



# Winter Activation Grant Program

The City of Toronto's Winter Activation Grant aims to provide funding for BIAs, Community, Not for Profit and charity groups to animate their main streets with winter activity. Although winter has always been traditionally a slow retail and tourism time, 2020 will have additional challenges due to the Covid 19 pandemic. The Winter Activation grant aims to support the local economy by celebrating art, culture and community by helping drive business to our main streets during the coldest months of the year. The grant also aims to advance equity and to include and benefit citizens, businesses and artists from every part of the city.

The Winter Activation Grant Program provides funding for one half (50%) of the cost of the project costs up to a maximum of \$12,500 per project (All direct projects costs are eligible and should be detailed in the budget summary. Administrative, ongoing staff salary and annual operating expenses are not eligible).

**\*\*Eligible Projects must comply with all Toronto Public Health and Provincial regulations and all physical distancing protocols to help reduce the spread of Covid 19.**

## Applicant Business Information

Name:			
Contact Name		Position Title	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Email	

## Budget

Total Cost of Improvements	Total Funding Requested (Lesser of 50% or \$12,500)
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- Please attach detail description of project and cost estimate(s) for all aspects of the work**

## Authorization

I have read, understand and agree to comply with the terms and conditions in Appendix 1,	
Title (First, Last-print)	
Signature	Date (yyyy-mm-dd)

# BIA Winter Activation Grant Program

## How to Apply

Please e-mail your completed application in PDF format to **Toronto BIA Office**, [biaoffice@toronto.ca](mailto:biaoffice@toronto.ca)

## Deadline

The deadline for applications for the Winter Activation Grant is:

**MONDAY NOVEMBER 30<sup>th</sup>, 2020, 4:30PM**

## Appendix 1

### Terms and Conditions of Funding:

By signing and submitting the Winter Activation Grant application, the applicant acknowledges and agrees to the following terms and conditions:

#### 1.0 Use and Purpose of Funding

- 1.1 This funding must be used only for the purposes of the Winter Activation Grant project as described on the application form.
- 1.2 The recipient ("Recipient") must notify the Manager, Toronto BIA Office, of any proposed changes to the Winter Activation Grant project from what is contained in the application. The funds can be used for such changes only with the prior written consent of the Manager, Toronto BIA Office.

#### 2.0 Payments

If funding is approved, the Recipient will be advised in writing as to the amount. For Winter Activation Grant projects the funding will be disbursed in one installment upon completion of the project to the satisfaction of the Manager, Toronto BIA Office and receipt of the following:

- 2.1 Copies of all invoices, receipts, and paid expenses for the project.

#### 3.0 Accounting

- 3.1 The Recipient must keep and maintain all records, invoices and other documents relating to the funding in a manner consistent with generally accepted accounting principles and clerical practices, and must maintain such records for a period of three (3) years from the date of receipt of the funding.
- 3.2 The Recipient authorizes the City and its agents at all reasonable times to inspect and copy any and all records, invoices and documents in the custody or control of the Recipient which relate to the funding. The right of inspection includes the right to perform a full or partial audit of the aforementioned records, as considered appropriate by the City.

## **BIA Winter Activation Grant Program**

### **4.0 Project Completion Time**

The Winter Activation Grant project must be completed no later than **MARCH 31<sup>ST</sup> 2021** unless the Manager, Toronto BIA Office has provided prior written approval of an extension.

### **5.0 Further Conditions**

The City shall be entitled, at any time, to impose such additional terms and conditions on the use of the funding which, in its sole discretion, it deems appropriate.

### **6.0 Status of Applicant**

To be eligible for funding under the Winter Activation Grant, the organization must be a not-for-profit or charitable organization operating in the City of Toronto

**6.1** All proposed activities must take place in Toronto

**6.2** Must be in good standing with The City of Toronto, having met the terms and conditions of any previous grant awarded to the organization from the City of Toronto.

**\*\* BIAS:** Must have in place a Board of Management approved by the current Council;

- Have an operating budget, adopted at a general meeting of the BIA and approved by Council, for the year the project is to be implemented;
- Be in good standing with the City Auditor and the City's Finance Department with respect to the preparation and audit of the BIA annual financial statements.

### **7.0 Limitation of Liability, Indemnification & Comprehensive General Liability Insurance**

**7.1** The City will not be liable for any damages, injury or any loss of use or profit of the Recipient arising out of, or in any way related to the approval of the funding or to the performance of the Work by the Recipient, its officers, employees, contractor or agents.

**7.2** The City will not be liable for any damages or injury or any loss of use or profit of the Recipient arising out of, or in any way related to, the approval of the funding or to the performance of the Work by the Recipient, its officers, employees, contractor or agents. The Recipient shall indemnify the City, its officers, employees and agents, against all costs (including legal costs), damages and expenses incurred as a result of a claim or proceedings related to the approval of the funding or to the performance of the Work by the Recipient, its officers, employees, contractor or agents, unless such costs, damages or expenses arise from the negligence or willful act of an officer, employee or agent of the City.