



Member Support Grant Frequently Asked Questions

This document addresses common questions regarding the Member Support Grant, including the application process, timeline, and disbursement of funds.

What is the Member Support Grant?

The Member Support Grant is designed to provide financial assistance to members looking for extra support. It is intended to enhance streetscape aesthetics, business vitality, and community engagement through micro-grants for non-facade improvements.

Application Process

Who is eligible to apply?

All active members in good standing are eligible to apply. Specific eligibility criteria may be outlined in the official application materials.

How does it work

Application | Review | Approval | Execution | Report | Reimbursement | Final Report

The Grant process is expanded in more detail below

1. Preliminary Meeting
2. Complete the online application form either Q1, or Q3
3. Applications will be reviewed and notification of approval or rejection sent, including how much funding will be awarded.

4. Proceed and execute your project
5. Submit your report within 60 days of completion (receipts, photos and assessment)
6. Reimbursement of the approved costs
7. 3-6 months final report (any data that can be reported)

What information is required in the application?

The application typically requires:

- Personal contact information, including your member ID.
- A detailed explanation of the need for the grant.
- Financial information demonstrating hardship.
- Letters of Support from your BIA neighbours
- Specific documentation supporting your request (e.g., invoices, estimates, or receipts).

Grant Timeline

The grant process follows a strict timeline to ensure timely support:

INTAKE ONE	Start Date	End Date	Description
Application Window	Mar 17, 2026	Apr 14, 2026	Period during which applications are accepted
Review Period	Apr 15, 2026	Apr 22, 2026	Applications are reviewed by the Grant Committee
Notification of Decisions	Apr 23, 2026	Apr 30, 2026	Applicants are informed of the decision
INTAKE TWO	Start Date	End Date	Description
Application Window	Jul 13, 2026	Aug 17, 2026	Period during which applications are accepted
Review Period	Aug 18, 2026	Sep 2, 2026	Applications are reviewed by the Grant Committee
Notification of Decisions	Sep 3, 2026	Sep 8, 2026	Applicants are informed of the decision

INTAKE ONE	Start Date	End Date	Description
Funds Disbursement	N/A	N/A	Grant funds are sent to successful applicants after project completion

All deadlines are firm and late applications will not be considered. If you have questions about the timeline, please reach out with any questions.

Disbursement of Funds

When will I get my money?

Funds are typically disbursed within 10-15 business days following the submission of your post project report which includes a breakdown of your costs, receipts and assessment.

How will the money be sent to me?

Funds are generally sent via cheque or EFT - you will need to fill out a direct deposit form to receive an EFT.

Is the grant taxable?

Grant recipients are advised to consult with a tax professional regarding the tax implications of receiving the grant funds. We are unable to provide tax advice.

Contact Information

For further questions regarding the Member Support Grant, please contact Paisley Woods BIA Coordinator at info@downtowncarletonplace.com.