



Fleetwood BIA Basic Area Enhancement
Application Form

Internal Use Only

Date Received:	
Project Number:	

Applicant Information

Business Name:			
Applicant Name:		Phone:	
Address:			
Postal Code:		Email Address:	
Applicant Description Who is involved in this project? Please check one	<input type="checkbox"/> I am the property owner <input type="checkbox"/> I am a business tenant <input type="checkbox"/> I own the property and operate the business		
Longevity:	I anticipate the business to be in this location for _____ years		
History:	I have been in business for: <input type="checkbox"/> under 2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> more than 5 years		

Project Information

Project Location Include address (must be in Fleetwood BIA area)	
Current Use (Retail, Restaurant, office commercial) Include use and business name	First floor:
	Second floor:
	Third Floor:
Project Description Briefly describe the area enhancement project.	

General Work Plan

A general work plan will help clarify the details of your proposed project. Outline the general work that will be undertaken to complete the project. Estimate time required to complete the project. The applicant can attach a quote from a licensed contractor if available. The applicant can also perform the work themselves such as gardening or hanging flower baskets if they agree to provide receipts when the work is completed. The applicant must accurately assess costs in this application.

Proposed Installation Start Date: mm/dd/yyyy
Proposed Completion Date: mm/dd/yyyy

General Budget

A project budget will help clarify the anticipated cost of your proposed project. This will help the BIA assess your application. Estimate the costs and out-of-pocket expenses of your project. You can use the contractor's quote for budget estimates if needed.

ITEM	DESCRIPTION / DETAILS	PRICE/COST	SUBTOTAL
TOTAL PROJECT COST			

Please outline your financial, labour and material contributions to this project

What grant amount you are requesting?
(maximum 50% of total up to \$500)

\$ _____

Applicant Declaration

I declare that I am the applicant, property owner or business owner (with permission from the property owner) preparing to install area enhancements. I confirm that any funds received as a result of this application will be used only for the purposes set forth herein. I have read and understood the Fleetwood BIA Basic Area Enhancement Policy. 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 all terms and conditions of the agreement entered into with the Fleetwood BIA.

Signature: _____

Date: mm/dd/yyyy _____

Name (print): _____

Phone: _____

Authorization of Property Owner- (complete only if applicant is not the registered property owner)

I/We, _____ the owner of the subject property hereby authorize _____ to act on my behalf for this application

Signature: _____

Date: mm/dd/yyyy _____

Return the complete Application to:

safety@fleetwoodbia.com

or

Fleetwood BIA
15957 - 84th Avenue
Surrey, BC
V4N 0W7
Phone: 778.564.1595

Application Check List:

- Completed application form
- Quote for area enhancements if available
- Read & Understand Fleetwood BIA Basic Area Enhancement Policy

For internal use only:

The applicant meets the requirements set out by the application form and the Fleetwood BIA Basic Area Enhancement Policy. This location has been identified as an area benefiting from funding reimbursement.

Fleetwood BIA

Signature: _____

Date: mm/dd/yyyy _____