



## **Store Front Enhancement Grant - Policies & Guidelines**

The Norwood Grove BIZ reviews all sponsorships based on their merit and does not discriminate on the basis of actual or perceived group characteristics as identified in the Manitoba Human Rights Code.

The program goal is to encourage Norwood Grove BIZ members to improve the external front appearance of their businesses. The goal is to attract residents and visitors to our area by improving the overall perception of our community.

- Only registered businesses of the Norwood Grove BIZ are eligible for sponsorships from The Norwood Grove BIZ.
- All applications must be made in the form of a written request and when possible should include diagrams, quotes from contractors, and any reference materials that would be of help to the board (form attached).
- When possible, Norwood Grove businesses should acquire service quotes prior to applying.
- A licensed and/or bonded contractor or other tradesperson must do all work. No sweat equity will be eligible for financial reimbursement. In some cases, the business may be approved to do the work itself, in which case only material costs will qualify for reimbursement.
- Projects must be in the form of an enhancement to the exterior front of a business and must be visible to the public.
- Enhancement can increase curb appeal, contribute to the promotion of the business, landscaping or visitor comfort.
- Projects should consider long term sustainability and maintenance.
- Norwood Grove will contribute up to 50% of the investment, to a maximum of \$1000. Due to this maximum allocation, not all applicants will be approved.
- Applications must be submitted on or before October 31<sup>st</sup> at 12:00 midnight, for the following calendar year. Applicants are encouraged to re-apply every year.
- Grant recipients will be announced at the Annual General Meeting.
- All project costs must be submitted with the initial application. Additional costs will not be considered for reimbursement.
- Once awarded, the recipient must submit copies of receipts for reimbursement.

### **Grants are not made to, or for:**

- Individuals
- Project costs related to activities undertaken before the date of the Grant Committee or Board decision. New projects ONLY.
- Costs related to taxes, zoning, permits, administration, legal and financing services, or exterior enhancements to areas other than the store front to curb are not eligible.

- Political activities.
- Exclusively religious activities.

All applications can be emailed to [info@norwoodgrove.mb.ca](mailto:info@norwoodgrove.mb.ca) or mailed to P.O Box 34, Norwood PO, Winnipeg MB, R2H 3B8.

If you have any questions about the *Sponsorship - Policies & Guidelines* or would like to meet with someone, please call 204-231-9372 or email [info@norwoodgrove.mb.ca](mailto:info@norwoodgrove.mb.ca).

**APPLICANT INFORMATION**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Tax Roll Number \* : \_\_\_\_\_

\* (5-digit number provided by the City on your City of Winnipeg Business Tax Statement)

Property Owner's Name (if different from above): \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**PROJECT INFORMATION**

Address of location to be improved:

\_\_\_\_\_

Type of Business: \_\_\_\_\_ Business frontage \_\_\_\_\_ ft.

Please describe the planned storefront improvements in detail. Provide copies of any sketches or specifications related to the proposed improvements. Be as specific as possible. Use a separate sheet if necessary. All signage projects must include a sketch of the proposed signage. Failure to provide these documents or any information required in this application will delay your processing and may result in your grant not being approved.

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**PROJECT ESTIMATES**

Only include copies of your estimates; retain the originals. Please provide a complete breakdown of the anticipated project expenses from your preferred contractor below:

Cost (Materials): \_\_\_\_\_ (Labour): \_\_\_\_\_ (Total): \_\_\_\_\_

Names of Contractor(s) to be used: \_\_\_\_\_

Is your preferred contractor a Norwood Grove 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 the best of my knowledge. I have read and understood the terms and conditions of the grant application.

Applicant's Name & Title (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the property owner, if different from applicant above:

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

Owner's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_