APPENDIX "A"
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CENTREVENTURE 2002 DOWNTOWN HERITAGE PROGRAM

HERITAGE ECONOMIC DEVELOPMENT INITIATIVES

CRITERIA AND PROCEDURES

For more detailed information and application forms, please contact:

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INTRODUCTION

Heritage Economic Development grants are intended to stimulate innovative initiatives that will attract new investment, occupants and/or uses for designated heritage structures in Winnipeg's downtown.

Priority is given to proposals that focus on initiatives that will facilitate conservation and adaptive reuse of heritage buildings.

All submissions are assessed by the CentreVenture Development Corporation. Grants of up to 100% of approved costs may be awarded to eligible projects.

CentreVenture Development Corporation and the City's designated officer are authorized to allocate up to $25,000 in assistance. Applications for grants in excess of that amount are referred to City Council's Executive Policy Committee for a decision.

SCOPE OF THE PROGRAM

Eligible Activities

Heritage Economic Development grants are for projects that will result in the implementation of specific, time-limited objectives and tangible end products.

The program is open to owners of individual City-designated buildings who are proposing to attract new investment, occupants and/or uses to their particular properties.

One objective of the program is to foster innovation. For that reason, the following list of potentially eligible project types is presented for illustrative purposes only:

- Architectural and/or engineering studies into the feasibility of converting designated buildings to alternative uses.

- Building Condition Assessment of the exterior and/or interior architectural, structural, mechanical, electrical elements.

- Studies to develop regulatory reforms and/or economic incentives that will facilitate heritage building occupancy and/or conversion.

- Development on a pilot basis of registries or other types of matchmaking programs or services to link owners/managers of heritage structures with potential investors and occupants.

- Projects to test and/or demonstrate heritage conservation and conversion techniques.

Not Eligible for Assistance

- The ongoing operating expenses of heritage, economic development, marketing, public relations, and advertising organizations.

- Assistance to acquire heritage properties.

- Tenant relocation incentives or other direct forms of ownership transfer or occupancy subsidies.

APPLICATION AND GRANT CRITERIA

1. CentreVenture Heritage Economic Development grants are open to the owners of individual heritage structures designated by the City of Winnipeg (i.e., structures on the City's Buildings Conservation List).

   An owner may apply to the program only after the subject property has been designated.

   The application may be made on the owner's behalf by an authorized representative — e.g., a property manager, architect or engineer.

2. Heritage Economic Development grants also are open to partnerships, incorporated organizations and other groups which can demonstrate expertise in heritage conservation and/or economic development.

   Applicants in this category must provide:

   - a brief description of their organizational objectives, history and experience in heritage conservation and/or economic development;
   - a description of how the proposed project will fit into their organizational work plan for the fiscal year(s) in which the project will occur; and
   - the qualifications (academic background and experience) of the persons who will be responsible for the project (also refer to Attachment 1).

3. All applications must include to the extent applicable:
   - a detailed statement of the rationale, objectives and scope of the proposed project;
   - a description of the methods and activities to be undertaken in implementation;
   - a description of the end product(s);

- the work plan, including target dates for progress reports and completion of draft and final products;

- detailed estimates of fees, wages and other costs; and
- projected revenues, including identification of any other grants applied for or awarded.

In cases where a proposed project involves a specific heritage structure, applicants also must provide:

- the structure's legal address, registered ownership, property description, certificate of title number, property assessment roll number, and grade of heritage designation;
- a brief description of the condition of the structure and its site; and
- a brief history of its use(s), occupancy and maintenance/upgrading record.

4. All applications are assessed on the basis of:
   - innovativeness in terms of concept, purpose and/or methods;
   - clarity and thoroughness in terms of stated objectives, demonstrated grasp of the issues to be addressed, and demonstrated knowledge of the strengths and weaknesses of the proposed methods of implementation;
   - the feasibility of the proposed methods, work plan and budget; and
   - the qualifications of the parties responsible for implementation.

5. Applicants should note that not all of their estimated project costs necessarily will be approved by the City, nor will the full amount of requested grants necessarily be awarded.

6. Work may not begin until grant approval is obtained and a formal project agreement is signed. Assistance will not be given for work previously done.

7. Grant recipients generally will have one year from the date of signing the project agreement to complete the work.

8. The amount of each grant will be fixed prior to the start of work and will be distributed according to a schedule inserted in the project agreement. Any overruns or unanticipated expenses will be the responsibility of the grantee.

9. Expenditures must be incurred and supported by paid invoices or receipts before the full amount of a grant is distributed. If actual project costs are lower than estimated, or if not all the eligible work is completed as first committed by a recipient, then the dollar amount of the grant will be reduced accordingly.

10. Progress on each project will be monitored by program staff. If at any time it is determined that a project is failing to adhere to the written agreement, the grant in whole or part may be rescinded at the discretion of the City of Winnipeg.

11. To enable this program to be administered in a cost-effective manner, the onus is on applicants and grant recipients to provide required information in a complete and timely fashion. The onus also is on applicants and grant recipients to keep the City updated on any delays or changes in project plans.

ADMINISTRATIVE PROCEDURES

1. Prior to submitting written submissions, all applicants are required to discuss their projects with CentreVenture Development Corporation to ensure potential eligibility for the program and to identify all the documentation and other information that may be needed as part of the application.

2. All submissions are reviewed and assessed by CentreVenture Development Corporation and the City’s designated officer.

3. Subject to annual budget limitations, the City’s designated officer, with the concurrence of CentreVenture Development Corporation, is authorized to approve grants of up to $25,000 for approved projects.

ATTACHMENT 1

Certification of Qualifications

(To be completed and included with all applications)

I/We hereby certify that all statements made with regard to the academic background and experience of the parties that will conduct this project are accurate and complete.

I/We acknowledge that the City of Winnipeg reserves the right to verify the information provided and to disqualify this application in the event that statements made are found to be inaccurate or materially incomplete.

Date: _____ Signature(s): _____

_____

For the Sponsoring Group or Organization (if applicable):

Date: _____ Signature: _____

Title: _____

Agency: _____