**WORKSHEET – Community Outdoor Revitalization Grants – Planning and Design Grants**

This worksheet is an optional tool for preparing your application entries and/or collaborating with others involved in your project. This worksheet will not be accepted as your application to the Program. You must apply using the **online application form**.

All the questions you will be asked to complete on the online application form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

**APPLICANT INFORMATION**

**Organization Information**

Organization Legal Name

BC Registry Incorporation/Registration or Business Number (if applicable)

Organization Mailing Address

City Province Postal Code

**Signing Authority Contact Information**

Signing Authority Name

Phone

Email

**Primary Contact Information – If different from above**

Project Contact Name

Phone

Email

**PROJECT DETAILS**

## Project Title:

Project Location:

You will be asked to select location(s) from a drop-down menu which represents all municipalities, regional district areas and First Nation communities in the Basin area. Identify the geographical location(s) of the project.

Estimated start date for planning and design work:

Estimated end date for planning and design work:

Community Outdoor Revitalization area description. Include legal addresses and landmark descriptions of proposed boundaries, if known. (200 words)

How was the Community Outdoor Revitalization area identified and prioritized by the community? Why is this project needed? (200 words)

How do you plan to engage your community in planning and designing the proposed space? (200 words)

How will this project create opportunities for community interaction and gathering? How do you anticipate the space being used by the community once the project is complete? Who will use it? (200 words)

Is the leadership of your organization supportive of this project? How is that demonstrated? (200 words)

What type of planning or design support do you anticipate needing to develop your project idea/plan? (select all that apply)

* Architectural design
* Landscape architecture design
* Engineering
* Mapping
* Community engagement for the purpose of design input and finalization
* Other (please describe)

### What cost estimate classification will you obtain? (200 words)

If your planning grant application is successful, do you envision that when you implement your plan, your organization will incorporate a component of employment and/or workplace training?

Employment - (Yes/No)

Workplace Training - (Yes/No)

**PROJECT CASH BUDGET**

List specific budget items under each heading to identify your expenses that require cash to complete. Round up values to the nearest dollar.

I am applying on behalf of a(n) (select one):

* Municipal Government
* Unincorporated or First Nations Community
* Non-profit organization from an unincorporated community

**Planning and Design Expenses**

|  |  |
| --- | --- |
| **Cash Budget Item** | **Total Amount Required** |
|  | $ |
|  |  |
|  |  |

**CASH REVENUE SOURCES**

Who else is contributing cash to the project?

|  |  |  |
| --- | --- | --- |
| **Source Name** | **Confirmed (Y/N)** | **Amount** |
| Columbia Basin Trust | N | $ |
|  |  |  |
|  |  |  |
|  |  |  |

**IN-KIND SOURCES and CONTRIBUTIONS**

What contributions are being made to the project other than cash? (200 words)

**SUPPORTING DOCUMENTS**

Before uploading your supporting document, ensure the file name is clear and identifies the content.

Please include:

1. Map of proposed location of Community Outdoor Revitalization area (including boundaries, if known).
2. Preliminary sketches or plans.
3. Quotes and/or estimates.
4. If you are a non-profit organization from an unincorporated area, please include a letter of support from your Regional District.

Note:

File size may not exceed 3MB per document.

List out the flies you plan to upload (for your reference).

**ADDITIONAL INFORMATION**

Is there anything else you would like to add that has not already been mentioned? (220 words)

**FINAL STEPS**

What is the main, and first, way you heard about this program? [you may choose one ]

* Email or Our Trust monthly e-newsletter
* Newspaper article/story
* Newspaper advertisement
* Online advertisement
* Online news story
* Radio advertisement
* Social Media
* Trust Staff
* Trust Website
* Word of mouth
* Other [blank text entry]

Would you like to receive email correspondence from the Trust?

* Yes [enter email address]
* No

Does your organization have social media accounts? *Share your account names and* *we can connect.*

* Facebook:
* Twitter:
* Instagram:
* Linked in:

How do you like to receive news and hear about updates from the Trust? [choose as many as applicable]

* Facebook
* Twitter
* LinkedIn
* Our Trust monthly e-newsletter
* website
* email from staff
* newsprint
* online news
* other – please list

**DECLARATION**

1. I am authorized to submit this application on behalf of the applicant organization.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. Columbia Basin Trust and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fund all or none of any application submitted.  
   By submitting this application, I hereby acknowledge that Columbia Basin Trust may disclose this application, and the information contained herein—including but not limited to name, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.
4. I further agree that Columbia Basin Trust may proactively disclose to the public my name and location and the amount and nature of funding granted.
5. Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, 300–445 13 Avenue, Castlegar, BC, V1N 1G1, 1.800.505.8998.

I have read and agree to the declaration above. \*

I Agree

Date



Applicant Name



Applicant Title

