



# 2019 Business Façade Improvement Program Grant Application

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Building Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Status:     Existing Business         New Business

Business Type:      Commercial                 Not-for-Profit Storefront         Home Based

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building and will cover all costs.

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

## PROJECT DESCRIPTION

Proposed Start Date: \_\_\_\_\_ Planned Completion Date: \_\_\_\_\_

Project Cost Components (Estimates):

COMPONENT	LABOUR	MATERIALS
Design	\$	\$
Mechanical	\$	\$
Electrical	\$	\$
Structural	\$	\$
Other:	\$	\$
Other:	\$	\$
Other:	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

Estimated Total Project Cost (Labour + Materials but no GST/PST/Shipping): \$ \_\_\_\_\_





# 2019 Business Façade Improvement Program Terms and Conditions

I, \_\_\_\_\_ (applicant), of \_\_\_\_\_ (business) have read the complete application and guidelines package and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, permits (including VQC Siting and Use permits under Bylaw 102-2017, BC Safety Authority electrical, plumbing, gas/propane permits, etc. as required) and inspections, and hiring of contractors as necessary.

I agree not to involve the Village of Queen Charlotte or the Business Façade Improvement Program Sponsor in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Village to make all inspections necessary to confirm that the approved plans are implements in accordance with expected standards and the BC Building Code (if applicable).

I agree to allow the Village of Queen Charlotte to use before and after photos of the project and my statement about how the program has benefitted my business for the purpose of promoting the program.

Payment of approved grants will be made once I provide the Project Review Committee with proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when applicable).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

## VQC STAFF CHECKLIST – APPLICATION REVIEW

<b>Application Timeframe:</b> <input type="checkbox"/> Application Date: _____ <input type="checkbox"/> First Round Application (received by <b>April 5, 2019</b> ) <input type="checkbox"/> Subsequent Application (received after <b>April 5, 2019</b> – first come, first served)		<b>Eligible business:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous successful application(s):</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – Date(s): _____ Amount(s): \$ _____  Remaining application lifetime limit (maximum \$5,000 per applicant): \$ _____		
<b>Property Status:</b> <input type="checkbox"/> Property Taxes paid up-to-date <input type="checkbox"/> Utility Taxes paid up-to-date <input type="checkbox"/> License Fees paid up-to-date <input type="checkbox"/> Siting and Use Permit (if required)	<b>Type of Application:</b> <input type="checkbox"/> Business Façade <input type="checkbox"/> Way-Find Signage	<b>Joint Project:</b> All partner applications received? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Age/Condition of Building:</b> <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<b>Impact on Streetscape:</b> <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<b>Quality of Design:</b> <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Project Components – select all that apply – see Program Guide for full details</b>		
<b>Eligible improvements:</b> <input type="checkbox"/> Exterior architectural features, surfaces and details <input type="checkbox"/> New siding <input type="checkbox"/> Façade Painting <input type="checkbox"/> Awnings <input type="checkbox"/> Exterior lighting (new only) <input type="checkbox"/> Signage (affixed to the building) <input type="checkbox"/> Windows* <input type="checkbox"/> Entrances and doorways* <input type="checkbox"/> Accessibility improvements (ramps, wider doors etc.) to the outside of the building* <input type="checkbox"/> Way-finding signage (home-based businesses only) * only if part of larger improvements		<b>Ineligible Improvements:</b> <input type="checkbox"/> Routine maintenance or structural repairs <input type="checkbox"/> Roofs <input type="checkbox"/> Non-permanent fixtures (benches, planters, etc.) <input type="checkbox"/> Landscaping, paving, fencing <input type="checkbox"/> Interior / internal improvements <input type="checkbox"/> Improvements not visible from the public ROW <input type="checkbox"/> Construction of additions, accessory or new buildings <input type="checkbox"/> Improvements started prior to application approval <input type="checkbox"/> Improvements deemed inconsistent with redevelopment purposes and design guidelines

## VQC STAFF CHECKLIST – EXPENDITURE REVIEW ON PROJECT COMPLETION

<b>Required Documents:</b> <input type="checkbox"/> Copies of all invoices or receipts <input type="checkbox"/> Copies of cleared cheque/ statements confirming payments <input type="checkbox"/> Final inspection approval (if applicable) <input type="checkbox"/> Pictures of the completed project <input type="checkbox"/> Short statement about how the program has benefited the business	<b>Eligible Costs/ Expenses:</b> <input type="checkbox"/> Direct project labour costs <input type="checkbox"/> Design, architectural or engineering fees (related to facade only) <input type="checkbox"/> Contractor fees <input type="checkbox"/> Rental of tools and equipment <input type="checkbox"/> Project related materials and supplies <input type="checkbox"/> PST	<b>Ineligible Costs/ Expenses:</b> <input type="checkbox"/> Owner/applicant wages and/or benefits related to project labour, or other costs related to supplies or administration <input type="checkbox"/> Staff wages and/or benefits <input type="checkbox"/> Equipment purchases <input type="checkbox"/> Utilities (hydro, gas etc.) <input type="checkbox"/> GST/Shipping costs <input type="checkbox"/> Permit fees
Expenses Verified by (print name/title):	Total Reimbursement: \$	Cheque Date: