

2018 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?

Contact Ryan Watmough, Program Manager, via email cbtadmin@golden.ca or visit the Town of Golden website at www.golden.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 (Yaqaṇ nuʔkiy), Tobacco Plains Indian Band (ʔakink'umtasnuqtiʔit) and the Shuswap Indian Band.

The 2018/2019 granting allocation for the Town of Golden and Columbia Shuswap Regional District (CSRD) Area A is \$309,283.47, plus any carry-forward funds from 2017.

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.

Accepted project proposals must benefit the Town of Golden and CSRD Area A.

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

WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of applications via the **NEW online application** is **NOON** local time, **Friday February 2, 2018**.

Late applications will not be accepted.

PROJECT CRITERIA:

Accepted project proposals must benefit the Town of Golden and/or Columbia Shuswap Regional District Area A.

The Community Funds Local Selection Committee (CFLSC) will use the [2017 Golden & Area A's Vital Signs Report](#) for guidance. It is strongly suggested that grant applicants review this Report and ensure that their project and application addresses improvements in one or more issue areas.

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.

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 March 30, 2018 and January 7, 2019. Retroactive costs (**costs that have been incurred prior to funding approval in March 2018**) 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 MUCH CAN I APPLY FOR?

The **minimum** application amount for any grant is \$5,000.

HOW DO I APPLY?

Applications are online this year. As this is a new process, you are encouraged to follow the directions in the *Application Information* section.

WHAT IS THE PUBLIC MEETING PROCESS?

To be eligible for funding all applicants **MUST** present their proposal at a Public Meeting on Wednesday February 28 (and, if necessary, Thursday March 1), 2018 – 6:00 - 9:00pm at the Golden Civic Centre. The Public Meeting is your opportunity to present a compelling summary of your project and respond to questions of the Committee and the Public. A schedule of proposal presentation times and date will be announced after the application deadline.

WHEN WILL A DECISION BE MADE?

The Golden Community Initiatives Committee will evaluate project proposals on March 14, 2018. Successful applicants will be informed by the Program Manager once decisions are ratified.

HOW WILL FUNDS BE DISTRIBUTED?

Successful project applications will be subject to a contractual agreement. Not meeting the terms and conditions of this agreement may jeopardize current and future funding to the applicant organization through this program.

Should your application be approved, it is your responsibility to inform the Program Manager of the eventual level of success of any other grant applications you made to other sources. If your project must change significantly because the amount of funds you eventually receive for this project is less or more than planned for, you must inform the Program Manager. These changes, including your project's continued approval status, must be approved by the Program Manager.

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 successful projects must be complete and the Final Report received by Monday January 7, 2019.

If successful in attaining Trust funds, you must spend funds and prepare project reports according to Project Budget Information and the terms of the contractual agreement. You must provide copies of invoices/receipts with your final report to verify how you spent CBT funds.

The Trust (through the Town of Golden) maintains the right to audit projects at any time.

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 Town of Golden.

NEED HELP?

For more information, please contact Ryan Watmough, Program Manager, via email cbtadmin@golden.ca or visit the Town of Golden website at www.golden.ca.

APPLICATION INFORMATION

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

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 Information

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.

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.

Amount Requested

Specify the funding amount you are requesting as identified in your budget.

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 March 30, 2018. The end date should be when you anticipate all expenses will be paid for and final reports are ready, no later than January 7, 2019.

Provide a brief summary or scope statement for your project.

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.

A fictitious example:

- *Seniors Connect is a community outreach project in Golden that will improve social connections among vulnerable and isolated seniors by linking seniors with volunteers and to community programs. One in 10 seniors were identified as vulnerable or isolated and Golden's senior population is increasing faster than the provincial average. Seniors Connect will create an inventory of low cost or no cost social events that seniors can participate in, addressing "health," "getting started & staying," and "belonging & leadership issue areas. Over 150 seniors will learn about the importance of social connections to their health and well-being through a series of workshops and follow up activities.*

What issues or opportunities will be addressed? How were they identified?

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?

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?

“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?

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.

Why is your organization best suited to deliver the project?

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.

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.

How long has your organization been active in Golden or CSRD Area A?

Identify how long you have been operating in these areas.

Is this a onetime even or a continued initiative? If it is a continued initiative, how will it be sustained through other funds or support?

This program is intended to support projects. Identify the plan for long term sustainability if this is a continued initiative.

Explain why this project does not duplicate existing services or activities? If there is overlap with other community projects, what have you done to partner with those affected?

Explain clearly and succinctly.

Project Partners

List groups or individuals cooperating in this project and their contributions.

Issue Areas of Focus

The Community Funds Local Selection Committee (CFLSC) will use the 2017 Golden & Area A's Vital Signs Report for guidance – where 511 survey respondents evaluated the performance of 13 issue areas, which impact our residents' quality of life. A steering committee collected further research to help inform our citizens and decision-makers how our community is performing and provided guidance on ways to take action. It is strongly suggested that grant applicants review this Report and ensure that their project and application addresses improvements in one or more issue areas.

Golden & Area A's Vital Signs Issue Areas

<input type="checkbox"/> Housing – 1 st Citizen Priority	<input type="checkbox"/> Safety – 6 th	<input type="checkbox"/> Getting Around – 11 th
<input type="checkbox"/> Health – 2 nd Priority	<input type="checkbox"/> Environment – 7 th	<input type="checkbox"/> Arts, Culture & Heritage – 12 th
<input type="checkbox"/> Work – 3 rd Priority	<input type="checkbox"/> Getting Started & Staying – 8 th	<input type="checkbox"/> Belonging & Leadership – 13 th
<input type="checkbox"/> Economy – 4 th	<input type="checkbox"/> Learning – 9 th	
<input type="checkbox"/> Recreation & Leisure – 5 th	<input type="checkbox"/> Gap Between Rich & Poor – 10 th	

Copies of the 2017 Golden & Area A's Vital Signs Report can be downloaded from www.goldencommunityfoundation.ca/vitalsigns.html.

Referencing this Report and others ([Town of Golden's Official Community Plan](#), Columbia Basin Rural Development Institute's [Golden reports](#), etc.) is also encouraged when developing projects and completing the application.

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. 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, 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

In the first line labeled *Source*, indicate what you are requesting in this grant application. 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 Revenue* must equal *Total Project 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
Administration	
Administrative costs of project (12% of project cash expenses)	\$3,060
Contract Fees and/or Staff Wages	
Project coordinator: 50hrs/month @ \$28/hr for 12 months	\$16,800
Capital Purchases, Equipment Rental and Project Supplies	
Laptop and projector	\$1,500
Purchase of workshop resources and materials	\$1,000
Renovation of storage room for office space	\$2,300
Office furniture	\$1,500
Building permits	\$190
Refreshments for workshops	\$200
Other Costs (be specific)	
Advertising campaign	\$750
Project travel expenses: 2000km @ \$0.53/km	\$1060
Recognition event for volunteers and project wind-up	\$200
TOTAL	\$28,560

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.
(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 **five (5)** one page 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.***

DECLARATION

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