

Please read the following information carefully before completing an application.

PROGRAM GOALS

- Assist West End BIZ members to improve and develop their business.
- Encourage new businesses to locate to the BIZ by covering some start-up costs.

HOW IT WORKS

For new projects:

1 Pick an aspect of your business that you would like to improve.

2 Get 3 quotes: One must be from another BIZ member and two from businesses of your choosing.

3 Submit an application

4 Wait for approval* from the BIZ!

5 Complete improvements.

6 Submit proof of payment**

7 Wait for your cheque from the BIZ!

For completed projects: please apply for a BIZ Rebate.

WHO CAN APPLY

Grants 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.

THE MONEY

50% Of the actual cost before tax,
up to a maximum of \$1,000 every 2 years.

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

***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.

For applications for advertising, one quote or rate sheet will be considered sufficient.



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

**Call or email us:
(204) 954-7900
aaron@westendbiz.ca**

We would love to hear from you!

Please read the following information carefully before completing the application.

APPLICANT INFORMATION

Business Name:

Type of Business:

Address:

Number:	Street:		
Postal Code:	Phone:	Fax:	

City of Winnipeg Business Assessment Roll Number*:

Primary Contact Person:

Name:	Email:
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PROJECT INFORMATION

Detailed description (Attach extra sheet if necessary):

PROJECT ESTIMATES

Name of chosen contractor or service provider:

Quotes attached: 1 from BIZ Member: _____

2 from other businesses of your choosing.

Note: lists of relevant BIZ members available upon request.

**Not sure who
to hire?**
Call the BIZ today
for a list of West
End contractors!
204 954-7900

*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>

If you were unable to obtain the necessary quotes, please provide a detailed reason why (attach a separate page if necessary):

Signature: X _____	Date: ____/____/____ mm/dd/yy
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Is your chosen contractor a BIZ member? Yes No

If no, why? _____

TERMS AND CONDITIONS

1. Only West End BIZ (henceforth known as 'WEB') members are eligible for grants. 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 Business Development Grant will not cover costs associated with improvements to staff areas. Whether or not the project qualifies is up to the discretion of WEB. Multiple improvements may be submitted per 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 application. 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 applicant must obtain and submit copies of three quotes for each application. One quote must be from a WEB member, however an exception will be made if there is no West End business who provides the service or product required. Lists of WEB businesses are available upon request. If choosing a West End business is not possible, the applicant must provide a brief explanation in the space provided above. In the absence of a quote from a WEB member, where no explanation is given, the application may be delayed or denied. New qualifying projects must be approved for grants before construction is started. For projects involving advertising, one quote or rate sheet per run will be considered sufficient.
6. 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. In the event a project costs less than quoted originally, the grant will be reduced to 50% of the actual cost, minus taxes. In the event that a project costs more, the original approved amount will be granted. If all WEB grant funding has been allocated, WEB may file the application to be processed in the next fiscal year. Monthly bills for Internet or electricity, taxes, zoning, permits, administration, legal and financing services are not eligible for reimbursement.
7. 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 grant will be considered declined by the applicant.
8. 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 financial 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.
9. Before reimbursement, a WEB staff member will perform a site visit to confirm the project has been satisfactorily completed.

10. Terms and conditions of WEB grants 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:

Address:

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 Grant
Business Name:	Grant Amount:
Date Received:	Total cost of project before tax:
Database Reference #:	Authorized Signatures:
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Declined by Applicant Date: ___/___/___ mm/dd/yy	Amount Paid: _____ Date: ___/___/___ mm/dd/yy
Reason: _____	Cheque #: _____ JE: _____
_____ Initials:	Site Visit: Date: ___/___/___ Initials:
Approval letter sent via: <input type="checkbox"/> Email <input type="checkbox"/> Mail Date: ___/___/___ mm/dd/yy	Notes:

Grant Application Check List

- Completed application
- Verified Business Assessment Roll Number
- Three Quotes
 - One BIZ member quote
 - Two other quotes
- 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: aaron@westendbiz.ca

We would love to hear from you!