

Storefront Improvement Grant Information



*Please read the following information carefully before completing an application.

1. Programs Goals

- To assist PGV BIA members to improve the physical appearance of their commercial properties.
- To help beautify the area and encourage residents and visitors to support PGV businesses.

2. How It Works

1. — Pick an aspect of your storefront that you would like to improve.
2. — Get 3 quotes. Preferably one from a PGV BIA member.
3. — Submit the application.
4. — Wait for approval from the PGV BIA*
5. — Complete your improvements.
6. — Submit proof of payment**
7. — Wait for your cheque from the BIA!

3. Who Can Apply

Grants are available to PGV BIA members only. That is, persons who own class 5 or class 6 properties and persons who lease class 5 or class 6 properties from which they carry on a business, on West 10th Avenue between Discovery and Tolmie or on Discovery, Trimble, Sasamat or Tolmie Street from West 10th Avenue to the south or north alley.

4. Eligible Projects

The following are examples and should not be considered as a complete list. Projects not listed may also qualify. Contact the BIA office to discuss your project details to see if it qualifies.

Painting of exterior walls.

Signage including decorative awnings and back-lit signs. Submission of sketches is necessary.

Facade Improvements including new awnings, decorative stone and other finishing materials.

Entryway improvements, such as decorative elements, planters and exterior seating.

5. The Money

50% of the actual cost before tax, up to a maximum of \$1,000 every 2 years.

6. How To Apply

- **Web:** www.pointgreyvillage.ca
- **Phone:** (604) 262-9377

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***Not all applications will be approved.**

Missing information, missing quotes, or incorrect information will determine the outcome of your application. If all information is complete, approval will be based on how well your proposed project fits the program goals and available funds at the time of application.

Applications will be approved on a first come, first served basis. Applicants will be notified of the outcome of their application via email or mail within two weeks of applying. If all available grants have been allocated to other members, applicants will be notified that their application will be considered in the following fiscal year.

Multiple improvements can be submitted on one application.

****Proof of Payment**

is a bill clearly marked as paid AND a copy of a cheque, bank or credit card statement showing the job has been paid. Proof of payment must be submitted no later than one (1) year from the date of application. Projects must be completed and all bills paid to be reimbursed. Once proof of payment is submitted, a PGV BIA director or staff member will perform a site visit to ensure all improvements have been successfully completed.

Under extenuating circumstances, applicants must apply in writing before the grant expires requesting an extension. Extensions will be awarded at the discretion of the PGV BIA.

**Not sure if your project qualifies? Need assistance?
Have questions?**

Call or email us: (604) 262-9377
info@pointgreyvillage.ca

We would love to hear from you!

Applicant's Information



● **Business Name:** _____

● **Type of Business:** _____

● **Address:**

Number: _____ Street: _____ Postal Code: _____

Phone: _____ Cell: _____

● **Primary Contact Person:**

Name: _____ Email: _____

● **Project Information:**

Detailed description (Attach extra sheet if necessary):

For signage and awnings, please attach a sketch or picture of the proposed.

● **Project Estimates:**

Name of the chosen contractor or service provider: _____

Quotes attached:

☐ _____

☐ _____

☐ _____

If you were unable to obtain the necessary quotes, please provide a detailed reason why (attach a separate page if necessary):

Signature: _____ Date: ____/____/____
mm/ dd/ yy

Is your chosen contractor a PGV BIA member? ☐ Yes ☐ No

If not, why not? _____

Terms and Conditions



1. Only PGV BIA (henceforth known as 'BIA') members are eligible for grants. Applications will be reviewed on a first come, first served basis. Successful applicants will receive written confirmation from BIA within two (2) weeks after submitting their completed application.
2. The applicant must demonstrate that their project will enhance the streetscape. Whether or not the project qualifies is up to the discretion of BIA. If submitting for awnings or signage, the BIA reserves the right to request proofs or sketches of the proposed. Only signage advertising the business will qualify. Signage that advertises products sold or provided may not qualify. Multiple improvements may be submitted per application.
3. The applicant assumes all responsibility for obtaining permission from the landlord, property owner and/or the City of Vancouver to undertake the proposed projects. BIA assumes no responsibility for projects undertaken without permission or necessary permits.
4. The applicant assumes all responsibility for ensuring that proof of payment is submitted within one year from the date of application. **BIA will not be held responsible if proof of payment is not provided within the given time frame. In case of such an event, the grant will be canceled by BIA.**
5. The applicant must obtain and submit copies of three quotes for each application. New qualifying projects must be approved for grants before construction is started.
6. The amount listed in the approval letter is the maximum amount eligible for reimbursement up to a maximum of \$1,000 for each grant/rebate type every 2 years. In the event a project costs less than quoted originally, the grant will be reduced to 50% of the actual cost, minus taxes. In the event that a project costs more, the original approved amount will be granted. If all BIA grant funding has been allocated, BIA will file the application to be processed in the next fiscal year. **Monthly bills for internet or electricity, taxes, zoning, permits, administration, illegal and financing services are not eligible for reimbursement.**
7. The project must be completed and all bills paid to be reimbursed by BIA. The applicant must be operating within the BIA area to qualify for reimbursement. If the applicant moves out of the area before reimbursement, the grant will be considered canceled.
8. All work must be done by a licensed and/or bonded contractor or other trades-person. No labour performed by a non-licensed or bonded contractor will be eligible for reimbursement. In some cases it may be approved for you to do the work yourself, but in such projects, only the materials will qualify for reimbursement.
9. Before reimbursement, a BIA director or staff member will perform a site visit to confirm the project has been satisfactorily completed.
10. Terms and conditions of BIA grants are subject to change without notice. All decisions made by the PGV BIA are final, disputes will be brought to the management board.

Agreement



I hereby certify that the information provided in this application is true and accurate to the best of my knowledge and that I have read, understood and agree to the terms and conditions.

Name: _____

Signature: _____ Date: ____/____/____
mm/ dd/ yy

If the property owner is different from above, provide the following:

Owner's Name: _____

Address:

Number: _____ Street: _____ Postal Code: _____
Phone: _____ Cell: _____

Has the owner authorized the proposed project? ☐ Yes ☐ No ☐ N/A

Please attach signed and dated letter of authorization.

Please fill out the following if you authorize the PGV BIA to publish pictures of your improvement project in their Newsletter (print and digital) to be distributed to other members and the public.

Name: _____

Signature: _____ Date: ____/____/____
mm/ dd/ yy

For Internal Use Only



Date Received: _____ Grant Amount: _____

In Data Base: ☐ Yes ☐ No

Authorized
Signatures: _____

Status: ☐ Approved ☐ Declined

Paid: ☐ Yes ☐ No

Declined by Applicant

Date: ____/____/____
mm/ dd/ yy

Date: ____/____/____
mm/ dd/ yy

Initials: _____

Reason: _____

Data Base Reference #: _____

Notes: _____

Initials: _____

Approval letter sent via:

☐ Email ☐ Mail

Date: ____/____/____
mm/ dd/ yy

Application Check List

- ☐ Completed application ☐ Three Quotes ☐ Signed letter of approval for improvements from property owner, if applicable.
- ☐ One BIA member quote
☐ Two other quotes

Submit your completed application to:

● **Mail:**

Point Grey Village Business Association
#805 – 4481 West 10th Avenue
Vancouver, BC, V6R 4R8

● **Email:** info@pointgreyvillage.ca

We would love to hear from you!