

Adobe Reader 8.0+ is required to complete this application form.

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:	
<input type="text"/>	
Primary contact (for this application):	Position/title:
<input type="text"/>	<input type="text"/>
Telephone:	Email:
<input type="text"/>	<input type="text"/>

2. Project Location and Resolution

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

3. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)
Project start date	<input type="text"/>
Project completion date	<input type="text"/>

4. Project Overview

Provide a brief overview of the current state of your downtown/main street

Outline the scope of work and key deliverables of the downtown/main street revitalization planning process

Provide an overview of the steps that will be taken to ensure the community is engaged and involved in the main street revitalization planning process

Please outline how main street revitalization aligns with the strategic priorities of the local government

Please outline the local governments commitment and financial capacity to implement main street revitalization activities once the plan is complete.

5. Project Budget, Funding Request, and Funding %

Eligible project budget (as per Project Budget Template):	Funding request (grant):	Requested funding %:
\$	\$	%
✦ Applicants are required to use the Project Budget Template .	✦ Maximum \$20,000.	✦ Maximum 50%.

6. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
	\$	Grant	Approval letter attached Date approval expected:
	\$	Grant	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	

✦ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

7. Consultant Background

✦ *If the community has identified a consultant or consulting agency, please fill out Section 9.*

Organization name:		
Consultant name (first and last):	Telephone:	Email:
Briefly describe the consultant's background and qualifications:		

8. 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>
Detailed quotes
Funding approval confirmations <i>(required prior to approval, except in the Northeast)</i>
Local government resolution of support <i>(required prior to the regional advisory committee meeting)</i>
Other:
Other:
Other:
Other:
Other:

9. 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:
[Empty space for name]	[Empty space for position/title]	[Empty space for date]

10. 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.