

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 Corporate Administration at the City of Revelstoke. By telephone at: 250.837.2911 or by e-mail at cbt_cip@revelstoke.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 (Yaqaṇ nuʔkiy), Tobacco Plains Indian Band (ʔakink'umtasnuqtiʔit) and the Shuswap Indian Band.

The 2020/2021 funding available for Revelstoke and Columbia Shuswap Regional District (CSRD) Rural Area B is \$384,056.00.

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 City of Revelstoke (unless an extension for the project has been granted).

WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of applications to the City of Revelstoke via the **NEW online application** is **4:30 PM** local time, **Friday February 28, 2020**.

Late applications will not be accepted.

PROJECT CRITERIA:

SEE ADDITIONAL PROJECT CRITERIA ATTACHED

Accepted project proposals must benefit the City of Revelstoke and CSRD Rural Area B

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.

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

The total funds available will be allocated to two key goal areas – environmental and social. Over the long-term, funds should be equally distributed between the categories. However, flexibility between the categories will be considered in the short-term to maximize opportunities for community benefits.

WHAT TYPES OF PROJECTS / COSTS ARE NOT ELIGIBLE?

Funds received under this Program can only be used to pay for expenses incurred between contract signing May 1, 2020 and April 30, 2021. Retroactive costs (**costs that have been incurred prior to funding approval**) are not eligible.

For very large projects, it is recommended that if the work can be broken down into separate phases, the applicant should make separate applications for each phase.

Applications for **multi-year funding** will not be eligible or evaluated.

HOW DO I APPLY?

Applications are online this year. You are encouraged to follow the directions in the *Application Information* section.

WHAT IS THE PUBLIC MEETING PROCESS?

Applicants Community meeting – 7:00 p.m., Tuesday, March 31, 2020 at the Community Centre - please note that the meeting time may change if a large number of project proposals are received.

A community meeting will be held to encourage sharing of information and ideas between community members, and to measure community support for proposals. Meetings will follow these practices:

- Project presenters will be provided a maximum of 2 minutes to provide the following information:
 1. A brief overview of the project
 2. How does the project benefit the community?
 3. Has the project received funding in previous years?

- Those who attend the meeting will indicate their support for individual projects through a voting process. This portion of the application process is weighted at 10%.
- Projects must rank well in terms of the key community goals and the general project criteria to be approved for funding – a high-level of support at the community meeting does not mean a project is assured funding approval.

WHEN WILL A DECISION BE MADE?

The evaluation team will recommend projects for approval to City Council and the CSRD Area B Director. Evaluation of each project's fulfillment of key community goals, general project criteria and community support (*See Project Evaluation Criteria attached*) will be completed by the Project Evaluation Team. The evaluation team consists of five community residents with knowledge and expertise in at least one of the economic, environmental or social goal areas and is appointed by the City of Revelstoke.

City Council and the CSRD Area B Director will review the project evaluations and funding recommendations and make final funding approvals at an April 14, 2020 City Council meeting.

Project applicants will be informed of funding decisions as soon as possible. The general public will also be notified of funding decisions via local media. Public response to the process will be considered and addressed in the next proposal intake and review.

HOW WILL FUNDS BE DISTRIBUTED?

The City of Revelstoke will enter into an agreement with the legal entity representing the approved project. Once the agreements have been signed, project funds will be advanced. Projects will be monitored to ensure that the objectives set out in the project proposal are being met.

WHAT ARE THE REPORTING REQUIREMENTS?

All project funds must be spent as outlined in the approved proposal and the project **must be completed by April 30, 2021**.

All successful proponents are required to, **voluntarily and without reminders**, submit a Project Financial Report by May 31, 2021 using the template provided by the City of Revelstoke.

A proponent with an outstanding or incomplete Project Financial Report is not eligible to submit a proposal in the future until the outstanding or incomplete Project Financial Report is submitted to and approved by the City of Revelstoke.

The City of Revelstoke will now require copies of cancelled cheques related to the project.

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.
- 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, a Contribution Agreement will be sent 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.

PROJECT DETAILS

Project Title

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

Project Location

Identify the geographical location(s) that will benefit from this project. When you click in the box you can hold down the [CTRL] key (or the command button on a Mac) to select more than one.

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 May 1, 2020. The end date should be when you anticipate all expenses will be paid for and final reports are ready, no later than April 30, 2021.

What is the project? 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.

For example:

Seniors Volunteer Program Coordinator: The Volunteer Coordinator implements and develops volunteer-based programs and initiatives to meet specific needs of senior residents such as transportation to medical appointments, computer training, weekly coffee drop in and other services.

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?

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. Include how you will make use of monitoring and evaluation tools. The budget should include an allocation specifically for evaluation.

Describe how your organization is best suited and had 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.

Who will present on behalf of your project at the Applicants Community Meeting?

Be sure to include the person's name, title and contact information.

WORK PLAN

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.

Sector for application evaluation:

Choose which sector you wish your project to be evaluated for (choose one only):

- Social
- Environmental

If you select Social, check the Social key goals met by your project:

- Social Support Network and Leadership
- Wellness and Health/Safety and Security
- Education
- Recreation, Arts, Culture and Spiritual Values

If you select Environmental, check the Environmental key goals met by your project:

- Improvements to ecological and environmental conditions
- Reduction/Improvement of environmental impacts of human activities
- Land use planning processes
- Increase ecological and environmental knowledge/stewardship
- Increase scientific knowledge

List other project goals and objectives not already identified.(150 words)

Please list any other goals you think might be relevant.

Explain how the project supports long-term economic stability and growth. (200 words)

Explain clearly and succinctly.

PROJECT CASH BUDGET

List specific budget items under each heading to identify your expenses that you require cash for. Round up values to the nearest dollar. In the final column, indicate the amount of funding from the Revelstoke and Area A Community Initiatives and Affected Areas Grants (CIP/AAP) Program you wish to allocate against each budget line.

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. Total administrative fees should not be more than 15 per cent of your cash budget. If you are calculating a percentage, total your expenses first and then calculate your administration amount.

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). Wages specific to the project are eligible for funding. All proposed fees, salaries and wages must be in line with the skills provided, activities proposed and regional market conditions. For more information on appropriate wages, visit the Government of Canada's Job Bank website where you can [Explore Careers by Wage](#).

Capital Purchases, Equipment Rental and Project Supplies

Capital purchases, equipment rentals 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.

If your organization currently owns the equipment required to undertake the project, we are not able to fund the cost of renting this equipment. However, rental costs may be eligible if your organization has to rent the equipment from another organization.

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).

Source

The first revenue line will auto-populate with your Total Requested from CIP/AAP. In the line 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 the 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 from each cash-funding source. The form will automatically calculate subtotals for you.

Total Project Cash Budget and Total Cash Revenue Project Budget

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.

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	Amount Requested from CIP/AAP
Administration		
Administrative costs of project	\$3,060	\$500
Contract Fees and/or Staff Wages		
Project coordinator: 50hrs/month @ \$28/hr for 12 months	\$16,800	\$13,000
Capital Purchases, Equipment Rental and Project Supplies		
Laptop and projector	\$1,500	\$500
Purchase of workshop resources and materials	\$1,000	\$500
Renovation of storage room for office space	\$2,300	\$2,300
Office furniture	\$1,500	\$1,500
Building permits	\$190	
Refreshments for workshops	\$200	\$200
Other Costs (be specific)		
Advertising campaign	\$750	\$500
Project travel expenses: 2000km @ \$0.53/km	\$1060	\$900
Recognition event for volunteers and project wind-up	\$200	\$100
TOTAL	\$28,560	\$20,000

CASH REVENUE SOURCES EXAMPLE

This reflects who is contributing cash to the project.

CASH REVENUE SOURCES		
Source	Confirmed (Y/N)	Amount
<i>Columbia Basin Trust – CIP/AAP Request</i>	N	\$20,000
ABC Community Services	Y	\$4,000
Community Foundation Grant	Y	\$1,000
Local Credit Union	Y	\$500
Corporate Business	Y	\$2,500
Anticipated workshops revenue	N	\$560
TOTAL CASH REVENUE:		\$28,560

IN-KIND SOURCES & CONTRIBUTIONS EXAMPLE

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

- 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 five (5) 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 5 pages per application will be deleted.

File size may not exceed 3MB per document.

COMMUNITY INITIATIVES AND AFFECTED AREAS PROGRAMS



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.