



**Downtown Prince George  
2017 Façade Improvement Program  
Grant Application**

If you are applying as a **Building Owner**, please provide the following information:

Business Name:			
Building Address:			
Contact Person:			
Mailing Address:			
	<i>Street</i>	<i>City, Province</i>	<i>Postal Code</i>
Phone:			
Email:			

If you are applying as a **Tenant** of a building, please provide the following information and attached a letter of consent from the owners stating that you are allowed to make changes to this building.

Business Name:			
Contact Person:			
Mailing Address:			
	<i>Street</i>	<i>City, Province</i>	<i>Postal Code</i>
Phone:			
Email:			
Letter of Consent:	<input type="checkbox"/> YES		

**Project Information**

Project Description:

Planned start date:	
Planned completion date:	
Estimated total project cost: <i>(not including taxes)</i>	

*Project Cost Components:*

COMPONENT (Please include itemized costs.)	LABOUR	MATERIALS	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

✓ *Applicant Checklist*

	Property taxes paid
	Utility taxes paid
	Business license fees paid
	Required permit applications completed
	Building owner authorization (as applicable)
	Downtown Prince George Membership updated/current information provided
Other grant funding has been applied for/approved for this project <input type="checkbox"/> YES <input type="checkbox"/> NO	
This project is covered in whole or in part by an insurance claim <input type="checkbox"/> YES <input type="checkbox"/> NO	

✓ *Attached to this application*

	Photos of existing building facade
	All labour and materials quotations
	Coloured building elevation of the proposed improvements including the identification of the exterior finishing materials
	Approval letter from owner (as applicable)

**Terms & Conditions**

I, \_\_\_\_\_  
*(Applicant)*

of, \_\_\_\_\_  
*(Business/ Building)*

have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, building permits and inspections, and hiring of contractors as necessary.

I will display signage provided by the Downtown Prince George Business Improvement Association (Downtown Prince George) to promote the Façade Improvement Program on the exterior of the building during construction, and for a mutually agreeable period not to exceed three months after completion of project.

I agree not to involve the City of Prince George or the Downtown Prince George in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of this façade improvement project.

I give my consent to the City of Prince George and the Project Review Committee to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards and the information contained in this application.

I give my consent to the City of Prince George, Downtown Prince George and Northern Development Initiative Trust to profile this project in promotional communication, including but not limited to “before and after” pictures.

Payment of approved grants will be made upon the applicant providing the Project Review Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Application received by:*

Colleen Van Mook, Executive Director, Downtown Prince George  
\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*