

## 2019 APPLICATION GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete an application form.

### NEED HELP?

If you have any questions about this Program, please contact Tina Hlushak or Shannon Moskal with the RDEK at:

Phone: 250-489-2791 or 1-888-478-7335 (toll-free)

Email: [CIPapplications@rdek.bc.ca](mailto:CIPapplications@rdek.bc.ca)

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## WHAT IS THIS PROGRAM ABOUT?

The Community Initiatives and Affected Areas Programs (CIP/AAP) are intended to be flexible and incorporate community-based funding decisions. The programs support local projects that provide additional value to Basin communities and that benefit the broad community and public good. Program funds are distributed annually to the Trust's local government partners: the Regional Districts of East Kootenay, Central Kootenay and Kootenay Boundary, the City of Revelstoke, Town of Golden, Village of Valemount, and to our Indigenous partners: ʔaq'am, ʔakisq'nuk, Lower Kootenay (Yaqaan nuʔkiy), Tobacco Plains Indian Band (ʔakink'umʔasnuqʔit) and the Shuswap Indian Band.

## WHO CAN APPLY?

Eligible applicants include registered organizations that are not-for-profit, first nations, registered schools, and local government. In general, program funds are for meeting community/public needs rather than private needs. Any private sector proposal that comes forward must be sponsored by an eligible organization and must clearly demonstrate community benefits. If sponsored, the proposal and financial report must be submitted by the eligible organization on behalf of the sponsored group.

An organization with an **outstanding or incomplete Project Financial Report** from a previous year is **not eligible** to submit a proposal until the outstanding or incomplete Project Financial Report is submitted to the RDEK (unless an extension for the project has been granted).

## WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of proposals through the online application process is **2:00 pm on Monday, January 21, 2019**. Late applications will not be accepted.

## PROPOSAL CRITERIA:

Proposals must benefit one or more of the following areas in the Regional District of East Kootenay (RDEK):

### MUNICIPALITIES

- City of Cranbrook
- City of Fernie
- City of Kimberley
- District of Elkford
- District of Invermere
- District of Sparwood
- Village of Canal Flats
- Village of Radium Hot Springs

### RURAL AREAS

- Electoral Area A
- Electoral Area B
- Electoral Area C
- Electoral Area E
- Electoral Area F
- Electoral Area G

If you are requesting funding for a specific phase or part of a larger project, your application should focus on that phase or part. An overview of the larger project should be included in your proposal as additional information.

The *Columbia Basin Trust Act* requires that Trust funding not relieve any level of government of its normal obligations. Program funds should not be used to fund basic infrastructure activities that are normally funded through the government tax base such as roads, sewers, municipal water systems and fire protection. Proposals for small non-profit fire societies or volunteer fire brigades may be considered to be within the spirit of the Program where the fire protection is not provided, primarily funded or operated by government.

Applicants are encouraged to seek funding from other sources to assist with their projects and not to rely solely on Columbia Basin Trust funding. A proposals' sustainability should not be dependent on receiving funding annually.

### WHAT TYPES OF PROPOSALS / COSTS ARE NOT ELIGIBLE?

Funds received under this Program can only be used to pay for expenses incurred between June 7, 2019 and May 31, 2020. Retroactive costs (costs that have been incurred prior to funding approval on June 7, 2019) are not eligible.

Proposals requesting **multi-year funding** will not be considered.

**Operational costs** are not eligible for funding except as described below.

Operational costs are those costs which are intended to support staff positions and regular payments expected to be made by the organization to ensure the continuity of its operations. These include costs such as wages, rent payments, utilities, levies, and other contractual obligations.

Exceptions to the guideline include:

- projects to be undertaken by the organization for a designated period of time for no more than 3 years;
- start-up costs for an organization, with a clear plan for on-going support of the operations in the future and that the time frame for the longer term operational funding is outlined in the proposal;
- costs identified in the proposal as operational costs for longer than 3 years, where there is evidence of community support and there is an exit strategy outlined in the proposal demonstrating when the work will be completed or when the RDEK may expect that funding will no longer be required.

If you feel your proposal meets one of the above exceptions, ensure that this is clearly identified in your application and that supporting information is provided.

## HOW MUCH CAN I APPLY FOR?

There is no limit on the amount of funding you can apply for; however, there is a limited amount of funding available as shown below.

### COMMUNITY INITIATIVES PROGRAM:

Electoral Area A.....	\$ 35,066.60	City of Cranbrook.....	\$ 366,048.40
Electoral Area B.....	\$ 29,653.68	City of Fernie .....	\$ 66,921.45
Electoral Area C.....	\$ 108,269.76	City of Kimberley.....	\$ 99,898.56
Electoral Area E.....	\$ 35,949.51	District of Elkford.....	\$ 44,755.23
Electoral Area F.....	\$ 51,772.47	District of Invermere.....	\$ 48,311.09
Electoral Area G .....	\$ 34,949.51	District of Sparwood.....	\$ 57,826.07
		Village of Canal Flats .....	\$ 43,287.92
		Village of Radium Hot Springs .....	\$ 34,949.51

### AFFECTED AREAS PROGRAM:

<u>Electoral Area B</u>		<u>Electoral Area C</u>	
Baynes Lake.....	\$ 22,612.57	Wardner, Bull River,	
Elko .....	\$ 22,612.57	Mayook areas only .....	\$ 87,723.17
Grasmere.....	\$ 22,640.85		
Jaffray.....	\$ 22,612.57		
Smaller Communities.....	\$ 22,612.58		

\* The above figures are approximate and may change slightly.

## HOW DO I APPLY?

Proposals are accepted once per year and must be submitted through the Trust's online application system. This is a new process and you are encouraged to follow the directions in the *Application Information & Instructions* section of these guidelines.

## WHAT IS THE PUBLIC MEETING PROCESS?

Community meetings will be held in April to present the proposals to the communities. Applicants are expected to attend the community meetings to provide a brief, oral overview of their proposal and answer questions.

It is **mandatory** for an applicant or representative requesting funds from the **City of Fernie** or **Electoral Area E** to attend the community meeting in order to be considered for funding.

Community meeting dates will be posted on the RDEK website and advertised in local newspapers throughout the RDEK prior to the public meetings. Applicants will be notified directly by mail.

## WHEN WILL A DECISION BE MADE?

Following the community meetings, the local advisory committees and Municipal Councils will provide their recommendations to the RDEK Board of Directors.

On June 7, 2019, the RDEK Board of Directors will review the funding recommendations and make the final funding decisions. Applicants will be advised of the Board's decision.

## HOW WILL FUNDS BE DISTRIBUTED?

Successful applicants are required to sign an agreement with the RDEK agreeing to the:

- terms, method and time of payment; and
- progress and financial reporting.

Funds under \$12,000 are paid to the applicant in one lump sum and distributed within 30 days of receipt of the signed agreement.

Funds over \$12,000 are paid to the applicant in accordance with a schedule of progress payments as outlined in the agreement. The first progress payment will be paid within 30 days of receipt of the signed agreement and additional progress payments will be paid in October and February.

Where an applicant is sponsoring an unregistered group or private sector proposal, the funds will be paid to the eligible applicant.

## WHAT ARE THE REPORTING REQUIREMENTS?

All Program funds must be spent as outlined in the approved proposal and the project **must be completed by May 31, 2020**.

All successful applicants are required to, **voluntarily and without reminders**, submit a Project Financial Report by May 31, 2020 using the template provided by the RDEK. An organization with an outstanding or incomplete Project Financial Report is not eligible to submit a new proposal until the outstanding or incomplete Project Financial Report is submitted to and approved by the RDEK.

## NEED HELP?

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## APPLICATION INFORMATION & INSTRUCTIONS

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### USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSERS BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet. The worksheet link is located below the application link.

### COMPLETING THE APPLICATION FORM QUESTIONS APPLICANT INFORMATION

#### Registered Applicant/Organization Information

Eligible applicants include registered non-profit organizations, first nations, registered schools and local governments.

#### Organization Legal Name

Enter the full legal name of your registered non-profit organization, first nation, registered school or local government.

#### Registration Number (if applicable)

Registered non-profits must be in good standing with the BC Registry Services. Enter your number here. First nations, schools and local governments will not have to complete this section.

#### Signing Authority Contact Information

If your application is successful, this is the person(s) signing the Contribution Agreement.

### **Primary Contact at the Registered Applicant/Organization**

Identify the person who will be leading the project, or if they are not in place at this time, identify the person in your organization who will be our main contact for your project. This contact will receive all correspondence and, if successful, the Contribution Agreement.

### **Sponsoring an Unregistered Organization**

If you are sponsoring an ineligible organization, check yes.

*\*the following section will only appear if you indicated yes, above*

### **Project Lead/Sponsored Organization**

Enter organization name and contact information for sponsored organization.

### **Primary Contact at Project Lead/Sponsored Organization**

Identify the person who will be our main contact at the sponsored organization for your project.

### **Organization Mandate**

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver.

## **SCREENING INFORMATION**

Please indicate your response to the screening questions. These are mandatory to be considered for funding.

### **The project does not relieve any level of government of its normal obligations.**

Check the relevant box.

### **Project Approvals**

Check the boxes and answer the questions to provide details about the approval status of your project. Indicate any permits and/or approvals required to complete the project and their status.

### **Partners have been consulted**

Check the relevant box.

### **Funds will not be used for core operating costs.**

Operational costs are not typically eligible for funding through the CIP/AAP. If you are planning to use this grant for operational funds – please explain why you believe you qualify under one of the allowable exceptions. Further information on the allowable exceptions can be found in the section *What Types of Proposals / Costs are not Eligible*.

If you feel your proposal meets one of the exceptions, ensure that this is clearly identified in your application and that supporting information is provided.

## PROJECT DETAILS

### **Project Title**

Your project title should be succinct, descriptive and no longer than five words.

### **Project Location**

You will be asked to select a location(s) from a drop down menu which represents applicable Municipalities and Electoral Areas, please choose all that are relevant.

### **Estimated Start & End Date**

These dates tell us when the project will take place and identify how long your project will be. Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than June 7, 2019. The end date should be when you anticipate all expenses will be paid for and final reports are ready, no later than May 31, 2020.

### **What will the project do? How will this be achieved? (220 words)**

Provide a brief description of your project and the shorter-term impacts or effects your project aims to achieve. List the services or activities to be developed, delivered or completed.

### **What issues or opportunities will be addressed? How were they identified? (150 words)**

Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

### **Where will this project take place? (100 words)**

Provide a short description of the location your project activities will be taking place.

### **Who will be involved in implementing the project? (100 words)**

Describe the organization(s), staff or consultants, partners or individuals, and their relevant experience and expertise that they are bringing to the project.

### **Explain why this project is important to your community. Who will benefit from the project? (150 words)**

“Community” may refer to a community of interest, specific sector, professional community or a geographic location. With this in mind, explain why this project is important to your community and highlight how it was identified as a priority. Describe how your community will be supporting and/or participating in your project’s development and/or delivery.

### **How will the project be evaluated and how will you know if it has been successful? (150 words)**

Indicate a clear plan for evaluating and reporting on results as they are related to the shorter-term impacts or effects that your project aims to achieve.

### **Describe how your organization is best suited and has the capacity to deliver the project. (150 words).**

Describe past successes of your organization as it relates to this project.

### **Is this a one-time event or an ongoing initiative? If it is an ongoing initiative, how will it be sustained after the grant ends? (150 words)**

Outline your plan for continuing the project into the future.



## Work Plan

Fill out the table to tell us how you plan to organize and carry out your project.

### Activity

List all activities you plan to complete during the project's term. Click the **+Add** button to add another row of activities.

### Overseen By

Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

### Start and End Dates

Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding.

## PROJECT CASH BUDGET

List specific budget items under each heading to identify your project's total expenses that you require cash for. Round up values to the nearest dollar. In the final column, indicate the amount of funding from the Regional District of East Kootenay Community Initiatives and Affected Areas Programs (CIP/AAP) you wish to allocate against each budget line.

Ensure that items you are allocating to the CIP/AAP budget are eligible for funding, especially if you are considering asking for funding for administration or staff wages.

Click the **+Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions - there is a space to enter these further down.

### Administration

Examples would include overhead costs to deliver the project such as office expenses and supplies, insurance, MERCS, and administrative wages.

### Contract Fees and/or Staff Wages

Each line item should include the position's title and the hourly rate multiplied by the number of hours for the whole period of the project for which you are requesting funding, if applicable. Do not include administration wages (see above).

### Capital Purchases and Project Supplies

Capital purchases or project supplies are eligible as long as they are necessary for the project and the costs are reasonable. Each line item should clearly identify the item that will be purchased.

### Other Costs (be specific)

If there are other project-specific costs that are not included elsewhere, you may add them into this section with a specific line item description. Include items like advertising, brochure printing and distribution costs. Eligible travel expenses include mileage and any necessary accommodation specific to your project.

## CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of the Trust's Non-profit Advisors Program ([ourtrust.org/nonprofit](http://ourtrust.org/nonprofit)).

**The first revenue line will auto-populate with your Total Requested from CIP/AAP.**

### Source Name

In the lines below, identify your other sources for cash revenue. This may include sources such as other grants, cash donations, or workshop registration fees. Click the **+Add** button to add another row.

### Confirmed (Y/N)

Indicate whether or not the contribution is confirmed at the time you submit this application. If the funder has confirmed that they will be committing resources to your project, you will select *yes*. If you have applied for funding, but have not yet heard back, you will select *no*.

### Amount

Indicate the dollar amount you will receive or have requested from each cash-funding source. The form will automatically calculate subtotals for you.

### Total Project Cash Budget and Total Cash Revenue Sources

These boxes will auto-fill. *Total Project Cash Budget* should equal your *Total Cash Revenue Budget* to show you have enough funds to complete your project. If the numbers are not equal, recheck your entries as the form adds them automatically. When viewing the example on the next page:  $A = C$ .

## FUNDING REQUESTED

Enter the amount of CIP/AAP funding you are requesting from each municipality or electoral area.

*Total Funding Requested* must equal *Total Requested from CIP/AAP*. If the numbers are not equal, recheck your entries as the form adds them automatically. When viewing the example on the next page:  $D = B$ .

## IN-KIND SOURCES & CONTRIBUTIONS

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for.

## PROJECT CASH BUDGET EXAMPLE

This reflects the total cash required to complete the project.

CASH BUDGET ITEM	Total Amount Required	Requested from CIP/AAP
<b>Administration</b>		
Administrative costs of project (12% of project cash expenses)	\$3,060	
<b>Contract Fees and/or Staff Wages</b>		
Project coordinator: 50hrs/month @ \$28/hr for 12 months	\$16,800	
<b>Capital Purchases and Project Supplies</b>		
Laptop and projector	\$1,500	\$1,500
Purchase of workshop resources and materials	\$1,000	
Renovation of storage room for office space	\$2,300	
Office furniture	\$1,500	\$1,500
Building permits	\$190	
Refreshments for workshops	\$200	
<b>Other Costs (be specific)</b>		
Advertising campaign	\$750	
Project travel expenses: 2000km @ \$0.53/km	\$1060	
Recognition event for volunteers and project wind-up	\$200	
<b>TOTAL CASH BUDGET</b>	<b>\$28,560</b>	<b>\$3,000</b>

A

B

## CASH REVENUE SOURCES EXAMPLE

This reflects who is contributing cash to the project.

CASH REVENUE SOURCES		
Source Name	Confirmed (Y/N)	Amount
CIP/AAP	N	\$3,000
ABC Community Services	Y	\$20,000
Community Foundation Grant	Y	\$3,500
Local Credit Union	Y	\$1,000
Corporate Business	Y	\$500
Anticipated workshops revenue	N	\$560
<b>TOTAL OTHER CASH REVENUE SOURCES:</b>		<b>\$28,560</b>

C

## FUNDING REQUESTED EXAMPLE

Enter the amount of CIP/AAP funding you are requesting from each municipality or electoral area.

### Municipalities

City of Cranbrook	\$	2,500
City of Fernie	\$	
City of Kimberley	\$	
District of Elkford	\$	
District of Invermere	\$	
District of Sparwood	\$	
Village of Canal Flats	\$	
Village of Radium Hot Springs	\$	

### **TOTAL REQUESTED:**

### Electoral Areas

Electoral Area A	\$	
Electoral Area B	\$	
Electoral Area C	\$	500
Electoral Area E	\$	
Electoral Area F	\$	
Electoral Area G	\$	

D

\$ 3,000

## IN-KIND SOURCES & CONTRIBUTIONS EXAMPLE

This reflects who else is contributing donated or discounted goods and services to the project. (200 words)

- Society Executive Director will oversee the project: \$35/hour @ 5 hrs/month for 20 months valued at \$3,500
- Local Governments: X, Y and Z are providing workshop space valued at \$2,000
- 123 Community Partner Society is donating the time of a workshop facilitator valued at \$1,750

## SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important. These documents help to further evaluate and assess your project idea and may include documents such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals, maps, etc.

Ensure your supporting documents add value to your application. We will look at the strength of the document, not the quantity. List what you are submitting. Click the **+Add** button to add another row. You may upload up to **six (6)** one page, single-sided supporting documents.

Before uploading your supporting document, ensure the file name is clear and identifies the content. ***Any and all supporting documents that combined add up to exceed more than 6 pages per application will be deleted.***

File size may not exceed 3MB per document.

## ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

## DECLARATION

Read this section, click the box next to I agree, then type in your name and title.