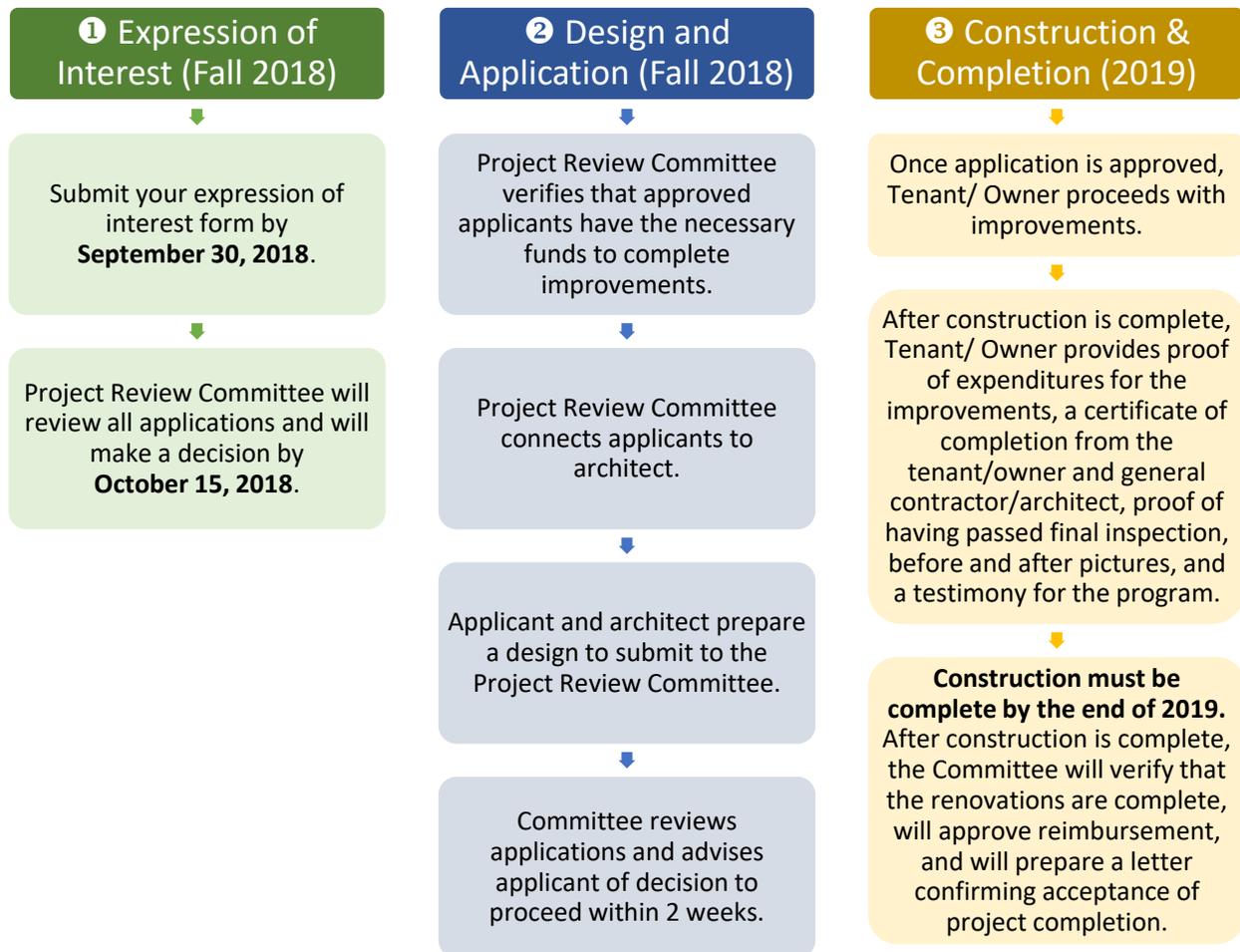


### APPLICATION PROCESS

Applications to the Business Façade Improvement Program will follow three steps:

1. **Expression of Interest:** First, submit an expression of interest. The Project Review Committee will review it for completion and eligibility. The Project Review Committee will then connect approved applicants with an architect to submit the Business Façade Improvement Application.
2. **Design and Application:** Work with the architect to prepare a design and submit it to the program. The Project Review Committee will review all applications for compliance with the program goals. Once approved, you can proceed with permits and construction.
3. **Construction and Completion:** After the renovations, the program will require that you submit documentation to show before and after changes, receipts for costs, proof that improvements have passed final inspection, and a testimony for the Business Façade Improvement Program. The Project Review Committee will verify that the renovations are complete and will process the reimbursement of approved costs.



## HOW WILL APPLICATIONS BE SELECTED?

The Project Review Committee is made up of 3 to 5 members from the City of Powell River and Powell River Community Futures. The staff-level Committee is responsible for reviewing all applications, determining eligibility of projects, and making recommendations and decisions. The Committee is also responsible for verifying that the façade improvement expenditures and construction have been completed in accordance with the approved design plans.

### Award criteria

If there are more eligible applicants than funds available to award, the Project Review Committee will prioritize projects based on the following ranked criteria:

1. Anticipated results of the Program on the community, which may include location in relation to main travel corridors.
2. Impact on curb appeal.
3. Age and condition of building (i.e. buildings in poor condition may have greater likelihood of project approval).

### Appealing a decision

If an application is declined, the project proponent may request a meeting with the Project Review Committee to discuss the application with the purpose of:

1. Seeking input on the proposal to modify the application and meet the program guidelines.
2. Provide additional information to the committee to seek reversal of an unsuccessful application.

Appeals must be received within two (2) weeks of the decision date.

## READY TO APPLY?

Please submit your Expression of Interest by **September 30, 2018** to:

Pam Krompocker  
Executive Director, Community Futures Powell River  
[pam@prfutures.ca](mailto:pam@prfutures.ca)

### IMPORTANT NOTES:

- Submitting an Expression of Interest does not guarantee acceptance to the Business Façade Improvement Program.
- If the Applicant is a tenant, they must produce a written approval from the Building Owner(s) prior to submitting an Expression of Interest and again when submitting the Business Façade Improvement Program application.
- Improvements must be completed by qualified contractors. Projects using local contractors may be given priority.
- A Development Permit and Building Permit will be required for the façade improvement.
- Please confirm eligibility requirements before submitting.

# EXPRESSION OF INTEREST APPLICATION

## Business Façade Improvement Program 2018

Expression of Interest Application Form: Due **September 30, 2018**

### Applicant

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers Business \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

### Building Owner Different from Business Owner

A Letter of Approval from the Building Owner is attached if the applicant is the Tenant.

### Photo of Building Before Improvement and Statement of Intent

Photo of the building face(s) to be renovated and Statement of Intent are attached.

### Budget of Desired Building Upgrades

Recognising there is much to consider, please state the proposed budget for the planned renovations. *Do not reduce the value by the desired BFIP grant.*

Approved applicants will be provided an architect who will work to design improvements within your budget.

### Renovation Financing

Do you have access to funds to complete your planned renovation?

If no, are you interested in applying for the BFIP loan through Powell River Community Futures?

Anticipated Contractor (Qualified contractors must be used, and priority may be given if local contractors used)

Name \_\_\_\_\_

Address \_\_\_\_\_

### Name and Signature(s)

Business Owner \_\_\_\_\_ Date \_\_\_\_\_

Building Owner \_\_\_\_\_ Date \_\_\_\_\_  
(if different from above)

### Submit Expression of Interest:

Pam Krompocker, Executive Director, Community Futures Powell River  
[pam@prfutures.ca](mailto:pam@prfutures.ca)

# BUSINESS FAÇADE IMPROVEMENT APPLICATION

Business Façade Improvement Program 2018  
Application Form

page 1 of 2

**To be completed only by Applicants with Approved Expressions of Interest**

## Applicant

Applicant Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Numbers Business \_\_\_\_\_ Cell \_\_\_\_\_  
Email Address \_\_\_\_\_

## Building Owner Different from Business Owner

A Letter of Approval from the Building Owner is attached if the applicant is the Tenant.

Yes / No / N.A.

## Budget

Total Project Budget		\$
Single Face Upgrade	Program contribution 50% up to \$2,500	\$
Corner Building (Two Faces Upgrades)	Program contribution 50% up to \$5,000	\$
Business Owner Contributions		\$
Total Project Budget		\$

I confirm financing is in place to cover renovation costs.

Yes / No

## Project Contractor

Name \_\_\_\_\_  
Address \_\_\_\_\_

## Time Line

Anticipated Start Date \_\_\_\_\_  
Anticipated End Date \_\_\_\_\_

**Photo of Building Before Improvement**

**Description of and Rendering of Building Upgrades**

Use additional pages if needed

**Name and Signature(s)**

Business Owner \_\_\_\_\_ Date \_\_\_\_\_

Building Owner \_\_\_\_\_ Date \_\_\_\_\_  
(if different from above)

Building Contractor \_\_\_\_\_ Date \_\_\_\_\_

Architect/Designer \_\_\_\_\_ Date \_\_\_\_\_

**Submit by November 30, 2018 to:**

Pam Krompocker, Executive Director, Community Futures Powell River  
[pam@prfutures.ca](mailto:pam@prfutures.ca)