



Downtown Victoria Business Association  
20 Centennial Square  
Victoria, BC  
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250-386-2238  
[info@downtownvictoria.ca](mailto:info@downtownvictoria.ca)

### BROKEN WINDOWS FUND APPLICATION FORM

*This program is a collaboration with the City of Victoria; the intent is to expedite repairs to businesses' windows, doors, and locks. Funding is available on a first-come, first-served basis to all Victoria businesses who experience these forms of vandalism or break-in between January 1, 2021 and December 31, 2021. A one-time maximum of \$1000 will be provided.*

Name of Business: \_\_\_\_\_

Physical Address (including postal code): \_\_\_\_\_

Name to appear on cheque (if different than above): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Preferred means of contact: \_\_\_\_\_

Date and Time of vandalism: \_\_\_\_\_

Victoria Police Department File Number: \_\_\_\_\_

Has, or will, your insurance provide coverage for this expense:     yes     no

If yes, how much of this expense will you recover through your insurer? \_\_\_\_\_

If no, please explain why it will not be covered: \_\_\_\_\_

**Please submit proof of insurance deductible amount and receipts for completed repair work.**

**Privacy Agreement:** *The DVBA is providing this service under agreement with the City. This program is subject to the requirements of FOIPPA. We will not disclose your information to any third party and will act to keep it secure, however, we will share it with authorized City Staff as needed and requested.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DVBA Executive Director