

2020 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?

All questions regarding this application should be directed to Nancy Kalawsky with the RDCK. Nancy can be reached by telephone at 250.352.8170 or by e-mail at rdckgrants@rdck.bc.ca.

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'umtasnuqtiʔit) 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. 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 which received funding in 2018 or prior with an **outstanding or incomplete Project Financial Report** as of December 31, 2019 is **not eligible** for 2020 funding consideration, unless a project extension has been granted.

WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of proposals to the RDCK is **4:30 pm on Friday, February 28, 2020**. Late applications will not be accepted. Applications must be completed through the online application process.

PROPOSAL CRITERIA:

Project proposals must benefit one or more of the following areas within the RDCK:

MUNICIPALITIES

City of Castlegar
City of Nelson
Town of Creston
Village of Kaslo
Village of Nakusp

Village of New Denver
Village of Salmo
Village of Silverton
Village of Slocan

RURAL ELECTORAL AREAS: A, B, C, D, E, F, G, H, I, J, K



Proposals need to adhere to the spirit of programs provided by the Trust and support efforts by the people in the Basin for meeting community and public need rather than private needs.

CIP/AAP funding is to be used to support proposals that provide additional value for the public good and to assist communities in achieving their collective priorities.

Applicants are encouraged to seek funding from other sources to assist with their projects and not to rely solely on Columbia Basin Trust funding.

Projects within the City of Nelson

The City of Nelson has specific criteria regarding Nelson's Sustainability Goals and Community Priorities. Please visit their website [here](#) or contact Gabriel Bouvet-Boisclair at dco@nelson.ca or 250-352-8254 for more information regarding your proposal. All proposals need to be submitted to the attention of the RDCK and supporting documentation for City of Nelson consideration may total five (5) pages.

Projects within the Village of Nakusp and Area K Bayview

The Village of Nakusp and Area K-Bayview CIP/AAP funding will be utilized for community-based projects and funding will be allocated based on community relevance and projects that provide clear impact and benefit to the Nakusp/Area K-Bayview area prior to supporting applications that benefit other areas of the Basin. Applicants must attend the community meeting in order to be considered for funding.

Project Period

The 2020-2021 project period is recognized as the day following the May 2020 RDCK Board meeting to June 30, 2021. Eligible project expenses incurred following the date of the May 2020 RDCK Board meeting can be utilized to satisfy reporting requirements. Projects are expected to be completed within this one year period and expenses pertaining to project funding must be incurred no earlier than the start date of the project period.

WHAT TYPES OF PROPOSALS / COSTS ARE NOT ELIGIBLE?

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

Expenses pertaining to project funding incurred **before the start date of the project period** will not be eligible.

Operational costs are not eligible for funding. On-going 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 rent payments, utilities, levies, and other contractual obligations.

Exceptions:

- Affected Area Program (AAP) funding
- 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

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.

Unregistered non-profit, not-for-profit groups or organizations may only request funding support to an overall proposal maximum of \$4,999 regardless of which electoral area or municipalities they apply to.

An individual, private sector group or unregistered non-profit, not-for-profit groups or organizations may ask a registered non-profit for sponsorship. The sponsoring agency assumes responsibility, including financial responsibility, for the project outlined in the proposal.

HOW DO I APPLY?

Proposals are accepted once per year. **Applications are online only.** You are encouraged to follow the directions in the *Application Information* section.

Proposals must identify the positive impacts the project will have on residents in the areas benefitting from the proposal.

WHAT IS THE COMMUNITY CONSULTATION PROCESS?

Community meetings will be conducted throughout the RDCK electoral areas and proponents will be given the opportunity to provide a proposal presentation and respond to inquiries regarding their proposal.

Meeting dates and times will be made available prior to public consultation meetings in April on the RDCK website and in local newspapers throughout the RDCK electoral areas.

Proponents are **expected to attend** the community consultation meeting for each electoral area funding is requested from and proponents should note, not attending may factor regarding funding consideration in some RDCK areas.

The CIP/AAP Programs are intended to be flexible and incorporate community-based funding decisions. Community members are encouraged to attend meetings and be involved with the proposal selection process.

WHEN WILL A DECISION BE MADE?

Once community meetings are completed, the local selection committees and/or Councils will provide their recommendations to the RDCK Board of Directors.

The RDCK Board of Directors will make the final project funding decision at the May 2020 RDCK board meeting and the results will be made available on the RDCK website at <http://rdck.ca/cip-aap>

HOW DO I LODGE A COMPLAINT?

In the event an organization or individual wishes to lodge a complaint about the process used regarding the administration of the program or the public consultation meeting a written complaint containing the complainant's name, contact information, and a detailed description of the issue must be submitted to the RDCK Board of Directors no later than five (5) working days after the public consultation meeting.

HOW WILL FUNDS BE DISTRIBUTED?

Project Period

The 2020-2021 project period is recognized as the day following the May 2020 RDCK Board meeting to June 30, 2021.

Release of Funding

The RDCK will disperse funding payments during the month of June 2020.

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

Funding Agreements

Proposals receiving \$5,000 or more from a supporting area(s) must sign a Funding Agreement with the RDCK prior to the release of funding.

Holdbacks

Proposals receiving \$5,000 or more from a supporting area(s) will be subject to a 10% holdback until the Final Financial Report is received and approved by the RDCK.

WHAT ARE THE REPORTING REQUIREMENTS?

All successful proponents of 2020 grant funding **MUST**:

- Ensure their project is **completed by June 20, 2021**.
- Ensure that all project funds have been spent as outlined in the approved proposal.
- Submit a **Final Financial Report** upon completion of their project **or no later than June 30, 2021**.
 - Ensure the Final Financial Report is submitted with **copies of receipts, invoices and other supporting documentation** that demonstrate how the total amount of CIP/AAP funding was utilized.
 - Submit the Final Financial Report and copies of receipts and invoices by **email in one PDF file**. (Please see the RDCK website for the most up-to-date reporting template and guidelines.)
- If a proponent has not spent all CIP/APP funding received, **unused funds must be returned** to the RDCK before the Final Financial Report can be approved.

Incomplete projects as of June 30, 2021 are advised to obtain an authorized extension or authorized change of scope by October 31, 2020 in order to remain in good standing.

A proponent funded in years 2018 and earlier with an outstanding or incomplete Project Financial Report as of December 31, 2019 will not be eligible to submit a proposal in the future until the outstanding or incomplete Project Financial Report is submitted to and approved by the RDCK.

NEED HELP?

All questions regarding this application should be directed to Nancy Kalawsky with the RDCK. Nancy can be reached by telephone at 250.352.8170 or by e-mail at rdckgrants@rdck.bc.ca.

APPLICATION INFORMATION & INSTRUCTIONS

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. If you want to work on different applications to this program at once, please use different worksheets until you are prepared to complete the online application.
- 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.



COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Registered Applicant/Organization Information

Organization Legal Name

Enter the full legal name of your registered non-profit, public organization, municipality, regional district or Indigenous organization.

Registration Number (if applicable)

Registered non-profits must be in good standing with the BC Registry Services. Enter your number here.

Signing Authority Contact Information

If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

Primary Contact at the Registered Applicant/Organization – if different from above

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

Is the **Registered Applicant/Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Project Lead/Sponsored Organization**.

If you are sponsoring an ineligible organization, the application must be completed and submitted by the eligible **Registered Applicant/Organization**.

yes no

**the following section will only appear if the applicant indicates yes, above*

Project Lead/Sponsored Organization

This is the lead for the group that is being sponsored.

Organization Mandate

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

Screening Information

Please indicate your response to the screening question. This is mandatory to be considered for funding.

All partners involved in the project have been consulted

Check the relevant box.

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 location(s) from a drop down menu which represents applicable Municipalities and Rural Areas, please choose all that are relevant.

Estimated Start & Completion Date

These dates tell us when the project will take place and when it will be completed. Please note: grant funds cannot be allocated to any project expenses before you have received funding approval and projects are expected to be completed by June 30, 2021.

What is the Project? What will the project do? How will this be achieved? (220 words)

Please provide a high level description of the project, impacts, and steps you take to achieve them.

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. Projects that have received funding previously should include a summary report of results to date. You can summarize details here and/or include a supporting document for more information.

Select the area your project will work towards.

Using your best judgement pick the area that your project addresses.

Will minors be working on this project?

Check yes or no. If yes you will need criminal record checks for those working with minors.

Is the project labour 100% volunteer?

Check yes or no. If no, the Proponent, contractor or sub-contractor **MUST** be able to provide proof of current WCB coverage.

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 Central Kootenay Community Initiatives and Affected Areas Grants (CIP/AAP) Program you wish to allocate against each budget line.

If successful in attaining CIP/AAP funding, the proponent must use funding according to information presented in this proposal and upon completion of the project the proponent must submit a final financial report and include supporting documents supporting project expenditures. RDCK maintains the right to audit projects at any time.

Ensure that items you allocate to the CIP/AAP budget are eligible for funding.

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.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

Administration

Examples would include overhead costs to deliver the project such as office expenses and supplies 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 Equipment Rentals

Capital purchases or project supplies are eligible as long as they are necessary to the project and the costs are reasonable. Capital and equipment purchases need to be justified to be eligible for funding.

Other Project 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).

Source Name

The first revenue line will auto-populate with your Total Requested from CIP/AAP. 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 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: $D = B$.

- Registered non-profits and not-for-profit organizations may request any value of funding from each electoral area and municipality.



- If a Registered Applicant/Organization is applying on behalf of an unregistered organization, they may request any value of funding from each electoral area and municipality.
- Non-registered non-profits and not-for-profit organizations may only request funding support from electoral areas and municipalities to an overall maximum of \$4,999 per project proposal.

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.

Is this project or a component of the project viable if the full funding request is not approved?
Check yes or no.

NOTE: If a decision of a community involvement process results in a project being supported for less than 20% of the applicant's requested funding, and if the applicant indicates that the project cannot proceed with that 20%, that allocation will be returned to the supporting area for allocation for the following funding year.



PROJECT CASH BUDGET EXAMPLE

This reflects the total cash required to complete the project.

| CASH BUDGET ITEM | Total Amount Required | Amount Requested from CIP/AAP |
|--|-----------------------|-------------------------------|
| Administration | | |
| Administrative costs of project | \$3,060 | \$500 |
| Project travel expenses | \$1,060 | \$1,000 |
| Contract Fees and/or Staff Wages | | |
| Project coordinator: 50hrs/month @ \$28/hr for 12 months | \$16,800 | \$5,000 |
| Capital Purchases and Equipment Rental | | |
| Laptop and projector | \$1,500 | |
| Renovation of storage room for office space | \$2,300 | \$2,000 |
| Office furniture | \$1,500 | |
| Building permits | \$190 | |
| Other Project Costs (be specific) | | |
| Advertising campaign | \$750 | \$500 |
| Refreshments for workshop | \$200 | |
| Workshop supplies and materials | \$1,000 | \$1,000 |
| Recognition event for volunteers and project wind-up | \$200 | |
| TOTAL | \$28,560 | \$10,000 |

A

B

Cash Revenue Sources EXAMPLE

This reflects who is contributing cash to the project.

| CASH REVENUE SOURCES | | |
|-------------------------------|-----------------|---------|
| Source Name | Confirmed (Y/N) | Amount |
| ABC Community Services | Y | \$5,000 |
| Community Foundation Grant | Y | \$5,000 |
| Local Credit Union | Y | \$2,000 |
| Corporate Business | Y | \$1,000 |
| Anticipated workshops revenue | N | \$5,560 |
| TOTAL CASH REVENUE: | | |

C



FUNDING REQUESTED

| <u>Community Initiatives Fund (CIP)</u> | | | | |
|---|----|-------|---|----|
| Electoral Area A | \$ | | Village of New Denver | \$ |
| Electoral Area B | \$ | | Village of Silverton | \$ |
| Electoral Area C | \$ | | Village of Slocan | \$ |
| Electoral Area D/Kaslo | \$ | | <u>Affected Areas (AAP)</u> | |
| Electoral Area E | \$ | 1,500 | Electoral Area D | \$ |
| Electoral Area F | \$ | | Electoral Area J | \$ |
| Electoral Area G/Salmo | \$ | | <u>Initiatives & Affected Areas Combined</u> | |
| Electoral Area H | \$ | | K - Arrow Park | \$ |
| Electoral Area I | \$ | 1,500 | K - Burton | \$ |
| Electoral Area J | \$ | | K - Fauquier | \$ |
| City of Castlegar | \$ | 2,000 | K - Bayview/Nakusp/ Rural Nakusp | \$ |
| Town of Creston | \$ | | K - Edgewood | \$ |
| City of Nelson | \$ | 7,000 | | \$ |

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. Preferred number of uploads are **two (2)** one page, single-sided supporting documents per project.

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 five 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?
Please add any additional information you feel is important.

DECLARATION

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