



FAÇADE IMPROVEMENT GRANT Application

APPLICANT INFORMATION

Name:	Organization/Business:	
Mailing Address:	City:	Postal code:
Phone No:	Email:	

Please tick box to confirm that you have not received a Façade Improvement Grant in the last 24 months

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Please note that the name, location of the building and façade improvement designs may be released to various organizations, the media, and the public if the applicant receives a grant under the Façade Improvement Program.

Please note: Applications will be reviewed and a determination made by the Development Committee within 30 days of receipt.

PROPERTY INFORMATION

Property Address: _____

Façade Improvement Grant - up to \$5,000 (the grant pays up to 50% of your project costs up to a maximum of \$5,000).

Total Cost of Improvement(s): \$ _____	Amount of Grant Requested: \$ _____
Project Start Date:	Project Completion Date:

Please read the program guide carefully and include the following with your application:

Detailed description of proposed improvement(s)	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Proof of paid property taxes	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Duncan business license	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Letter from the City of Duncan stating that a Development Permit, Sign Permit, and/or Building permit(s) are not required OR a Development, Sign, and/or Building permit issued by the City of Duncan	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Photos of existing façade	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Detailed line-item budget	<i>(mandatory)</i>	<input type="checkbox"/> Yes
Project schedule	<i>(mandatory)</i>	<input type="checkbox"/> Yes

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with terms and conditions of this agreement entered into with the Downtown Duncan Business Improvement Area Society and the City of Duncan.

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

Date received:

Date of application review:

Application status: Approved Approved w/ conditions Denied Incomplete

Notes:

Grant amount: \$ _____ Date grant disbursed: _____ CQ# _____

Notification provided on:

Notification provided by:
