of their commercial properties.
- To help beautify the area and encourage residents and visitors to support West End businesses.

### For completed projects:

### HOW IT WORKS

- 1** Projects completed in the last year from application qualify.
- 2** Submit an application, including proof of payment\*\*
- 3** Wait for approval\* from the BIZ!
- 4** Wait for your cheque from the BIZ!

For new projects: Please apply for a BIZ Grant

## WHO CAN APPLY

Rebates are available for West End BIZ members only. Members include anyone who owns or operates a **business within the West End BIZ boundary and pays business tax**. The City of Winnipeg Business Assessment Roll Number is required to apply. Businesses who do not yet have a Roll Number can still apply, however reimbursement will be postponed until the Roll Number is received.

## ELIGIBLE PROJECTS

The following are examples and should not be considered as a complete list. Projects not listed may qualify. Contact the BIZ to discuss your project details to see if it qualifies.

- Professional services such as design, engineering, architecture, accounting, or consulting.
- Marketing; for advertising/promotional initiatives (for a multi-ad campaign: available only after campaign is published in full.)
- Renovations; expansion costs, interior design of customer areas.
- Purchase of new equipment to improve your business.
- Staff training & IT (Information Technology) improvements.
- Start-up costs, including first month's rent, training, and moving expenses.

## HOW TO APPLY

Web: <http://westendbiz.ca/members/biz-membership-benefits/grants/>

Phone: (204) 954-7900

In Person: 581 Portage Ave. Monday to Friday 9am - 4pm

### THE MONEY

# 25%

Of the actual cost before tax, up to a maximum of \$1,000 every 2 years!

\*Projects over \$5,000 will be eligible for additional funding, up to a maximum of \$3,000. For more information see Terms and Conditions in the application form.

## THE FINE PRINT

\*Not all applications will be approved. Missing information, missing quotes, or incorrect information will determine the outcome of your application. If all information is complete, approval will be based on how well your proposed project fits the program goals and available funds at the time of application.

Applications will be approved on a first come, first served basis. Applicants will be notified of the outcome of their application via email or mail within two weeks of applying. If all available grants have been allocated to other members, applicants will be notified that their application will be considered in the next fiscal year.

Multiple improvements can be submitted on one application.

\*\*Proof of Payment is a bill clearly marked as paid AND a copy of a cheque, bank or credit card statement showing the job has been paid (originals will not be accepted). Proof of payment must be submitted no later than 1 year from the date of application. Projects must be completed and all bills paid to be reimbursed. Once proof of payment is submitted, a West End BIZ staff member will perform a site visit to ensure all improvements have been successfully completed. Under extenuating circumstances, applicants must apply in writing before the grant expires requesting an extension. Extensions will be awarded at the discretion of the BIZ.

**Not sure if your project qualifies?  
Need assistance? Have questions?**

**Call or email us:  
(204) 954-7900  
[grants@westendbiz.ca](mailto:grants@westendbiz.ca)**

**We would love to hear from you!**

**WEST END BIZ  
WEST END BIZ**

Please read the following information carefully before completing the application.

**APPLICANT INFORMATION**

Business Name:

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Type of Business:

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Address:

Number: Street:

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Postal Code: Phone: Fax:

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City of Winnipeg Business Assessment Roll Number\*:

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Primary Contact Person:

Name: Email:

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**PROJECT INFORMATION**

Detailed description (Attach extra sheet if necessary):  
For signage and awnings, please attach a sketch or picture.

**PROJECT COSTS**

- Invoice attached  
Total cost of project before tax: \$ \_\_\_\_\_
  
- Proof of Payment attached

\*Your Business Assessment Roll Number is provided on the City of Winnipeg Business Tax Statement.  
You can look up your number at:  
<http://www.winnipegassessment.com/AsmtTax/English/Propertydetails/BASearch.stm>

# TERMS AND CONDITIONS

1. Only West End BIZ (henceforth known as 'WEB') members are eligible for rebates. Applications will be reviewed on a first come, first served basis. Successful applicants will receive written confirmation from WEB within 2 weeks after submitting their completed application.
2. The applicant must demonstrate that their project will enhance the streetscape. Whether or not the project qualifies is up to the discretion of WEB. Multiple improvements may be submitted per application, however all improvements must have been completed within a year from the original date of application.
3. The applicant assumes all responsibility for obtaining permission from the landlord, property owner and/or city to undertake the proposed projects. WEB assumes no responsibility for projects undertaken without permission or necessary permits.
4. The applicant assumes all responsibility for ensuring that proof of payment is submitted within one year from the date of completion of the project. WEB will not be held responsible if proof of payment is not provided within the given time frame. In case of such an event, the grant will be canceled by WEB.
5. The amount listed in the approval letter is the maximum amount eligible for reimbursement up to a maximum of \$1000 for each grant/rebate type every 2 years. If all WEB grant funding has been allocated, WEB may file the application to be considered in the next fiscal year. Monthly bills for internet or electricity, taxes, zoning, permits, administration, legal and financing services are not eligible for reimbursement.
6. In cases where the eligible cost of the project is over \$4,000, additional funding will be provided at a lower rate, up to a maximum of \$3,000. Contact the BIZ for more details.
7. In the case where a business has multiple locations and is advertising or completing a project for the business in general, the eligible project cost will be prorated dependent on the number of locations operating in the West End.
8. The project must be completed and all bills paid to be reimbursed by WEB. The applicant must be operating within the WEB area to qualify for reimbursement. If the applicant moves out of the area before reimbursement, the rebate will be considered to be forfeited.
9. All work must be done by a licensed and/or bonded contractor or other trades-person. No labour performed by a non-licensed or bonded contractor will be eligible for reimbursement. In some cases it may be approved for you to do the work yourself, but in such projects, only the materials will qualify for reimbursement.
10. Before reimbursement, a WEB staff member will perform a site visit to confirm the project has been satisfactorily completed.
11. Terms and conditions of WEB rebates are subject to change without notice. All decisions made by the West End BIZ are final, disputes will be brought to the management board.

## AGREEMENT

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

Name:

Signature:

X

Date: \_\_\_/\_\_\_/\_\_\_  
mm/dd/yy

If the property owner is different from above, provide the following:

Owner's Name:

Number:

Street:

Postal Code:

Phone:

Has the owner authorized the proposed project?  Yes  No  N/A  
Please attach signed and dated letter of authorization.

Please fill out the following if you authorize the West End BIZ to publish pictures of your improvement project in their Newsletter (print and digital) to be distributed to other BIZ members and the public.

Name:

Signature:

X

Date: \_\_\_/\_\_\_/\_\_\_  
mm/dd/yy

## FOR INTERNAL USE ONLY

### Business Development Rebate

Business Name:

Rebate Amount:

Date Received:

Total cost of project before tax:

Database Reference #:

Authorized Signatures:

Status:  Approved  Declined

Declined by Applicant

Date: \_\_\_/\_\_\_/\_\_\_  
mm/dd/yy

Amount Paid:

Date: \_\_\_/\_\_\_/\_\_\_  
mm/dd/yy

Reason:

Cheque #:

JE:

Initials:

Site Visit: Date: \_\_\_/\_\_\_/\_\_\_ Initials:  
mm/dd/yy

Approval letter sent via:

Email  Mail

Date:

mm/dd/yy

Notes:

## Rebate Check List

- Completed application
- Verified Business Assessment Roll Number
- Proof of Payment
- Signed letter of approval for improvements from property owner, if applicable.

**Submit your completed application to:**

**Mail: 581 Portage Ave  
WPG, MB R3B 2G2**

**Fax: (204) 772-8604**

**Email: [grants@westendbiz.ca](mailto:grants@westendbiz.ca)**

**We would love to hear from you!**

**WEST END BIZ**  
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