

## 1. Organizational Profile

Legal business name:

Operating name (If different than legal name):

Corporate status:

☐ Sole Proprietor    ☐ Partnership    ☐ Corporation    ☐ Non-Profit    ☐ Other: \_\_\_\_\_

Type of business:

Years in operation:

Business address:

Business website (If applicable):

Primary contact person:

Primary contact email:

Primary contact phone:

## 2. Business Information

A. On average, how many customers visit your business in a typical week (Approximate)?:

- ☐ Fewer than 50
- ☐ 50 – 100
- ☐ 101 – 250
- ☐ 251 – 500
- ☐ 500+

## B. How has this changed over the past 12–24 months (Approximate):

- ☐ Significantly decreased (over 50% drop)
- ☐ Moderately decreased (10–50% drop)
- ☐ Stayed about the same
- ☐ Moderately increased (10–50% growth)
- ☐ Significantly increased (over 50% growth)

## C. Clientele / Customer Demographics

Please select all that apply to your typical customer base. (*Check all that apply*)

### Age Groups:

- ☐ Children / Families
- ☐ Youth (13–24)
- ☐ Adults (25–44)
- ☐ Adults (45–64)
- ☐ Seniors (65+)

### Customer Type:

- ☐ Local residents
- ☐ Tourists / Visitors
- ☐ Office workers / Commuters
- ☐ Students
- ☐ Other businesses (B2B)

### Cultural Communities Served:

- ☐ Chinese-speaking (Cantonese, Mandarin, Toisan)
- ☐ Other East Asian (e.g. Japanese, Korean)
- ☐ Southeast Asian (e.g. Vietnamese, Filipino, Thai)
- ☐ South Asian (e.g. Punjabi, Hindi, Tamil)
- ☐ Indigenous
- ☐ Black

## Chinatown Impact Fund

- ☐ Latin American
- ☐ European / Caucasian
- ☐ Multicultural / Mixed Demographics
- ☐ Prefer not to say
- ☐ Other (please specify): \_\_\_\_\_

**D. Please select the range that best reflects your most recent annual gross revenue (Approximate):**

- ☐ Less than \$100,000
- ☐ \$100,000 – \$499,999
- ☐ \$500,000 – \$999,999
- ☐ \$1,000,000 – \$4,999,999
- ☐ \$5,000,000 or more

**Please provide an overview of your business (Maximum 200 words)**

## 3. Project Description

Estimated Project Start Date:

Estimated Project End Date:

Please describe the project at a high level, including its objectives and intended outcomes (Max 400 words).

### 4. Project Description

**Please explain the anticipated impact of the project on the community (if applicable) and to the business (Max 200 words).**

### 5. Project Timeline

**Please describe the schedule for the project and their expected completion dates (if applicable) (Max 200 words).** *If your project extends beyond the standard project duration, please provide a brief explanation of the extended timeline and how it fits within the larger scope of work.*

# Chinatown Impact Fund

## 6. Project Costs

**Please provide an estimated budget for this project, including cost breakdowns and specific amount requested for funding. Two supporting quotes are also required for each line item taking up 10% or more of the total budget.**

Item	Description	Estimated Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
GST		\$
Contingency (If applicable)		\$
Total Project Expenditures		\$
Your Contribution		\$
Funding Requested from CIF		\$
Additional Funding Sources		\$

## 7. Signatures

We certify that, to the best of our knowledge, the information provided in this funding request is accurate and complete and is endorsed by the organization which we represent. We also certify that our organization meets the eligibility requirements below.

### Eligibility

*The Chinatown Impact Fund is open to registered businesses and non-profit organizations located within the boundaries of Vancouver's Historic Chinatown. All business types, including startups and established enterprises, are eligible to apply. Applicants must demonstrate a strong alignment between their proposed projects and the program's objectives and grant categories.*

*The fund is intended to support projects falling within one of the designated streams of support, including Digital Marketing, Website & E-Commerce, and Physical Improvements. It is important to note that projects should not start until funding has been officially awarded. Projects that are completed or are currently in progress will not be eligible for funding.*

If our organization is successful in receiving funding, we agree to the conditions set out below. Our organization will also enter into a Funding Agreement with the Vancouver Chinatown Foundation that will incorporate the project details from this application.

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Signature

Date

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Name (Printed)

## How to Apply

To apply for the Chinatown Revitalization Fund, please follow the steps below:

1. Complete all sections of the application form, providing detailed information about your business, the proposed project, and how it aligns with the Fund's objectives.
2. Attach any supporting documents, such as project plans, budgets, and letters of commitment from potential partners.
3. You can choose to submit your application via one of the following methods:
  - a. Scan the signed application form and all supporting documents, and email them to [kevin@chinatownfoundation.org](mailto:kevin@chinatownfoundation.org)
  - b. Mail or drop off the signed application form and supporting documents to the Vancouver Chinatown Foundation at: **168 East Pender Street, BC, V6A 1T3**  
**Attention: Chinatown Impact Fund**

*In person dropoffs are accepted daily between 10:00 - 4:00 PM*

For any inquiries or assistance during the application process, please feel free to contact us at [kevin@chinatownfoundation.org](mailto:kevin@chinatownfoundation.org)



## Conditions

1. In the event the funds are not used for the projected programs as described in the application, or if there are misrepresentations in the application, the full amount of the funding will be returned to the Foundation.
2. If there are any changes in the funding of the project as presented in this application, the Foundation team will be notified of such changes within **2 weeks** before changes are implemented.
3. If the project proposed in this application is not commenced, not completed, or if the project is completed without the full use of the funding, the remaining funding will be returned to the Foundation.
4. The Foundation reserves the right to audit and verify the usage of the provided funds to ensure they are being used as intended and in accordance with the application
5. The funding recipient will be required to submit a final report to the Foundation; and
6. In situations where the funding has been approved, but where conditions have not been met or missed completion deadline, the organization is required to report back to the Foundation on any outstanding work including a timeline for completion or the allocated amount be returned.