The purpose of this funding program is to encourage efforts that help to build a positive image for Downtown Kitchener and enable community programs that focus on collaboration and an amazing experience in Downtown.

**Community Builder Grant Program (Maximum $5,000 per project)**

Apply for Community Builder Grant Program to receive support for a collaborative community Program in Downtown Kitchener.

Application requirements:

* Builds pride in our Downtown by showcasing local businesses, arts and culture and/or community organizations
* Encourages the development of new partnerships through local businesses
* Involves promotion of a minimum of three (3) Downtown businesses
* Are accessible and open to the general public

Examples include:

* Outdoor murals
* Micro events (only if provincial regulations permit)
* Arts and culture programming

**Applying for Funding**

**Applications are due sixty (60) days prior** to your program date in order to qualify for 2022 funding. Please note application submissions close on October 31st, 2022.

**Step 1:** Fill out the CBG Application.

**Step 2:** Email your completed application to Stef Golling [sgolling@kitchenerdowntown.com](mailto:sgolling@kitchenerdowntown.com).

**Step 3:** The committee reviews your application and makes a decision on approval. We may come back to you with questions and conditions after this review.

**Step 4:** If your project is approved, we will send you an email to let you know.

**Step 5:** Final report due 30 days after your program date. Final report to include itemized receipts, and an invoice addressed to the Downtown Kitchener BIA for reimbursement.

**Step 6:** Reimbursement cheques will be issued within 30 days of the delivery of proper receipts.

**Grants will NOT be awarded to:**

• Individuals, for the purpose of private gain.

• Government agencies, political or partisan groups, universities, colleges, exclusive clubs or associations, organizations or events not based in Downtown Kitchener.

• Events that are targeted at specific groups.

• Applicants who have failed to document a minimum 50% contribution to total project costs.

• Applicants who have failed to successfully carry out a project for which funding was previously awarded.

**Funding must NOT be used to:**

• Support ongoing programs or services that are already funded directly by the Downtown Kitchener BIA.

• Pay for the applicants operating expenses that are not directly related to the project for which the grant is awarded.

• Purchase land or buildings.

• Pay for travel expenses. Hotel accommodations in the Downtown core will be accepted (The Crowne Plaza, and the Walper Hotel).

\*Applicants may be required to purchase Commercial General Liability insurance if there is considered to be a risk, to limit the liability to the applicants as well to the Downtown Kitchener BIA and the City of Kitchener. The review committee will advise if proof of insurance is required. The Downtown Kitchener BIA reserves the right to change or remove the Funding Program.