

## 2017 Community Initiatives and Affected Areas Programs Policies & Guidelines

### Program Description

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. The 2016 granting allocation for the Town of Golden and CSRD Electoral Area A is \$309,283.47, plus un-awarded funds and carry-forward funds from 2016.

- Allocations made to organizations are for meeting community/public needs rather than private needs. Project funding should not be used to fund basic infrastructure activities that are i) normally funded through the government tax base (such as roads, sewers, municipal water systems and fire protection); or ii) the responsibility of private landowners such as water systems and fire protection.
- Eligible projects must be to the benefit of residents in the Town of Golden or Area A.
- 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.
- All projects must be complete and the Final Report received by Monday January 8, 2018.
- If successful in attaining Trust funds, you must spend funds and prepare project reports according to Section D – 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.
- Should your application be approved by us, it is your responsibility to inform us of the eventual level of success of any other 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 us. These changes, including your project's continued approval status, must be approved by us.
- The minimum application amount for any grant is \$2,500.
- Organizations that have not submitted an approved Final Report from a previous CIP/AAP granting cycle will not be accepted.

### Issue Areas of Focus

The Community Funds Local Selection Committee (CFLSC) will use the *2014 Golden & Area A's Vital Signs Report* for guidance – where 400 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"/> Economy – 1 <sup>st</sup> Citizen Priority	<input type="checkbox"/> Recreation & Leisure – 6 <sup>th</sup>	<input type="checkbox"/> Safety – 11 <sup>th</sup>
<input type="checkbox"/> Work – 2 <sup>nd</sup> Priority	<input type="checkbox"/> Learning – 7 <sup>th</sup>	<input type="checkbox"/> Arts & Culture – 12 <sup>th</sup>
<input type="checkbox"/> Getting Started & Staying – 3 <sup>rd</sup> Priority	<input type="checkbox"/> Environment – 8 <sup>th</sup>	<input type="checkbox"/> Belonging & Leadership – 13 <sup>th</sup>
<input type="checkbox"/> Health – 4 <sup>th</sup>	<input type="checkbox"/> Getting Around – 9 <sup>th</sup>	
<input type="checkbox"/> Housing – 5 <sup>th</sup>	<input type="checkbox"/> Gap Between Rich & Poor – 10 <sup>th</sup>	

Copies of the 2014 *Golden & Area A's Vital Signs Report* can be picked up at the Town of Golden Administration Office or downloaded from [www.goldencommunityfoundation.ca/vitalsigns.html](http://www.goldencommunityfoundation.ca/vitalsigns.html).

Referencing this Report and others (Town of Golden's Official Community Plan, Community Profile, etc.) is also encouraged when developing projects and completing the application.

### Application Submission Instructions

All *Project Applications* must be **legibly** typed on the official application form. The type/font used must be readable (9 point font or larger). No other form of application will be eligible or evaluated. Application forms can be downloaded from the Town of Golden website at [www.golden.ca](http://www.golden.ca). All material and supporting documents must be submitted as one email/submission.

- Applications must be received via email to [cbtnfunds@golden.ca](mailto:cbtnfunds@golden.ca) by **noon local time Friday February 3, 2017** with the submitting organization and project name typed in the subject line. NO other form of submission will be accepted.
- Applications will be considered from registered non-profit/not-for-profit groups and other legal not-for-profit entities. Grant payments will only be made to the recipient organization.
- 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.
- *All* fields of the application form **must** be completed in *full*. If a field in Section A does not apply to your project, please complete with "N/A" for not applicable.
- Attachments must be limited to a maximum of five pages (preferably PDF and MS Office documents). Only the first 5 pages of attachments will be reviewed in the adjudication process. Attachments exhibiting fonts less than 9 point may not be considered. Providing quotes for proposed work are helpful for adjudication.
- Incomplete or late applications will not be accepted.
- **To be eligible for funding all applicants MUST present their proposal at a Public Meeting on Tuesday February 28 (and, if necessary, Wednesday March 1), 2017 – 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.**
- Successful applicants will be informed by the Program Manager once decisions are ratified.

### Application Submission Support

For more information, please contact Ryan Watmough, Program Manager, at 1.250.344.8610, email [cibtadmin@golden.ca](mailto:cbtadmin@golden.ca) or visit the Town of Golden website at [www.golden.ca](http://www.golden.ca).

- To access fillable forms in Portable Document Format (PDF), you will require an Adobe Reader. This free software comes in both PC and Mac versions and you can download it at [get.adobe.com/reader](http://get.adobe.com/reader). For troubleshooting, see the [Application Forms: Troubleshooting Guide](#).
- Some interactive form features are not fully supported in PDF viewers like Mac Preview. For example, form calculations and character limits. Please ensure you have the latest version of Adobe Reader compatible with Mac.

- As the application form is not an online form, save a copy of the blank form to your computer before you begin filling it in. You will not be able to save a copy of the form online.
- To review a sample Project Budget Summary, please see below.

### Sample Project Budget Summary: 'Volunteer Park Project'

Expense Type	Component Description	Requested CIP/AAP Funds	Other Funds	Source of Other Funds	Secured? Yes/No	Total Cost of Component
Salary/Benefits	Project Coordinator (\$25/hr x 16hrs/wk x 5wks)	\$1,000	\$1,000	Organization's Reserve Fund	Y	\$2,000
<i>Wages and salaries must be project specific and contracted for a specific time period.</i>	Board Oversight/Mgmt (\$25/hr x 5 hrs/wk x 12 wks)	\$0	\$1500	Volunteered; in kind	Y	\$1500
Professional Fees	Consultant's Report	\$5,000	\$5,000	ENP BC grant	N	\$10,000
	Design	\$1,000	\$4,000	N/A	Y	\$5,000
Expenses	Permit	\$350	\$0	N/A	Y	\$350
Site	Land (100' x 40')	\$0	\$100,000	Donation	Y	\$100,000
Site Prep	Site Preparation	\$5,000	\$5,000	Donation of work in kind from XYZ contractor	Y	\$10,000
Materials	Project-specific materials (100 units)	\$15,000	\$20,000	Local Volunteer Club	Y	\$35,000
	Lighting (\$100/light x 10 lights)	\$0	\$1,000	Donation in kind from ABC Hardware	Y	\$1,000
Labour	Installation of materials (\$80/hr x 300 hrs)	\$20,000	\$4,000	Donation in kind from B2C Installations	Y	\$24,000
	Finishing (\$50/hr x 20 hrs)	\$500	\$500	Donation in kind from 3D Contractor	Y	\$1000
	Wiring	\$1,000	\$3,000	Donation of materials from Y/N Electrical	Y	\$4,000
Promotion	Signage (\$475 per 4'x8' Crezone sign and graphics x 2)	\$150	\$800	Federal Arts & Culture Program	N	\$950
	Advertising (2 ½ page ads in local paper)	\$800	\$0	N/A	N	\$800
	Grand Opening Event (DJ, food, invitations)	\$500	\$500	Donation in kind from HILO Event Planners	N	\$1,000
Training	Level 1 Training Course for staff, members	\$0	\$3,495	Grant from National Association of Trainers	N	\$3,495
	<b>Funding Totals:</b>	\$50,300	\$149,795			\$200,095

↑ Use this amount to complete #2 of Section A.