



Municipality of Souris-Glenwood

Box 518 Souris, MB R0K 2C0
Direct Ph: 204-483-5218
sg.cao@mtsmail.ca

Business & Storefront Improvement Grant 2024

Application Checklist

Items that must be included with your application:

- Completed grant application form;
- Roll Number for the subject property;
- Conceptual design (professional or otherwise);
- Two (2) cost estimates/quotations for work to be completed on the project;
- Written approval from property owner allowing the applicant to apply for the Business & Storefront Improvement Grant (if the applicant is not the property owner - see page 4 of application form);
- Project Timeline;

Applicants are encouraged to provide additional pages and/or documents to support application.

1. Applicant(s) Information

I am the: (Check one)			
<input type="checkbox"/> Property Owner	<input type="checkbox"/> Storefront Tenant	<input type="checkbox"/> Other: _____	
Full Name:	Last	First	Middle Initial. Date:
Mailing Address:			
Street or Rural Civic Address:			
City:	Province:	Postal Code:	
Phone:	Email:		
How long has your business been operating in the Municipality of Souris-Glenwood:			

If Applicant is the Storefront Tenant, please provide contact information for the property owner below:

Owner's Full Name:	Last	First	Middle Initial. Date:
Mailing Address:			
Street Address:			
City:	Province:	Postal Code:	
Phone:	Email:		

2. Property Information

Civic Address of Property / Project Location:

Roll Number(s):

Legal Description:

Current Use(s):

Has this property been approved previously for a Business & Storefront Improvement Program Grant?
The Municipality reserves the right to limit the frequency of approvals for the same business and /or property.

YES NO

If "yes" please provide year and amount of Grant received:

3. Project Information

Project Description – Describe the exterior improvement project:

Construction Estimates and Schedule – A written estimate of the project construction costs, including a breakdown of said costs, from two qualified consultants or contractors, must be submitted with your application. One of these cost estimates must be used.

If an approved contractor cannot be utilized written approval must be received from Municipality for alternate, prior to construction.

Estimated start date of construction (month/day):

Estimated end date of construction (month/day):

Additional Information – Please provide any additional information about your project that you would like the reviewing committee to know, i.e. photo, drawing, etc.:

4. Eligible Costs – Indicate which eligible costs the requested funding will be applied towards:		
Eligible Costs (Excluding Taxes)	Requested Funding	Total Estimated Project Cost
Pre-Development Design Fees		
Professional Design Services		
Construction and Material Costs		
Lighting		
Signage		
Brick/Masonry Cosmetic Restoration and Repair		
Windows and doors		
Awnings/Canopies (Municipal Zoning By-law Regulations Apply)		
Façade Cleaning and Painting		
Repair of Architectural Features		
Accessibility Improvements		
Carpentry		
Other (please specify): _____		
Total Project Cost		

Requested Funding:

Total Estimated Cost of Improvements (Excluding Taxes): _____

Amount of Funding Requested: _____

5. Disclaimer and Signature

I/We hereby apply for a grant under the Municipality of Souris-Glenwood's "Business & Storefront Improvement Grant".

I/We hereby certify that the information contained in this application is true, correct, and complete in every respect and may be verified by the Municipality of Souris-Glenwood by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby grant permission to the MUNICIPALITY OF SOURIS-GLENWOOD, and its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that this application is subject to approval by the MUNICIPALITY OF SOURIS-GLENWOOD. Applications are subject to available funding. The MUNICIPALITY OF SOURIS-GLENWOOD reserves the right to deny or refuse any application, or to discontinue funding at any time.

I/We have reviewed and agree to comply with all requirements and conditions of the Business & Storefront Improvement Grant.

I/We understand that the grant can be cancelled if the work is not completed as agreed, if I/we fail to comply with any condition of the grant, or with any requirement or condition of the program including timely compliance with all applicable codes, requirements, and permits, as necessary.

If a funding grant is awarded I/we consent to media publicity to profile me/us, the business, the funding provided by the MUNICIPALITY OF SOURIS-GLENWOOD, and the return on investment the project generates.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/or incomplete, the MUNICIPALITY OF SOURIS-GLENWOOD may immediately cancel the grant.

I/We shall at all times indemnify and save harmless the Municipality of Souris-Glenwood and its employees and agents, from and against any and all manner of claims, losses, costs, charges, actions, and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with the Business & Storefront Improvement Grant.

I/We hereby agree that all grants will be calculated and awarded at the sole discretion of the MUNICIPALITY OF SOURIS-GLENWOOD assigned committee. No right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Business & Storefront Improvement Grant and any Agreement. The MUNICIPALITY OF SOURIS-GLENWOOD is not responsible for any costs incurred by the owner/applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

_____ Name of Applicant	_____ Title
_____ Signature of Applicant	_____ Date
_____ Name of Property Owner (if different than above)	_____ Title
_____ Signature of Property Owner	_____ Date

Please submit your application

to:

Municipality of Souris-Glenwood
Attn: Business & Storefront Improvement Grant

by:

4:30 p.m., Wednesday, July 31st, 2024

via:

Drop-Box located at the Civic Centre – 100 – 2nd St. South

or

E-Mail to: sg.cao@mtsmail.ca

For more information, please contact:

Charlotte Parham, CAO: email at sg.cao@mtsmail.ca or phone at 204-483-5218

or

Pam Pannagl: email at sg.cfo@mtsmail.ca or phone at 204-483-5220