

Member Events Grant - Policies & Guidelines

The St James Village 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 support The St James BIZ members in hosting events such as anniversaries, meetings, Grand Openings or milestones. The goal is to build strong community relations, increase marketing of the St James Community and networking.

- Only registered businesses of the St James BIZ are eligible for sponsorships from the St James BIZ.
- All applications must be made in the form of a written request and when possible should include a budget, quotes, and any reference materials that would be of help to the board (form attached).
- When possible, the St James businesses should acquire service quotes prior to applying.
- the St James will contribute up to \$150 each month of the calendar year. Due to this maximum allocation, not all applicants will be approved.
- Applications must be submitted at least 2 months prior to the event within the Calendar year.
- The event must allow an opportunity for the BIZ to be represented and take part.
- The BIZ will retain the right to cross promote the event through their networks.
- 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.
- Political activities.
- Exclusively religious activities.

All applications can be emailed to info@stjamesbiz.ca or mailed to P.O Box 421001 RPO Ferry Rd, Winnipeg MB, R3J 0L6.

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@stjamesbiz.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

Type of Event: _____.

Please describe to the best of your ability the event. Be as specific as possible. Use a separate sheet if necessary. 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 BUDGET (attach a separate sheet if required)

Item	Supplier	GST	PST	TOTAL

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: _____