

Please read the following information carefully before completing an application.

## PROGRAM GOALS

The West End BIZ recognizes that increasing lighting along sidewalks, walkways and in other public areas helps to provide a safer environment on West End streets for everyone; businesses, visitors and residents alike. The BIZ already offers a variety of grant programs, including a Safety Grant specifically for businesses. The goal of this sponsorship program is to encourage and assist other organizations in the area to improve their exterior lighting. Priority will be given to projects that provide wide light spillage, are located on main streets, or are adjacent to public spaces identified with low light conditions.

## HOW IT WORKS

- 1** Choose the lighting best suited for your building to create added safety. Ask the BIZ for ideas!
- 2** Get 3 quotes: At least one must be from a West End business
- 3** Submit the application
- 4** Wait for approval\*\* from the BIZ!
- 5** Complete the project
- 6** Submit proof of payment\*\*\*
- 7** Wait for your cheque from the BIZ!

## WHO CAN APPLY

Sponsorships are available for Non-Profit organizations within the West End BIZ boundary. Businesses with City of Winnipeg business Roll Numbers are encouraged to apply for the West End BIZ Grants and Rebates Program.

## THE MONEY

**50%** Of the actual cost before taxes and permits, up to a maximum of \$1,000.

## HOW TO APPLY

**Web:** <http://westendbiz.ca/exterior-lighting-sponsorship>

**Phone:** (204) 954-7900

**In Person:** 581 Portage Ave. Monday to Friday 9:00 am - 4:30 pm

**\*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 your application. The project must enhance street lighting around walkways and dark areas. If needed, a site visit before approval may be required.

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

**\*\*Proof of Payment** is a bill clearly marked as paid AND a copy of a cheque, bank or credit card statement showing that payment for the project has been made. Proof of payment must be submitted no later than 1 year from the date of approval. 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 request an extension by applying in writing before the sponsorship expires. 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  
aaron@westendbiz.ca**

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

Please read the following information carefully before completing the application.

## APPLICANT INFORMATION

Organization Name:

Type of Organization:

Address:

Number:	Street:	
Postal Code:	Phone:	Fax:

Primary Contact Person:

Name:	Email:
-------	--------

## PROJECT INFORMATION

Detailed description (Photographs welcome. Attach extra sheet if necessary):

## PROJECT ESTIMATES

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

Name of chosen contractor or service provider:

Quotes attached:  1 from West End business: \_\_\_\_\_  
 2 from other businesses of your choosing.

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
--------------------	----------------------------------

Is your chosen contractor a West End business?  Yes  No

If no, why not? \_\_\_\_\_

---

## TERMS AND CONDITIONS

---

1. Only Non-Profits located within the West End BIZ boundary are eligible for sponsorships. Applications will be reviewed on a first come, first served basis. Successful applicants will receive written confirmation from the West End BIZ (henceforth known as 'WEB') within 2 weeks after submitting their completed application.
2. The lighting sponsorship will not cover costs related to taxes, zoning, permits, administration, legal and financing services. Operational expenses (eg. hydro or internet) for alarm or surveillance systems are not eligible. Multiple improvements may be submitted on a single 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 approval. 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 sponsorship 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 West End businesses are available upon request. If choosing a West End business is not possible, the applicant must provide an explanation in the space provided. In the absence of a quote from a WEB member, where no explanation is given, applications may be delayed or denied. New qualifying projects must be approved for sponsorship before construction is started.
6. The amount listed in the approval letter is the maximum amount eligible for reimbursement. In the event a project costs less than quoted originally, the sponsorship will be reduced to 50% of the actual cost, minus taxes or permits. The maximum sponsorship for a project is \$1,000. If all WEB sponsorship funding has been allocated, WEB may file the application to be processed in the next fiscal year.
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 lighting sponsorship are subject to change without notice. All decisions made by the WEB 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 West End businesses and the public.

Name:	
Signature: X	Date: ___/___/___ mm/dd/yy

### FOR INTERNAL USE ONLY

### Storefront Improvement Grant

Organization Name:	Sponsorship 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: _____ _____ Initials: _____	Cheque #: _____ JE: _____
Approval letter sent via: <input type="checkbox"/> Email <input type="checkbox"/> Mail    Date: ___/___/___ mm/dd/yy	Site Visit: Date: ___/___/___ Initials: mm/dd/yy
	Notes:

## Application Check List

- Completed application
- 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](mailto:aaron@westendbiz.ca)**

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