

FBIA Basic Area Enhancement Policy

1.0 Rationale

The Fleetwood BIA is committed to ensuring that Fleetwood businesses have a welcoming and visually appealing look that invites customers into their businesses. New paint, flowers and trimmed shrubs beautify your business and can create a more inviting atmosphere for your customers.

The Fleetwood BIA is willing to support businesses seeking to enhance the look of their business through a reimbursement of 50% of project cost, up to \$500. If a business is seeking funds for larger, more expensive upgrades such as replacing siding, redoing brickwork, replacing windows or doors, or installing wheelchair access, they are encouraged to apply for the [City of Surrey's Facade Enhancement Grant](#) which provides more funds but only covers 30% of project cost through reimbursement up to \$3000.

2.0 Definition

Basic area enhancement examples include:

- Updating or adding new building signage
- Painting of building exterior or graffiti removal
- Cleaning & power washing buildings or sidewalks
- Cutting & clearing overgrowth (trees or bushes)
- Planting a garden or grass or adding flower pots

3.0 Eligibility Criteria for Basic Area Enhancement

The applicant seeking funding assistance for area enhancement must meet the following criteria:

- a. The applicant must be a Fleetwood BIA member;
- b. The applicant must be a property owner or business owner. If the applicant is a tenant/business owner the applicant must have the approval of the property owner in writing;
- c. The applicant must be current on all property tax obligations;
- d. The applicant must have a valid Surrey Business License;
- e. The applicant must demonstrate their plan for area enhancement (on the application form).

4.0 Application Process

Application requirements are as follows:

- a. Completed FBIA **Basic Area Enhancement** Application Form
- b. A copy of any quote(s) from licenced contractors (if needed)

- c. If the applicant is not the property owner, A signed letter from the owner of the property permitting the applicant to install the enhancements (done on application form)
- d. Email package to safety@fleetwoodbia.com

Applications are reviewed on a case-by-case basis by the Fleetwood BIA and are subject to availability of funding. Applicants must ensure that all criteria in section 3.0 and 4.0 are completed.

5.0 Approval

If an application package is approved by the Fleetwood BIA, the applicant will be contacted, in writing, with a letter of approval and at that time, the applicant can commence with the project. The approved funding will then be put on reserve for the applicant. The applicant must have the FBIA written approval prior to the initiation of the area enhancement and applicants must ensure that all criteria in section 3.0 and 4.0 are completed.

The project must commence within 60 days of approval. If there is no activity for 60 days, then the project will be cancelled – at this point the applicant would have to re-submit the entire application form.

6.0 Funding Reimbursement

Funding is to be provided to applicants within 7 business days of project completion. The project must be completed within 60 days of the applicant's proposed completion date. Once the project is completed; the applicant must provide copies of any receipts from the project.

The Fleetwood BIA is committed to provide up to (\$500) in funding per applicant. This means that if the applicant spent \$1000, the BIA will reimburse \$500 or 50% of the total cost. A cheque matching up to 50% of the final cost of the area enhancement project will be delivered to the applicant.

7.0 Limitation of Liability

The Fleetwood BIA assumes no liability for any damages incurred by businesses and any damages related to the contracting installer of any assets to the applicant's premises. The additions reimbursed through this program will not be owned by the BIA in any way.

Contact

If you have any questions about the application or the Fleetwood BIA Policy, please contact us.

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