



Broadway BID Member Grant Program

Program Details

The Broadway Business Improvement District (Broadway BID) Grant Program provides funding to property owners and tenants to redesign, renovate, and re-imagine how their business operates. The goal of the program is to encourage District stakeholders to invest in upgrades that create a more interesting and appealing environment for Broadway customers, clients, and visitors through urban design. To receive consideration for this program, projects must positively contribute to the Broadway District's community, culture, and commerce. Broadway strives to be a distinctive, enticing and visually remarkable district that supports and celebrates a balance of built heritage and innovation.

The Broadway BID hopes this initiative will contribute to:

- Improving the overall district streetscape
- Promoting the marketability of retail and commercial businesses within the District
- Helping business owners attract and retain tenants
- Building civic pride among the business community and the citizens
- Promoting commercial neighbourhood identity

Funding

Grants can cover up to one-half (50%) of the cost of the improvements funding a maximum grant of \$1,000. The minimum grant available is \$100 for a minimum work of \$200. Should there not be adequate funding to meet demand for the program, applications will be held and processed in chronological order of their application date as funding becomes available.

The grant will be paid upon receipt of invoices for completed work and inspection of the completed improvements by the Broadway BID Board of Directors and Executive Director. This grant will accept invoices dated January 1st, 2019 or later.

Program Eligibility

To be eligible to apply for the Broadway BID grant program:

- Your property must be located within the boundaries of the Broadway Business Improvement District (Bylaw #6731)
- You must be a commercial property owner or tenant with permission of the property owner. Businesses and building owners are encouraged to work together on developing a design and submitting applications
- Your application must be received and approved in advance of any work proceeding
- Improvements must respect neighbouring buildings and the overall operations of the district
- Reflect the spirit and intent of the program objective
- Meet the intent of the current Broadway 360 guidelines
- Property owners and businesses are welcome to also apply to the Façade Conservation & Enhancement Grant Program, especially for larger conservation or rejuvenation projects



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Examples of eligible and non-eligible improvements include:

Eligible Improvements

- Lighting, Seasonal Lighting to outline the building, lighting installations, decorative lightings
- Façade Improvements including new awnings, decorative stone and other finishing materials
- Development of back alley business access
- Painting of exterior walls
- Murals
- Wheelchair Access
- Signage including decorative awnings and back-lit signs
- Entryway improvements; such as decorative elements, accessibility modifications, lighting, steps and exterior seating
- Landscaping such as laying new gravel, planters, and general improvements
- Parking Patio or Sidewalk Patio Enhancements
- Pigeon Deterrents
- Other suggestions accepted (Please contact the BBID with your ideas.)

Non-eligible Improvements

- Repaving parking lots
- Roofing repairs
- Construction of new buildings

Application Requirements

To be eligible for a Broadway BID Member Grant, the applicant will be required to submit a complete application. The application must include:

- Completed Application Form
- Photos of existing proposed improvement area
- Drawings/photos showing alterations, colours, changes or improvements being proposed if applicable
- A detailed estimate of the works to be completed
- Construction Schedule
- A copy of the building permit/heritage and design approvals if applicable
- A written letter of approval from the property owner if applicable

Application Review

1. Applicant submits application.
2. The Broadway BID Urban Design Committee will receive and review the proposed application and determine if the project falls within the program guidelines and verify compliance.
3. The Broadway BID Urban Design Committee will present and recommend to the Broadway BID Board of Directors to accept or reject the application.



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4. The applicant will be notified in writing if the application has been approved, refused, or if any additional information is required.
5. If the project is approved, the Broadway BID and applicant will sign a reimbursement agreement outlining the project details, what costs will be reimbursed, and any additional conditions.
6. Construction begins.
7. Upon completion of the project, the applicant must supply the Broadway BID with proof of payment of all suppliers and contractors.
8. The project will then be inspected by the Broadway BID Executive Director and a Board of Directors representative.
9. If the project is completed in accordance with the project application, the Broadway BID will issue the reimbursement for the amount specified in the agreement.

Additional Notes

- Projects will be reviewed in the order their completed application packages are accepted. Submitted applications that are deemed incomplete must be resubmitted and will lose their priority.
- Applications are accepted on an ongoing basis as they are received and until the annual budget of the program has been allocated
- If for whatever reason, the project cannot be completed by December 31st, the applicant must notify the Broadway BID and apply for a completion date extension.



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PART 1: APPLICANT INFORMATION

Business Name: _____
Building Address: _____
Contact Person: _____
Mailing Address: _____
Street _____ Unit Number _____
City _____ Postal Code _____
Phone Number: _____
Email Address: _____

If you are applying as a Tenant of a building, please provide the following information and attached a letter of approval from the property owners stating that you are permitted to making changes to this building.

PART 2: PROPERTY OWNER INFORMATION

Business Name: _____
Contact Person: _____
Mailing Address: _____
Street _____ Unit Number _____
City _____ Postal Code _____
Phone Number: _____
Email Address: _____
Letter of Approval: YES _____

PART 3: PROJECT DESCRIPTION

Describe the proposed project.



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PART 3: PROJECT DESCRIPTION – Continued ...

How will this project contribute to the Broadway District as a whole?

Planned Start Date:	
Planned Completion Date:	
Year Building was Constructed:	
Estimated Total Cost of Project before tax:	

Project Information:

Include costs of entire project based on the lowest contractor quotation. Please attach all quotations to application.

BUDGET ITEMS	COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Estimated Cost	\$

PART 4: TERMS AND CONDITIONS

I, _____, of _____ have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, building permits and inspections, and hiring contractors as necessary.



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I agree not to involve the Broadway Business Improvement District in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of this grant program.

I give my consent to the Broadway Business Improvement District to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards and the information contained in this application.

I give my consent to the Broadway Business Improvement District to profile this project in promotional communication, including but not limited to "before and after" photos.

Payment of approved grants will be made upon the applicant providing the BBID proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature of Applicant

Date

RETURN APPLICATION TO BBID OFFICE

-or-

Email: hello@broadwayyxe.com

<p>OFFICE USE ONLY</p>
<p>Application Received</p>
<p>by: _____</p>
<p>Date</p>
<p>Received: _____</p>