



PROGRAM DETAILS

The Broadway Business Improvement District (BBID) **Merchant 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 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 Avenue strives to be a distinctive, enticing and visually remarkable district that supports and celebrates a balance of built heritage and innovation.

The program objectives are to:

- Improve the overall district streetscape
- Promote the marketability of businesses within the district
- Help property owners attract and retain tenants
- Build pride among the business community, Nutana residents and visitors
- Promote the district's neighbourhood identity

FUNDING

Grants can cover up to **one-half** (50%) of the cost of the improvements, to a maximum grant of **\$1,000**. The minimum grant available is \$100 for a work amount 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 final paid invoices for completed work and inspection of the completed improvements by the BBID Urban Design Sub-Committee and the Executive Director. The current granting period will accept invoices dated **January 1st, 2025** or later.

PROGRAM ELIGIBILITY

To be eligible to apply for the BBID grant program:

- Your property must be located within the boundaries of the Broadway Business Improvement District (City of Saskatoon Bylaw #9845).
- 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 the design and application submission.
- The application **must** be received and approved in advance of any work proceeding.
- Improvements must respect neighbouring buildings and the overall operations and esthetics of the district.
- The project must reflect the spirit and intent of the program objective.
- The project must meet the intent of the current Broadway 360 guidelines.
- Property owners and businesses are welcome to also apply to the [City of Saskatoon's Façade Conservation & Enhancement Grant Program](#), especially for larger heritage conservation or rejuvenation projects.



Examples of eligible and non-eligible improvements include:

ELIGIBLE IMPROVEMENTS	NON-ELIGIBLE IMPROVEMENTS
<ul style="list-style-type: none">• Façade Improvements including new awnings, decorative stone and other finishing materials• Development of back-alley business access• Murals• Painting of exterior walls• 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• Exterior lighting including holiday lights• Pigeon deterrents• Signage, including “decorative to be permanent” signage• Development of back lane storefronts• Pedestrian friendly fencing/screening between sidewalks and parking or loading areas	<ul style="list-style-type: none">• Repaving parking lots• Roofing repairs• Construction of new buildings• Non-permanent signage, vinyl lettering or temporary window decals

APPLICATION REQUIREMENTS

To be eligible for a BBID Merchant 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 work to be completed.
- ☐ Construction schedule/timeline.
- ☐ A copy of the building permit, heritage designation and/or design approvals, if applicable.



- ☐ A written letter of approval from the property owner, if applicable.

APPLICATION REVIEW PROCESS

1. Applicant submits application.
2. The BBID Urban Design Sub-Committee will receive and review the proposed application and determine if the project falls within the program guidelines and verify compliance.
3. The BBID Urban Design Sub-Committee will present and recommend to the BBID 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 BBID and applicant will sign a contribution 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 BBID with proof of payment of all suppliers and contractors.
8. The project will be inspected by the BBID Executive Director and a BBID Urban Design Sub-Committee or Board representative.
9. If the project is completed in accordance with the project application, the BBID 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 BBID and apply for a completion date extension.



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

[illegible]

Planned start date:	
Planned completion date:	
Year building was constructed:	
Estimated total cost of the project before tax:	

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.

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 YOUR COMPLETED APPLICATION WITH ALL ATTACHMENTS TO THE BBID
OFFICE at **UNIT A, 613 9th ST. E.** OR Email: hello@broadwayyxe.com

OFFICE USE ONLY

Application

Date

Received by: _____

Received: _____