



## **Transcona Business Improvement Zone**

108 Bond Street  
Winnipeg, Manitoba R2C 2L2  
Telephone: 204-222-8566  
Fax: 204-222-8577

### **COVID-19 MICRO-GRANTS**

The COVID-19 pandemic has been difficult for everyone, but it has been especially difficult for our local businesses. To help, the Transcona Business Improvement Zone (BIZ) is offering micro-grants up to \$500.00 to qualifying small and medium-sized businesses within the zone.

#### **About the Program**

Businesses meeting the eligible criteria will be reimbursed up to \$500.00 each to help cover the cost of personal protective equipment, including plastic dividers or shields, masks, sanitization stations, floor decals, etc. Grants will be given on a first come first serve basis up until \$20,000.00.

#### **Program Guidelines and Criteria**

Businesses that are eligible meet the following criteria:

- Funding will be available to all BIZ members or business property owners within the Transcona BIZ zone in good standing with the City of Winnipeg taxation department.
- The business has less than 50 employees.
- The business has experienced a decline in net revenues or hardship as a result of COVID-19.
- The business is independent or locally owned (franchises are included).
- Owner(s) have not prepared the business for closure or dissolution following March 2020. For example:
  - Announced a permanent closure to their employees or customers
  - Held a closing-out sale
  - Listed their business for sale
- Businesses must submit copies of receipts up to their claim amount dating as far back as March 2020.
- Businesses must have the ability to share the impact of this grant for Transcona BIZ marketing and promotional purposes.

The following organizations are **not eligible** (as the program is only open to Transcona BIZ levy-paying members):

- Non-profit organizations
- Churches or religious organizations
- Government agencies or offices
- Residential projects/Home based businesses

### **Applying for funding**

The Transcona BIZ reserves the right to request more information from the applicants and/or make suggestions for design changes rather than an outright denial of the application.

Once the application has been received, the Executive Director will review and make recommendations to the Transcona BIZ Board of Directors. All applications will be reviewed by the Board of Directors.

The Transcona BIZ Board will have full and final authority on all applicants for funding. The BIZ Board's decisions are final and may not be appealed.

If you have questions, would like to request an application form in another format, or need help with the application, please email [admin@transconabiz.ca](mailto:admin@transconabiz.ca) or phone 204-222-8566.



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### COVID-19 MICRO-GRANTS - APPLICATION FORM

#### **SECTION 1 - APPLICANT**

Business Operating Name:	
Owner's Name	
Mailing Address:	
Telephone:	
Email:	

#### **SECTION 2 – BUSINESS INFORMATION**

Which of the following best describes the industry you work in?

- Retail                       Restaurant & Hospitality                       Finance & Insurance  
 Professional Services    Real-Estate, Rental & Leasing                       Other: \_\_\_\_\_

How long has your business been in operation?

- Less than 1 year                       1-2 years                       3-5 years  
 6-10 years                       11-19 years                       20+ years

How many employees does your business have?

- Less than 10 people                       10-50 people                       More the 50 people

Please provide a brief description of your business:

How has the COVID-19 Pandemic impacted your business:

- Forced Closure due to Public Health Orders
- Increased Costs (PPE, physical barriers, etc.)
- Revenue Loss
- Laid off Staff Temporarily
- Laid off Staff Permanently
- Other. *Please use space below to describe.*

**SECTION 3 – REIMBURSEMENT**

Please provide a list of all expenses being claimed. This can include the cost of personal protective equipment (PPE), including plastic dividers or shields, masks, sanitization stations, floor decals, etc.

Please attach copies of all receipts up to the claim amount dating as far back as March 2020.

	\$
	\$
	\$
	\$
<b>Total:</b>	\$

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PLEASE DELIVER ALL APPLICATIONS TO:	FOR QUESTIONS, PLEASE CONTACT:
Transcona BIZ 108 Bond Street Winnipeg, Manitoba R2C 2L2  Or email to: <a href="mailto:admin@transconabiz.ca">admin@transconabiz.ca</a>	204-222-8566 <a href="mailto:admin@transconabiz.ca">admin@transconabiz.ca</a>

**FOR OFFICE USE ONLY**

Date Application Received:	
Application Submitted by:	
Business Name:	
Executive Director Signature:	
Board of Director Approval:	
Board of Director Signature:	
Notice to Applicant:	

**CHEQUE DELIVERED:**

Applicant's Signature:	
Date:	