



DOWNTOWN POCO BUSINESS IMPROVEMENT ASSOCIATION

2023 BEAUTIFICATION INITIATIVE - GRANT APPLICATION

Applications to be submitted to jennifer@downtownpocobia.com

PURPOSE

The Beautification Initiative aims to help build civic pride among the local business community and promote the overall marketability of the Downtown Port Coquitlam Business Improvement Area. The Downtown PoCo BIA's focus with this program is to beautify the business improvement area by focusing on the outward appearance of members' businesses and properties.

The total funds to be disbursed by the BIA is \$10 000.00. The Program may provide *matching* funding, from a minimum of \$250.00 up to a maximum of \$2000.00, towards the completion of enhancements that beautify and improve the appearance of a business structure or grounds. *Funding is to be matched by the applicant under all circumstances.

These improvements must either:

1. Improve the overall appearance of the property, thus enhancing the appeal of Downtown Port Coquitlam or
2. Enhances the sense of arrival to your business for clients and visitors to Downtown Port Coquitlam.

ELIGIBILITY

The 2023 Beautification Initiative Grant is open to Downtown PoCo BIA members who are:

- Commercial (non-home-based) businesses located within the designated Downtown Port Coquitlam Business Improvement area.
- Businesses who are in good standing with respect to the City of Port Coquitlam.

Some eligible activities may include:

- Design consultant fees
- Design and installation of awnings and signs
- Signage that is uniquely designed to integrate into building architecture
- Exterior lighting that is decorative in profile
- The purchase and installation of ornamental plants (ex. flowers, shrubs, trees) provided they enhance the appearance of the property or enhance the sense of arrival for clients
- Landscaping or other property improvements
- Installation of unique or decorative windows in profile MAY be deemed eligible at the discretion of the BIA

Ineligible activities include:

- Design and installation of entrance systems and related infrastructure
- Installation of vinyl or steel siding
- Installation of decorative wall coverings (i.e. brick)
- Installation of generic vinyl or steel windows
- Purchase of paint, painting supplies, or painting services provided by an independent contractor

TIME FRAME

There is no application deadline. Applications will be reviewed on a first come first serve basis in 2023. Funded projects must be completed by December 31, 2023.

The BIA team will review applications based upon the project's overall benefits to Downtown Port Coquitlam and its impact on increased aesthetic appeal, property, value and sense of arrival for clients and visitors. Projects that are recommended for approval by the BIA team will be voted on by the board for final endorsement.

The Board reserves the right to turn down an application if it feels the proposed project does not fit within the spirit and intent of the Beautification Initiative.



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SUBMISSIONS

Applications can be emailed to jennifer@downtownpocobia.com

Applicants that do not include all pertinent information may be asked to resubmit their application to include the necessary information or may not be considered for funding. Applications must include the following materials as applicable for consideration for the grant:

1. Current photo(s) of the proposed project site (can be emailed to jennifer@downtownpocobia.com)
2. Rendering or sketch of proposed improvements
3. Architectural plans, including dimensions/measurements (if required)
4. Color and material samples for awning, signs, etc.
5. Sign plans or awning design

GENERAL INFORMATION

Applicant Name	Date
Mailing Address	
Phone	Email
Address of Project	
Estimated Start Date	Estimated Completion Date
Estimated Total Cost of Project	Requested Grant Amount

DESIGN GOALS

Please check off each design goal that your proposed project achieves.

- | | |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Building has a connect to the Pedestrian Realm | <input type="checkbox"/> Natural Surveillance |
| <input type="checkbox"/> Human Scale Design | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Territoriality |
| <input type="checkbox"/> Greenery | <input type="checkbox"/> Features Unique Architectural Elements |
| <input type="checkbox"/> Maximizes Sun Exposure | <input type="checkbox"/> Utilizes Sustainable Building Design |
| <input type="checkbox"/> Provides Protection from Wind and Snow | <input type="checkbox"/> Features a Public Art Element |
| <input type="checkbox"/> Uses Slip-Resistant Materials | <input type="checkbox"/> Incorporates Texture, Pattern, Shapes, Colours, |
| <input type="checkbox"/> Provides Landscaping with Colour and Texture in Winter | and Materials to Create a Unique Design |



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PROJECT DESCRIPTION

Provide a description of the proposed project.

PROVIDE A DESCRIPTION OF HOW YOUR PROJECT ACHIEVES SELECTED DESIGN GOALS

Goal 1:

Goal 2:

Goal 3:



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APPLICANT CHECKLIST

Please submit the following for your application to be considered

Step 1 ☐ **Completed Application Form**

Step 2

- ☐ **Pre-construction photos** - Photos should show the current site and its context including adjacent structures, roadways, sidewalks and landscaping.
- ☐ **Project Drawings** - Drawings should show the proposed design. Construction drawings are acceptable.
- ☐ **Project Quotes** - Two separate quotes that indicate the cost of the project. NOTE: Reimbursement will be based on actual project costs.

APPLICANT DECLARATION

I understand that my submission of an application does not constitute a guarantee for funding under the Downtown PoCo 2023 Beautification Initiative.

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 the terms and conditions of the Reimbursement Agreement entered into with the Downtown Port Coquitlam Business Improvement Association.

Applicant Signature

Date

Name

APPLICANT DECLARATION

I/we, _____ the owner of the subject property hereby authorize _____ to act on my behalf with respect to the application.

Signature of Property Owner

Date

FOR OFFICE USE ONLY

Date/Time Received

Details

Application Complete

☐ Yes

☐ No

Date of Application Review

Amount of Grant

Decision

☐ Approve

☐ Approve with Conditions

☐ Refuse