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If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Applicant Profile

| | | |
|--|--------|------------|
| Local government name (municipality or regional district): | | |
| | | |
| Mailing address: | Email: | Telephone: |
| | | |

2. Primary Contact Information

| | |
|---|-----------------|
| Primary contact (for this application): | Position/title: |
| | |

✦ Complete the following only if different from the Applicant Profile:

| | | |
|------------------|--------|------------|
| Mailing address: | Email: | Telephone: |
| | | |

3. Delegated Organization

✦ If the program will be delegated to a community organization, please complete the following:

| | | |
|-----------------------|---------------|-----------------|
| Name of organization: | Contact name: | Position/title: |
| | | |
| Mailing address: | Email: | Telephone: |
| | | |

4. Funding Request

| | |
|--------------------------|--|
| Amount requested: | |
| Grant for the _____ year | ✦ The community is responsible for delivering or overseeing the delivery of a business façade improvement program within the calendar for which funding is approved. |

5. Prior Year Funding

| | |
|--|--|
| Were you approved for funding last year? | If yes: |
| Yes No | # of participating businesses: Amount (\$) approved for businesses: |

6. Local Government Resolution of Support

| |
|---|
| The resolution of support is: |
| Attached. |
| Not yet secured. The scheduled council meeting date is: |

✦ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

✦ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

7. Business Façade Improvement Plan/Guidelines

✦ The community business façade plan/guidelines must include the elements listed below: Applications may be submitted with some elements in development, however approval will not be provided until the finalized plan/guidelines is received.

| Guideline requirements: | Included: | In development: |
|--|-----------|-----------------|
| Purpose of the program – explains the program rationale | | |
| Design guidelines – i.e. community priorities, tenant/owner relations, professional designs, visible improvements | | |
| Eligible properties – specified area within the municipality or regional district | | |
| Eligibility requirements – i.e. businesses not in tax arrears | | |
| Eligible façade improvements – i.e. signage, siding, lighting, awnings, murals, architectural features, permanent planters | | |
| Grant amount eligibility for business (max \$5,000 per project) | | |
| Eligible and ineligible costs | | |
| Business application process | | |
| Evaluation process for business applications | | |
| Reporting and reimbursement process | | |
| Program marketing plan/collateral (i.e. brochure) | | |
| The date when the municipality or regional district expects the guidelines to be completed is: | | |

8. Program Metrics

★ The following key metrics will be reported on by the applicant organization at the end of each year for which grant funding is provided to demonstrate the direct economic benefits of the program:

| Measurable program outcomes: | |
|---|--|
| Business façade improvement applications received | Business façade improvement applications approved |
| Amount approved by project (\$) | Amount disbursed by project (\$) |
| Private sector investment by project (\$) | Value of improvements by project (\$) |
| List of façade improvements completed by project | Before and after photos for each business façade improvement project |
| Business testimonial from each participating business | Description of projects and community impacts |

9. Attachments

List all documents attached to this application:

| Document name: |
|--|
| 1) Required: Business façade improvement plan/guide |
| 2) Required: Local government resolution |
| 3) |
| 4) |
| 5) |
| 6) |
| 7) |
| 8) |
| 9) |
| 10) |

10. Authorization

I have read and understand the [Business Façade Improvement Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

If approved for the Business Façade Improvement grant funding, our organization agrees to:

- 1) Implement a business façade improvement program for the year in which funding is provided or delegate the authority and oversee the implementation of a business façade improvement program
- 2) Ensure that the program is marketed effectively to optimize program uptake
- 3) Submit a report within one month of the calendar year end (by January 31st) to verify the performance measures for the program

| | | |
|---|-----------------|-------|
| Name (organization signing authority): ✦ Please type name. | Position/title: | Date: |
| | | |

11. Submitting Your Application

Completed funding application with all required attachments should be provided electronically to Northern Development by email. ✦ Please do not scan this form (if possible).

Email info@northernddevelopment.bc.ca