



BRANDON DOWNTOWN DEVELOPMENT CORPORATION

Rent Abatement Program

Funding Application Form 2020

PROGRAM DESCRIPTION

The Rent Abatement Program promotes and encourages the recruitment of business into downtown Brandon by providing funding directly to small business owners in the form of rent assistance, which helps to lower lease rates and makes it even more desirable to locate downtown. The program's goal is to help reactivate retail in the city's core and to create opportunities for retailers to test the downtown market. The Brandon Downtown Development Corporation (BDDC) is not only committed to assisting small business owners get started, but also to thrive.

PROGRAM PARAMETERS

1. The Brandon Downtown Development Corporation will subsidize a tenant's rent in a downtown space by funding one month's rent per year over the length of the lease agreement.
2. A business owner must make a minimum 2-year commitment to remain in the space in order to be eligible for funding.
3. The value of rent assistance is dependent upon the length of the lease agreement.
4. The Brandon Downtown Development Corporation will provide rent assistance to a business for a maximum of 5 years.
5. Property owners must match the Brandon Downtown Development Corporation's contribution through a free rent grace period.
6. The rent rate must be consistent with the average base rent per square foot for downtown properties of comparable location, finish and exposure. Base rent does not include taxes, utilities, insurance or maintenance.

Length of Lease Agreement	Value of BDDC Funding	Property Owner Matching Grace Period	Total Benefit is Equivalent to Rent Free for:
2 years	2 months' rent	2 months	4 months
3 years	3 months' rent	3 months	6 months
4 years	4 months' rent	4 months	8 months
5 years	5 months' rent	5 months	10 months

7. Businesses that align with the vision of the downtown secondary plan, that promote a vibrant streetscape and that encourage nightlife will be given funding priority. This includes:
 - o Specialty Retail
 - o Dining (e.g. restaurants, pubs, cafes)
 - o Arts and Entertainment (e.g. galleries, live music/performance venues)
 - o Personal Services (e.g. salons, spas and aesthetic services)
8. Businesses located in the Central Business Character Area will be given funding priority. Please refer to the downtown secondary plan map on page 6.

APPLICANT ELIGIBILITY

- The program is available on a one-time only basis for new start-up businesses or for existing businesses relocating downtown.
- The business must be an active ongoing operation and be maintained as such.
- The applicant must be current on all fees and taxes owed to the City of Brandon.
- The applicant may be a sole proprietor, partnerships, or corporations.
- Government agencies are not eligible.

PROPERTY ELIGIBILITY

- Properties must be located within the downtown, as defined by the boundaries in the downtown secondary plan (please refer to secondary plan map on page 6).
- The landlord must be current on all fees and taxes owed to the City of Brandon.
- Rent assistance is awarded to the applicant's business and not buildings. Therefore, if two or more businesses are housed in one building, funding can be given to each business, if they are otherwise eligible.
- Property must be properly zoned for the applicant's business.

APPLICATION PROCESS

- A complete application package must be submitted.
- Brandon Downtown Development Corporation staff will provide confirmation to the applicant within 14 days of receipt of application and will indicate the date the application will be reviewed by the Board. (Please note that the Board of Directors may request additional information from the applicant at any time.)
- Applicants will receive a letter of award within 14 days of the Board's decision.
- Projects receiving funding may be announced to the media and will be highlighted on the Brandon Downtown Development Corporation website, through social media and/or through a public event at project completion.
- The first Rent Abatement payment will be remitted to the applicant upon receipt of a Final Occupancy Permit from the City of Brandon. Subsequent Rent Abatement payments will be remitted on the anniversary date of final occupancy, once annually over the length of the lease agreement.

ITEMS THAT MUST BE INCLUDED WITH YOUR APPLICATION

- ☐ Completed application form;
- ☐ Completed business plan (for a start-up) or completed marketing plan (for an existing business);
- ☐ Executed lease agreement;
- ☐ Signed sworn declaration;
- ☐ Financing plan, including projected cash flow, balance sheet and income statement; and
- ☐ Confirmation of compliance with City of Brandon Zoning By-law No. 7124, the Downtown Brandon Secondary Plan By-law No. 7238, and any other municipal planning requirements;

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

1. APPLICANT INFORMATION

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: _____

Email: _____

2. BUSINESS INFORMATION

Business Name: _____

Description of Business: _____

How long in existence: _____

Anticipated Opening Date: _____

3. LEASE INFORMATION

Length of Lease: _____

Size of Space (sq. ft.): _____

Location of Space (e.g. main floor): _____

Monthly Base Rent: _____

Fixturing Period: _____

4. LEASEHOLD IMPROVEMENTS

Are leasehold improvements required: _____

Description of leasehold improvements: _____

Cost of leasehold improvements: _____

Project Start Date: _____

Project Completion Date: _____

5. PROPERTY INFORMATION

Civic Address:

Roll Number(s):

Landlord's Name:

Landlord's Phone Number:

Landlord's Email Address:

Zoning:

Current Use(s):

Are there outstanding fees or taxes owed to the City of Brandon for this property?

YES or NO *(If yes, please provide details.)*

6. SWORN DECLARATION

I/We hereby apply for funding under the Rent Abatement Program.

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 Brandon Downtown Development Corporation 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 Brandon Downtown Development Corporation, to inspect the subject property prior to, during, and after project construction, if applicable.

I/We hereby agree that this application is subject to approval by the Brandon Downtown Development Corporation Board of Directors. Rent assistance under this program is subject to available funding. The Brandon Downtown Development Corporation 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 Rent Abatement Program and I/we understand that rent assistance can be terminated if I/we fail to comply with any requirement or condition of the program.

The personal information on this form will be used for the administration of this program and may be shared with the City of Brandon as funding partner in the Rent Abatement Program. Questions regarding this collection should be directed to the Brandon Downtown Development Corporation.

If funding is awarded I/we consent to media publicity to profile me/us, the business and the funding provided by the Brandon Downtown Development Corporation.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/or incomplete, the Brandon Downtown Development Corporation may immediately cancel the funding.

I/We hereby agree that all funding will be calculated and awarded at the sole discretion of the Brandon Downtown Development Corporation. Notwithstanding any representation by or on behalf of the development corporation, or any statement contained in the program, no right to any funding arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Rent Abatement Program and any agreement. The Brandon Downtown Development Corporation 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 Rent Abatement funding.

Name of Business Owner (Please print)

Title

Signature

Date

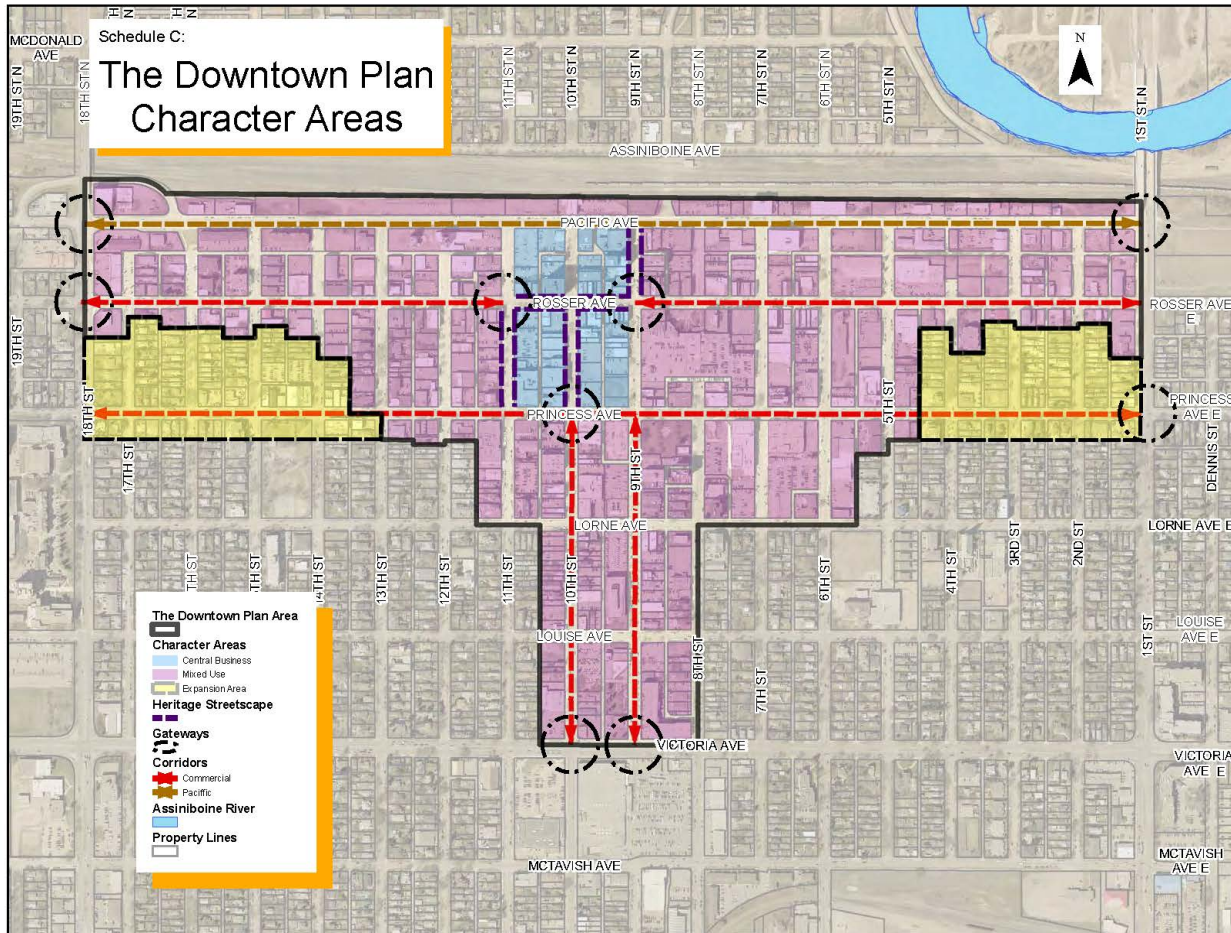
Name of Property Owner (Please print)

Title


Signature

Date

RENT ABATEMENT PROGRAM ELIGIBILITY AREA



 The Downtown Brandon Secondary Plan Area (Area of Eligibility)

 Central Business Character Area (Priority Area)

 Mixed Use Character Area

Please submit your completed application by email to:

Brandon Downtown Development Corporation
downtowndevelopment@brandon.ca

For more information, please contact Executive Director, Emeka Egeson, by email at downtowndevelopment@brandon.ca or by phone at 204-720-0342.