



## BRANDON DOWNTOWN DEVELOPMENT CORPORATION Redevelopment Grant Program Grant Application Form 2021

The purpose of the program is to encourage building owners and/or its tenants, or owners of either vacant or underutilized land within the downtown to make capital investments towards the redevelopment of their properties. This program provides a one-time grant of up to \$175,000 for eligible pre-development professional fees and construction/material costs. The program supports projects that seek to transform vacant and underutilized spaces into productive and tax-paying contributors to the economy. Priority will be given to projects located in the Central Business Character Area (page 11), as identified in the Downtown Brandon Secondary Plan.

The goal of the program is to leverage private capital investment in downtown Brandon. The Brandon Downtown Development Corporation will fund a maximum of 25% of eligible fees and project costs, up to a maximum of \$175,000. The program is in place to support the creation of a more vibrant and energetic downtown and to increase property assessment values.

The Board of Directors will review applications against specific parameters and criteria including: viability and scope of the project, location, alignment with the downtown vision, and competencies of the applicant. For more information, please refer to the Project Evaluation Matrix found on page 10. All business data provided remains strictly confidential.

### Program Parameters:

- The Brandon Downtown Development Corporation will fund up to 25% of eligible fees and project costs, up to a maximum grant of \$175,000 per project.
- Phased projects are eligible for grant funding.
- Grant applications must be received prior to the commencement of work on the project.
- Proposed project must align with the vision established in the Downtown Brandon Secondary Plan.
- Proposed project must be located within the Downtown Brandon Secondary Plan boundaries.
- Projects must be **started within 90 days of receiving approval**, be in continuous development for the length of the project and **be completed within 1 year** (may apply for one 6-month extension).
- Projects failing to meet the completion deadline will forfeit approved grant funding.
- Monies will be advanced at project completion.
- Other grants from government or private agencies may be combined with this award.

### Applicant Eligibility:

- Applicant and subject property must be current on all City of Brandon fees and taxes.
- Applicant may be sole proprietors, partnerships, or corporations.
- Applicant must be a Canadian citizen or landed immigrant or legal entity owned and controlled by a Canadian citizen(s) or landed immigrant(s).
- Government agencies are not eligible.

### Eligible Costs:

- Renovation and Restoration (including demolition and leasehold improvements)
- New Construction
- Professional Pre-Development Services (e.g. engineering, architectural, design, fire protection)

- engineering/alternative solutions)
- Environmental Assessment
- Building Code Assessment/Compliance and Safety Initiatives
- Building Permit Fees
- Security Fixtures

**Ineligible Costs:**

- General building maintenance
- Purchase of real estate
- Costs incurred prior to grant approval
  - *Demolition up to 6 months before permit application does not constitute commencement of a project and is eligible for funding.*
- Point of sale systems
- Finder's fees for financing
- Incorporation and organization expenses
- Commitment fees on first mortgage
- Working capital
- Intangible property (e.g. trademarks, patents, franchisee fees, etc.)
- Owner's fee or salary
- Repayment on existing debt or equity
- Speculative charges without a redevelopment plan

**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 highlighted on the Brandon Downtown Development Corporation website, through social media and/or through a public event at project completion.
- Funds will be remitted upon completion of the project and after submitting: 1. final invoices; 2. before and after project photographs; and 3. a copy of the Final Occupancy Permit issued by the City of Brandon.

**Items that must be included with your application to the Redevelopment Grant Program:**

- ☐ Completed grant application form;
- ☐ Certificate of Title for the subject property (current within 30 days);
- ☐ Complete project proposal including: business plan and potential for commercial viability, project description, redevelopment plan and timetable, financing plan, etc.;
- ☐ Two (2) cost estimates/quotations (including taxes) for work to be completed on the project;
- ☐ Confirmation of compliance with City of Brandon Zoning By-law No. 7124, Downtown Brandon Secondary Plan By-Law No. 7238, and any other municipal planning requirements;

- ☐ Applicant/Developer's history (including past projects completed); and
- ☐ Written approval of building owner allowing the developer to apply for the Redevelopment Grant Program (if the developer is not the property owner).

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

### 1. APPLICANT(S) INFORMATION

I am the: (check one or both)

Property owner

Developer

Name:

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Address:

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City:

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Province:

Postal Code:

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Phone:

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Email:

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### 2. PROPERTY INFORMATION

Civic Address of Property:

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Roll Number(s):

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Legal Description:

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Title Number:

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Zoning:

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Current Use(s):

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

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

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### 3. PROJECT INFORMATION

Applicants must attach a complete proposal with application. Use space below for summary.

#### i. Project Description

Please describe the proposed development project:

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## ii. Construction Estimates and Schedule

A written estimate of 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.

Approximate estimated start date of construction (month/year): \_\_\_\_\_

Approximate estimated end date of construction (month/year): \_\_\_\_\_

## iii. Feasibility/Market Analysis

Describe the analysis and projections undertaken to determine the viability of the project.

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## iv. Additional Information

Please describe any additional information on urban design elements (i.e. architectural quality, heritage elements, and sustainability features of the development).

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## v. Eligible Costs

Please indicate which eligible costs the requested funding will be applied towards:

Eligible Cost	Requested Funding	Total Estimated Project Cost
<b>PRE DEVELOPMENT PROFESSIONAL FEES</b>		
Professional Architectural/Design Services		
Professional Engineering Services		
Fire Protection Engineering Services (Alternative Solutions)		
Preparation of Site Plans		
Preparation of Building Plans/Assessments		
Environmental Testing/Inspection		

Building Code Analysis		
Other (please specify): _____		
<b>Eligible Cost</b>	<b>Requested Funding</b>	<b>Total Estimated Project Cost</b>
<b>SITE PREPARATIONS, CONSTRUCTION AND MATERIAL COSTS</b>		
Environmental Remediation		
Plumbing		
Mechanical and Electrical Systems		
Installation of Safety/Fire Protection Systems		
Structural Upgrades		
Window and Door Installation or Upgrade		
Energy Efficient Modifications or Upgrades		
HVAC		
Accessibility Improvements		
Carpentry		
Masonry		
Interior Renovations		
Security Fixtures		
Other (please specify): _____		
<b>TOTAL PROJECT COST</b>		

**vi. Total Grant Requested**

Please specify the specific grant amount requested: \_\_\_\_\_

**vii. Sources of Funding**

Is the property and/or project currently receiving funding from any other program (e.g. federal, provincial, municipal, CMHC, or other)? **YES** or **NO**

If yes, please specify source and amount:

\_\_\_\_\_

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What sources of funding are being used to finance this project (e.g. personal loans, savings)?

#### 4. SWORN DECLARATION

I/We hereby apply for a grant(s) under the Redevelopment Grant 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, or 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 committee comprised of Brandon Downtown Development Corporation Board members. Grants are 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 Redevelopment Grant Program.

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.

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

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

I/We shall at all times indemnify and save harmless the Brandon Downtown Development Corporation and the City of Brandon, 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 Redevelopment Grant Program.

I/We hereby agree that all grants 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 grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Redevelopment Grant 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 a grant.

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Name of Property Owner or Applicant

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Title

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Signature of Property Owner or Applicant

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Title

**Please submit your completed application by email to:**

Brandon Downtown Development Corporation  
[downtowndevelopment@brandon.ca](mailto:downtowndevelopment@brandon.ca)

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





**BRANDON DOWNTOWN  
DEVELOPMENT CORPORATION**  
Redevelopment Grant Program  
Project Evaluation 2020

**Mandatory Requirements:**

- \_\_\_\_\_ Project is located in downtown Brandon (refer to Secondary Plan map on page 10).
- \_\_\_\_\_ Requested grant is no more than 25% of total project costs, excluding real estate value.
- \_\_\_\_\_ Grant application is received prior to work commencing on the project.
- \_\_\_\_\_ Applicant has submitted a signed and completed application package to the Brandon Downtown Development Corporation.
- \_\_\_\_\_ Applicant is the property owner or has submitted the necessary permission letter.
- \_\_\_\_\_ Property owner has not previously defaulted on any Brandon Downtown Development Corporation and/or City of Brandon programs.

**Secondary Requirements:**

(Must be completed before funding is provided at project completion.)

- \_\_\_\_\_ Applicant/Owner has obtained and submitted a Final Occupancy Permit, issued by the City of Brandon's Development Services Division.
- \_\_\_\_\_ Applicant has submitted before and after photographs of the project.
- \_\_\_\_\_ Applicant has submitted copies of all paid invoices.
- \_\_\_\_\_ Property owner has no outstanding City of Brandon maintenance or tax orders.

## PROJECT EVALUATION MATRIX

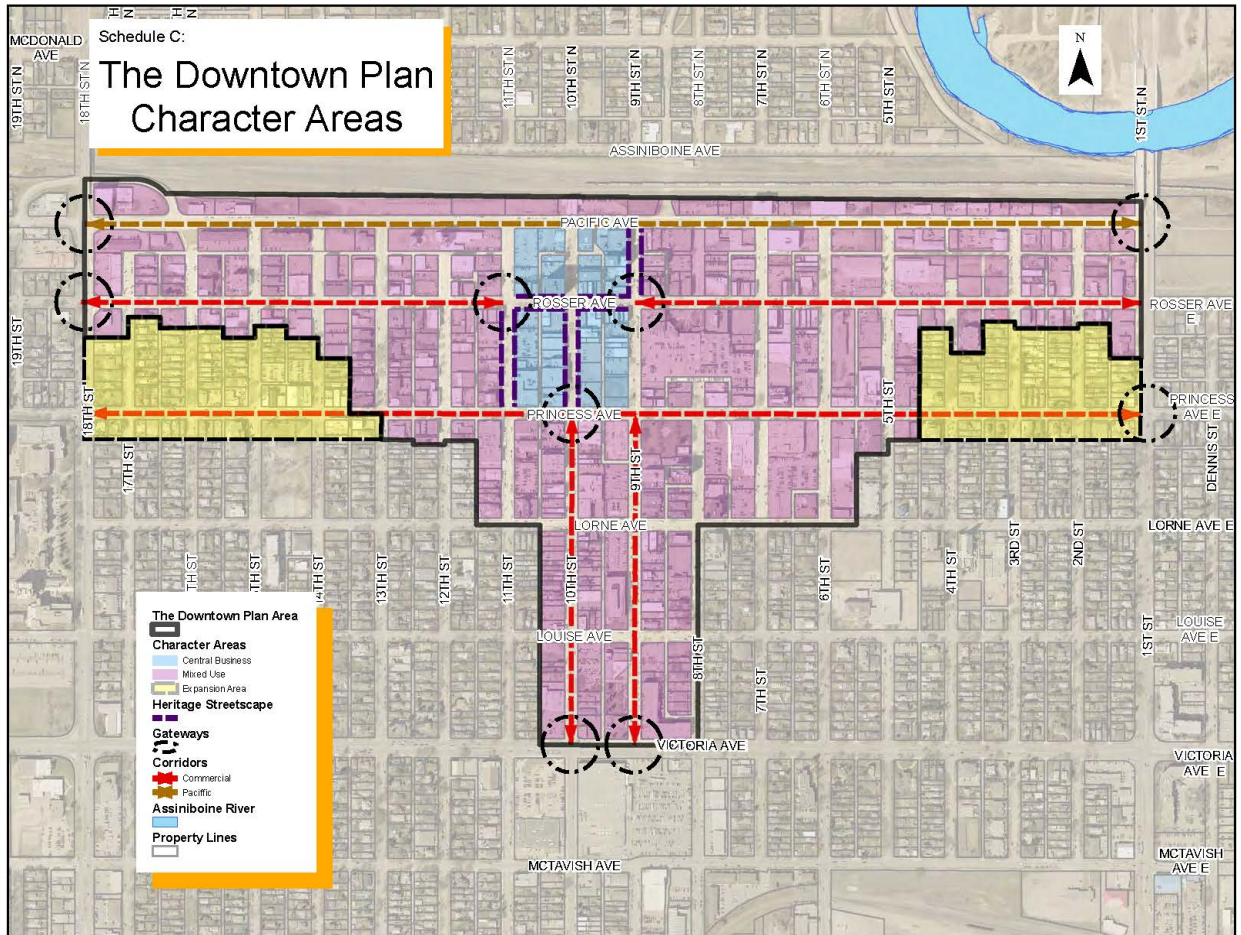
Project Evaluation Criteria	Max Points
<b>Location of Subject Property</b>	15
Within the Central Business Character Area = 15 points Within the Mixed-Use Character Area = 10 points	
<b>Private Sector Leveraging of Investment</b>	15
Applicant contributing greater than 5 times the grant funding requested = 15 points Applicant contributing 4-5 times the grant funding requested = 10 points Applicant contributing 3 times the grant funding requested = 5 points	
<b>Demonstrated Need for Business/Impact of Business in Stimulating Economic Development in Downtown</b>	15
Project will fill a gap in goods and/or services for residents and visitors downtown = 15 points Project will create additional goods and/or services to complement existing businesses downtown = 1-14 points Project does not complement the downtown business district = 0 points	
<b>Project Promotes a Vibrant Streetscape</b>	15
Project contributes significantly to the quality of downtown Brandon's streetscape = 15 points Project somewhat enhances street life quality in downtown Brandon = 1-14 points Project does not promote a vibrant streetscape or enhance street life quality = 0 points	
<b>Project Redevelops a Vacant/Underutilized Property</b>	10
Property has been vacant/underutilized for more than 5 years = 10 points Property has been vacant/underutilized for 1-4 years = 8 points Property has been vacant/underutilized for less than one year = 6 points Property is not currently vacant/underutilized = 0 points	
<b>Demonstrated Capacity of Developers to Complete Project</b>	10
High capacity of developers (i.e. success of other conversion projects) demonstrated in application = 10 points Medium capacity of developers demonstrated in application = 8 points Low capacity of developers demonstrated in application = 6 points No capacity of developers demonstrated in application = 0 points	
<b>COMMERCIAL Projects Only</b>	10
Project will create life after dark in the downtown by being open after 5:00 p.m. and on weekends = 10 points Project will create specialty service/retail and encourages pedestrian movement/interaction = 1-9 points Project does not contribute to overall downtown vibrancy = 0 points	
<b>RESIDENTIAL Projects Only</b>	10
Project will create/redevelop 5 or more market residential units (rented or owned) = 10 points Project will create/redevelop 2-4 market residential units (rented or owned) = 5 points Project will create/redevelop 1 market residential unit (rented or owned) = 3 points	
<b>Preserves Heritage and Character</b>	5
Project is a designated heritage property, which will be preserved (Municipal/Provincial/Federal) = 5 points Project is a community recognized heritage asset without heritage status = 4 points Project has some feature with heritage value that will be preserved = 3 points Project has no heritage value = 0 points	
<b>Demonstrated Capacity of Owners to Complete Project</b>	5
High capacity of owners (i.e. success of other conversion projects) demonstrated in application = 5 Medium capacity of owners demonstrated in application = 4 Low capacity of owners demonstrated in application = 3 No capacity of owners demonstrated in application = 0	
<b>Total Maximum Points</b>	100
<b>Total Score</b>	

Scoring Percentage Equal to or Greater than 75% = maximum eligible funding awarded


Scoring Percentage of 50% to 74% = 75% of maximum eligible funding awarded

Scoring Percentage Less Than 49% = No funding awarded

### REDEVELOPMENT GRANT ELIGIBILITY AREA



 The Downtown Brandon Secondary Plan Area (Area of Eligibility)

 Central Business Character Area (Priority Area)

 Mixed Use Character Area