



THE PLACE FOR PEOPLE

Renaissance Brandon Development Corporation Redevelopment Grant Program

Grant Application Form 2017

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 goal of the program is to leverage private capital investment in downtown Brandon. Renaissance Brandon 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 Renaissance Brandon Development Corporation Board will review applications against specific parameters and criteria including: viability and scope of the project, location, and competencies of the applicant. For more information, please refer to the Project Evaluation Matrix found on page 9. All business and financial data provided remain strictly confidential.

Program Parameters:

- Renaissance Brandon 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 compliment the development priorities for downtown Brandon.
- Proposed project must be located within the Downtown HUB 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 2 years.
- Monies will be advanced at project completion.
- Other grants from government or private agencies may be combined with this award, however, these monies may not be considered as part of applicant's capital investment.

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
- New Construction
- Leasehold improvements
- Professional Architectural Services
- Professional Engineering Services
- Environmental Assessment
- Building Code Assessment/Compliance and Safety Initiatives

Ineligible Costs:

- Purchase of real estate
- Costs incurred prior to grant approval (*exploratory demolition does not constitute commencement of a project*)
- Finder's fees for financing
- Incorporation and organization expenses
- Commitment fees on first mortgage
- Application fees of any kind (e.g. building permit fees, etc.)
- Working capital
- Intangible property (e.g. trademarks, patents, franchisee fees, etc.)
- Owners fee or salary
- Repayment on existing debt or equity
- Speculative charges without a redevelopment plan

Application Process:

- A complete application package must be submitted.
- Renaissance Brandon 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 Renaissance Brandon Development Corporation website and/or through a public event at project completion.
- Funds will be transferred 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, City of Brandon HUB Secondary Plan By-law No. 7010 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:

Address:

City:

Province:

Postal Code:

Phone:

Email:

2. PROPERTY INFORMATION

Civic Address of Property:

Roll Number(s):

Legal Description:

Title Number:

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.*)

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:

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.

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.

iv. Additional Information

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

v. Eligible Costs

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

| Eligible Cost | Requested Funding | Total Estimated Project Cost |
|---|-------------------|------------------------------|
| PRE DEVELOPMENT PROFESSIONAL FEES | | |
| Professional Architectural Services | | |
| Professional Engineering Services | | |
| Preparation of Site Plans | | |
| Preparation of Building Plans/Assessments | | |
| Environmental Testing/Inspection | | |
| Alternative Solutions | | |
| Building Code Analysis | | |
| Other (please specify): _____ | | |

| Eligible Cost | Requested Funding | Total Estimated Project Cost |
|---|-------------------|------------------------------|
| SITE PREPARATIONS, CONSTRUCTION AND MATERIAL COSTS | | |
| 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 | | |
| Other (please specify): _____ | | |
| TOTAL PROJECT COST | | |

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:

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 Renaissance Brandon 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 Renaissance Brandon 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 Renaissance Brandon Board members. Applications are subject to available funding. Renaissance Brandon 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 will be shared with the Province of Manitoba and City of Brandon as funding partners in the Redevelopment Grant Program. Questions regarding this collection should be directed to Renaissance Brandon Development Corporation.

If a funding grant is awarded I/we consent to media publicity to profile me/us, the business and the funding provided by Renaissance Brandon Development Corporation. This consent shall be valid for five years from the date a grant is awarded.

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

I/We shall at all times indemnify and save harmless Renaissance Brandon 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 Renaissance Brandon Development Corporation. Notwithstanding any representation by or on behalf of Renaissance Brandon, 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. Renaissance Brandon 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.

Name of Property Owner or Applicant

Title

Signature of Property Owner or Applicant

Date

Name of Qualified Person (Agent or Consultant)

Title

Signature of Qualified Person (Agent or consultant)

Date

You may submit your completed application in person, by mail or by email to:

Renaissance Brandon Development Corporation
Second Floor, 410 – 9th Street, Brandon MB R7A 6A2
Email: renbrandon@brandon.ca

For more information or to speak with someone directly, please call 204-720-0342 or email the address above.



THE PLACE FOR PEOPLE

Renaissance Brandon Development Corporation Redevelopment Grant Program

Project Evaluation 2017

Mandatory Requirements:

- _____ Project is located in downtown Brandon (refer to HUB 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 complete application package to Renaissance Brandon Development Corporation.
- _____ Applicant is the property owner or has submitted the necessary permission letter.
- _____ Property owner has not previously defaulted on any Renaissance Brandon 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 Planning & Building Safety Department.
- _____ 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 |
|---|-------------------|
| Location of Subject Property | 15 |
| Within the Entertainment and Shopping Character Area = 15 points Within the Mixed-Use Character Area = 10 points Within the Transitional Character Area = 5 points | |
| Private Sector Leveraging of Investment | 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 | |
| Demonstrated Need for Business/Impact of Business in Stimulating Economic Development in Downtown | 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 | |
| Project Promotes a Vibrant Streetscape | 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 | |
| Project Redevelops a Vacant/Underutilized Property | 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 | |
| Demonstrated Capacity of Developers to Complete Project | 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 | |
| COMMERCIAL Projects Only | 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 | |
| RESIDENTIAL Projects Only | 10 |
| Project will create/redevelop 5 or more residential units (rented or owned) = 10 points Project will create/redevelop 2-4 residential units (rented or owned) = 5 points Project will create/redevelop 1 residential unit (rented or owned) = 3 points | |
| Preserves Heritage and Character | 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 | |
| Demonstrated Capacity of Owners to Complete Project | 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 | |
| Total Maximum Points | 100 |
| Total Score | |

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 of 35% to 49% = 50% of maximum eligible funding awarded
 Scoring Percentage Less Than 35% = No funding awarded