

# Event 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 support grant program was created on the intention to provide incentive and support to the members of the St James Village BIZ to enhance marketable events that will draw positive attention and attraction of visitors.

- 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 quotes and any reference materials that would be of help to the board (attach additional documents as needed).
- When possible, the St James businesses should acquire service quotes prior to applying.
- Projects must be in the form of a marketable event and must be visible to the public.
- Events can increase visitors, contribute to the promotion of the business, be in celebration and provided information however, are not limited to these options.
- Projects should consider long term impact and overall impact on the community.
- The St James will contribute up to 50% of the investment, to a maximum of \$1000. Due to this maximum allocation, not all applicants will be approved.
- Applications are accepted on an on-going basis for each calendar year. Applicants are encouraged to re-apply every year.
- 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.
- Political activities.
- Exclusively religious activities.

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

If you have any questions about the Grant - Policies & Guidelines or would like to meet with someone, please call 204-231-9372 or email [info@stjamesbiz.ca](mailto:info@stjamesbiz.ca).

### APPLICATION

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

