**Downtown Kitchener Community Development Funding Program**

The purpose of these funding programs 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 $10,000 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:

* Block parties
* Arts and Culture events
* Cross-sector events
* Outdoor Murals

**Applying for Funding**

**Applications are due sixty (60) days prior** to your program date in order to qualify for 2019 funding:

**Step 1: Fill out the** CBG Tier 1 or CBG Tier 2 Application.

**Step 2:** Email your completed application or drop it off at the Downtown Kitchener BIA Office - 54 Queen Street South, Kitchener.

**Community Builder Grant Program Application:**

* Stefanie 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 a letter to let you know.

**Step 5:** Make your purchases for your project and submit your itemized receipts to the Downtown Kitchener BIA to receive your reimbursement cheque. Reimbursement will be issued within 30 days of the delivery of proper receipts.

**Step 6:** Final report due 30 days after your event/program date.

**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.