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✦ **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. Project Name

Project name:	Has this main street previously received financial support from Northern Development under this program?
	Yes No

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration number: <i>(if applicable)</i>
Mailing address:	Telephone:
Email:	Website (URL):

3. Primary Contact Information

Primary contact (for this application):	Position/title:	
Email:	Primary Phone Number:	Secondary Phone Number:

4. Project Location and Resolution

Appropriate jurisdiction the project is located within:	Name of the appropriate local government or First Nations Band providing the resolution of support:
Municipality (city, town, village or regional district):	If regional district, electoral area:
First Nation reserve:	
Has the resolution of support been secured? <i>★ Refer to the Application Guide for sample resolution wording.</i>	
Yes ; attached to application	No ; date resolution of support is expected to be secured:

5. Project Timeline

Stage of project:	Scheduled date (<i>dd-mmm-yyyy</i>):
Forecasted project start date	
Forecasted project completion date	

6. Project Overview

Will the project be taking place entirely on properties owned and controlled by the applicant?					
Yes	No <i>★ If any upgrades will be taking place on property that is not owned or controlled by the applicant these portions of your project will be declared ineligible.</i>				
Indicate the current condition of your main street <i>★ Before photos required.</i>					
N/A	Very poor	Poor	Fair	Good	Very good
Enter a brief description of the project, including the scope of work, objectives and expected outcomes:					

Please explain why your project is needed in your community.

Outline how the project aligns with your community's main street revitalization plan

7. Strategic Factors

Fill out all that are applicable. The following strategic factors will be considered in the application assessment.

Describe how the ongoing maintenance of the improvements be managed over their life-span, paid for, and by whom:

Describe any prior or complementary steps taken by the community to revitalize the main street or downtown

If the completion of the project will result in a reduced environmental footprint, please explain how.

What systems, policies or practices are in place to ensure that funds to replace the improvements at the end of their life will be available?
This must be demonstrated by a supporting document (e.g. Asset Management Plan). Please identify where in the document this can be found.

Describe any health and safety concerns the completion of this project will alleviate:

Describe any accessibility concerns the completion of this project will alleviate:

If any market research or a business case been completed, summarize the results:
Please attach the supporting document(s).

Describe how the project will support resident/workforce attraction and retention:

Describe how the project will transform the downtown core into a place people want to spend time?

Describe how the project is designed to consider all four seasons experienced in Northern BC.

8. Temporary Job Creation

✦ *The applicant will be required to project temporary construction jobs directly related to the project to demonstrate the direct economic benefits of the project.*

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct temporary jobs: <i>(construction and/or consulting)</i>		hours/week	months/year	

9. Key Deliverables

✦ *Complete a minimum of three key deliverables sections. The applicant will be required to report on these after project completion to demonstrate the success and benefits of the project.*

Level of Investment

Projected public/private investment	
Year 1:	Year 2:
Describe how the project will result in an increase in public/private investment on the downtown	
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:	

Property Values in the Downtown

Current average property value	Projected average property values	
	Year 1:	Year 2:
Describe how the project is expected to increase property values in the downtown		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Downtown Hotel/Motel Occupancy Rates

Current average occupancy rate	Projected average occupancy rate	
	Year 1:	Year 2:
Describe how the project is expected to increase the average occupancy rate in hotels and motels located in the downtown.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Number of Events

Current # of events happening in the downtown annually	Projected # of events annually:	
	Year 1:	Year 2:
Describe how the project will result in increased number of events hosted downtown upon completion:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Commercial Vacancy Rate

Current vacancy rate in commercial buildings within the downtown	Projected vacancy rate in commercial buildings within the downtown	
	Year 1:	Year 2:
%	%	%
Describe how the project will result in a decrease in the commercial vacancy rate within the downtown		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Downtown Parking Revenues

Current parking revenues	Projected downtown parking revenues	
	Year 1:	Year 2:
Describe how the project will result in an increase to the applicants downtown parking revenues upon completion:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Business Revenues

Projected average % increase in revenues for businesses within the downtown	
Year 1:	Year 2:
%	%
Describe how the project is expected to increase revenues in businesses located within the downtown upon completion:	
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:	

10. Project Budget, Funding Request, and Funding %

Eligible project budget <i>(as per Project Budget Template)</i> :	Funding request (grant):	Requested funding %:
\$	\$	%
✦ Applicants are required to use the Project Budget Template .	✦ Maximum \$200,000.	✦ Maximum 70%.

11. Other Funding Sources

Funding source: + Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	
+ Eligible project budget must match total project funding +			

12. Attachments

Check all documents that are applicable and attached to this application:

Document name:
Detailed project budget using Northern Development’s Project Budget Template <i>(required; in excel format)</i>
Main Street Revitalization plan <i>(required)</i>
Funding approval confirmations <i>(required prior to approval, except in the Northeast)</i>
Local government or band resolution of support <i>(required prior to the regional advisory committee meeting)</i>
Planning document that defines the downtown or main street area <i>(required)</i>
‘Before’ photo(s)
Conceptual design photo(s)
Letters of support from community organizations/stakeholders
Lease agreement/or user agreements
Business case or other market research
Asset management plan
Detailed quotes
Other:
Other:
Other:
Other:
Other:

13. Authorization

I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.

I understand that Northern Development has the right to discard incomplete applications.

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 to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.

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

I also agree to submit reporting materials as required 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 acknowledge funding by Northern Development, where applicable.

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.

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

14. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email to info@northerndevelopment.bc.ca.

✦ Please submit this Application Form and all attachments in one email; do not scan this form.