**Program Details**

The Broadway Business Improvement District (Broadway BID) Tech Grant provides funding to merchants to invest in technology to allow your business to strengthen its online presence either through investment in physical technology infrastructure, or online marketing or retail upgrades.

The goal of the program is to encourage District stakeholders to invest in upgrades that allow the business to improve their income streams during the COVID-19 Saskatchewan State of Emergency. Purchases already made after March 1st, 2020, as well as future purchases will qualify for consideration.

**Funding**

Grants will be up to $2000 based on the identified request. The total pool of funding available for Broadway businesses is $20,000.

The grant money will be distributed based on the BBID receiving an appropriate quote, invoice or receipt and completion of this form.

This grant will accept quotes dated March 1st, 2020 or later. The committee will review the first round of applications on May 4th, 2020.

**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 tenant
* Eligible purchases must have been made after March 1st, 2020
* Technology investments must reflect the spirit and intent of the program objective

Examples of eligible and non-eligible tech investments include:

|  |  |  |
| --- | --- | --- |
| Eligible Improvements |  | Non-eligible Improvements |
| * Computers, tablets, cameras or other physical technology products * Software purchases or upgrades |  | * Purchases made before March 1st, 2020 |
| * Creation or redesign of a website |  |

**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
* A detailed estimate or quote of the works to be completed
* Schedule of implementation

**Application Review**

1. Applicant submits application.
2. The Broadway BID Tech Grant 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.
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. Funds will be distributed.
7. Investment or changes begin.
8. Upon completion of the project, the applicant must supply the Broadway BID with proof of payment of all purchases.

*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.

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 1: APPLICANT INFORMATION** | | | |
| Business Name: |  | | |
| Building Address: |  | | |
| Contact Person: |  | | |
| Mailing Address: |  |  |  |
|  | Street |  | Unit Number |
|  |  |  |  |
|  | City |  | Postal Code |
| Phone Number: |  | | |
| Email Address: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 2: PROPERTY OWNER INFORMATION** | | | |
| Business Name: |  | | |
| Contact Person: |  | | |
| Mailing Address: |  |  |  |
|  | Street |  | Unit Number |
|  |  |  |  |
|  | City |  | Postal Code |
| Phone Number: |  | | |
| Email Address: |  | | |

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| **PART 3: PROJECT DESCRIPTION** |
| Describe the proposed project. |
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| **PART 3: PROJECT DESCRIPTION – Continued …** |
| How will this project enhance your business sustainability? |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Planned Start Date: |  |
| Planned Completion Date: |  |
| 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 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.

Payment of approved grants will be made upon approval of the application by the Committee. Verification of payments are required after the project is completed before December 31st.

|  |  |
| --- | --- |
| Signature of Applicant | Date |

**RETURN APPLICATION via email to** [**hello@broadwayyxe.com**](mailto:hello@broadwayyxe.com)