



## **Store Front/Signage Enhancement Grant POLICIES & GUIDELINES**

The Norwood Grove Business Improvement Zone (BIZ) is dedicated to promoting equitable sponsorships while upholding the principles of inclusivity and non-discrimination, as outlined in the Manitoba Human Rights Code. The Store Front and Signage Enhancement Grant program aims to enhance the visual appeal of our community and attract residents and visitors by improving the external appearance of member businesses. To achieve these goals, the following policies and guidelines have been established:

### **Eligibility**

- Only businesses that are officially registered within the Norwood Grove Business Improvement Zone will be taken into consideration for a grant application.
- Registered businesses that have been denied in the previous fiscal year are eligible and encouraged to reapply.
- Businesses that have been previously approved can submit a new application after a waiting period of 3 years.
- Grant approval is on a first come, first served basis.

### **Project Requirements**

- Applications must be submitted in writing, using the provided application form, which should include relevant diagrams, contractor quotes, and reference materials.
- All work must be carried out by licensed, bonded contractors, or qualified tradespersons.
- Work completed through sweat equity will not be eligible for financial reimbursement, except when explicitly approved by the BIZ.
- Projects must enhance the external front of the business and be visible to the public.
- Enhancements can include improvements in curb appeal, business promotion, landscaping, and visitor comfort.
- Consideration of long-term sustainability and maintenance is essential.

### **Completion and Funding Release Clause**

- In accordance with the budget availability, the Norwood Grove BIZ will provide contributions up to a maximum limit of \$2500.
- The project must be fully finalized, inspected, and payment to the designated contractor must be settled prior to the release of funding.

**Application Deadline**

- Applications must be submitted on or before September 30th to qualify for awards within the same fiscal year. Submissions received after this date will be assessed and considered for the subsequent calendar year.

**Grant Recipient Announcement**

- Grant recipients will be publicly announced at the Annual General Meeting.

**Exclusions**

Grants will not be awarded to:

- Individuals
- Projects associated with activities initiated before the date of the Grant Committee or Board decision (only new projects are eligible).
- Costs related to taxes, zoning, permits, administrative tasks, legal services, financing, or enhancements beyond the storefront.
- Additional costs beyond the initially approved amount will not be eligible for reimbursement.
- Applicants are eligible to qualify for either one of the following grants only: Store Front Enhancement Grant or Signage Enhancement Grant.

**Further Information and Submission**

Applications can be submitted via email to [ed@norwoodgrove.com](mailto:ed@norwoodgrove.com) or mailed to P.O Box 34, Norwood PO, Winnipeg MB, R2H 3B8.

For inquiries or to arrange a meeting, please contact 204-259-9668.

These policies and guidelines establish the fundamental principles for fair and strategic sponsorships under the Store Front/Signage Enhancement Grant program within the Norwood Grove BIZ.



## APPLICANT INFORMATION

Business Name:

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Mailing Address:

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Postal Code: \_\_\_\_\_

How long have you been at this location?: \_\_\_\_\_ years \_\_\_\_\_ months

Contact Name \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

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:

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Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

For any questions or assistance, please contact:

Norwood Grove BIZ

Phone: 204-259-9668

Email: [ed@norwoodgrove.com](mailto:ed@norwoodgrove.com)

Website: [www.norwoodgrove.com](http://www.norwoodgrove.com)

**PROJECT INFORMATION**

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 the 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.

Property Owner's Name (Print):

\_\_\_\_\_

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