



**Downtown Prince George
2019 Façade Improvement Grant Program
Grant Application Form**

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 |
|--|--------|-----------|-------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| TOTAL: | \$ | \$ | \$ |

✓ *Applicant Checklist*

| | |
|--|---|
| | Property taxes paid |
| | Utility taxes paid |
| | Business license fees paid |
| | All required City of Prince George 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, City of Prince George 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 Downtown Prince George 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 and Downtown Prince George 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 Downtown Prince George 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