

2025 TOWN OF GOLDEN APPLICATION GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete the application form.

HOW DO I GET HELP?

Contact Ryan Watmough, Program Manager, at cbtadmin@golden.ca, or visit the Town of Golden website at golden.ca.

WHAT IS THIS PROGRAM ABOUT?

ReDi Grants (Resident Directed Grants) are flexible and incorporate community-based funding decisions. They support local projects that provide additional value to Columbia Basin communities and that benefit the broad community and public good.

Each year, Columbia Basin Trust distributes program funds to its local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary; the City of Revelstoke; the Town of Golden; the Village of Valemount; and First Nation partners ʔaʔam, ʔakisq̓nuk, yaqan nukiy (Lower Kootenay Band), Yaʔit ʔa·knuq̓iʔit (Tobacco Plains Band) and Shuswap Band.

The 2025 granting allocation for the Town of Golden and Columbia Shuswap Regional District (CSRD) Area A is \$308,828, plus any funds carried forward from 2024.

WHO CAN APPLY?

You may apply if you are a registered non-profit, First Nation, registered school or local government. Projects must meet community and public needs, not private needs.

If you're in the private sector or are an unregistered organization, your project must be sponsored by an eligible organization and must clearly demonstrate community benefits. Also, the eligible organization must submit the application on your behalf, plus obtains the funds if successful and completes the final report.

If you have an **outstanding or incomplete project final report** from a previous year, you're **not eligible** to apply until you've submitted the report (unless you've been given an extension).

HOW DO I APPLY AND WHAT IS THE DEADLINE?

Apply online, following the directions in the section Application Information and Instructions. We accept applications once per year.

You must apply by **noon on Monday, February 3, 2025**.

We will not accept late applications.

WHAT ARE THE PROJECT CRITERIA?

Your project must benefit the Town of Golden or CSRD Area A. Our selection committee will be guided by the [Golden & District Community Foundation's Vital Pulse 2024 Community Report](#).

We strongly suggest you review this report and ensure that your project addresses one or more (up to 5) of the [United Nations' Sustainable Development Goals \(SDGs\)](#).

We encourage you to seek funding from other sources; don't rely solely on Trust funding.

WHAT TYPES OF PROJECTS OR 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 must not be used to fund activities that are normally funded through the government tax base such as education or infrastructure such as roads, sewers, water systems and fire protection.

You can only use program funds to pay for expenses incurred between March 1, 2025, and December 10, 2025. Retroactive costs (incurred before March 1, 2025) aren't eligible.

For very large projects, try to break down your project into separate phases and apply separately for each phase.

We do not accept applications for multi-year funding.

HOW MUCH CAN I APPLY FOR?

You must apply for a **minimum of \$5,000** towards your project. There is no limit to the amount of funding you can apply for, but there is a limited amount of total funding available each year.

WHAT IS THE PUBLIC MEETING PROCESS?

To be eligible for funding, you **must** present your project at our public meeting:

- Wednesday, March 5, 2025 (and, if necessary, Thursday, March 6)
- 6 to 9 p.m.
- Town of Golden Council Chambers (in person or virtually).

Here, you will present a compelling summary of your project and respond to questions from the selection committee and public.

We will announce the schedule of presentation times and dates after the application deadline.

WHEN WILL A DECISION BE MADE?

The Golden *ReDi Grants Local Selection Committee (RDGLSC)* will evaluate applications on March 13, 2025. The Program Manager informs successful applicants once decisions are ratified by the RDGLSC.

WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

You will need to sign an agreement. Not meeting the terms and conditions of this agreement may jeopardize your current and future funding through this program.

If an eligible organization applied on your behalf, we will pay the funds and sign an agreement with that organization.

You must contact our Program Manager if you:

- receive funding from other sources; or
- must change your project significantly because the total funds you receive are less or more than you planned for.

WHAT ARE THE REPORTING REQUIREMENTS?

You must spend funds and prepare project reports according to your project budget and the terms of the agreement. We maintain the right to audit projects at any time.

Send us your final report by **Wednesday, December 10, 2025**, using the template we provide and including copies of invoices and receipts that show how you spent program funds; we will *not* send you a reminder of this. Remember that if you don't send us your final report, you won't be able to submit a new application to this program until you do.

APPLICATION INFORMATION AND INSTRUCTIONS

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to its various programs. 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 same program. You can edit submitted applications up until the deadline.
- You can view drafts and submissions after logging 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 BROWSER'S BACK BUTTON:** Your application will not auto-save and you will lose your work. However, the application will auto-save when you click the **Next Page** 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: see the instructions for each particular section.
- You have the option to use a [pre-application worksheet](#) to prepare your application entries 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 on the worksheet.

APPLICATION FORM EXPLANATIONS AND EXAMPLES

APPLICANT INFORMATION

Registered organization information *Eligible applicants include registered non-profits, First Nations, registered schools and local governments.*

Organization legal name *Enter the full legal name of your registered non-profit, First Nation, registered school or local government.*

Registration number (if applicable) *Registered non-profits must be in good standing with BC Registry Services. Enter your number here.*

Primary contact for the registered organization *Identify the person who will lead the project. If they are not in place at this time, identify someone in your organization who can be contacted about your project at the application stage or if your application is successful.*

Is the registered organization sponsoring an unregistered organization that will lead the project?

If you are sponsoring an unregistered or private sector organization, check “yes.” (The registered organization must complete and submit the application.)

The following two questions will only appear if you indicated “yes” above:

Sponsored organization *Enter the sponsored organization’s name and contact information.*

Primary contact at the sponsored organization *Identify the person who will be the main contact for this project at the sponsored organization.*

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 descriptive and no longer than five words.*

Project location *Identify the geographic locations that will benefit from this project. Hold down the CTRL key on a PC or the Command button on a Mac to select more than one.*

Estimated start and end dates *Tell us when the project will take place and how long the project will be. Grant funds can’t be used for any expenses incurred before you have received funding approval, so it is recommended that your start date is no earlier than March 1, 2025. The end date should be when you anticipate all expenses will be paid for and final reports are ready, no later than December 10, 2025.*

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

Describe your project and the shorter-term impacts or effects it aims to achieve. List the services or activities to be developed, delivered or completed.

For 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. It will create an inventory of low-cost or no-cost social events that seniors can participate in. Seniors will learn about the importance of social connections to their health and well-being.

What issues or opportunities will the project address? How did you identify them? (150 words)

Where will the project take place? (100 words) *Describe the location of the project.*

Who will be involved in implementing the project? (100 words) *Describe the organizations, staff, consultants, partners or individuals, and the relevant experience and expertise that they bring to the project.*

Why is this project important to your community? Who will benefit? (150 words)

“Community” may refer to a community of interest, specific sector, professional community or geographic location. With this in mind, explain why this project is important to your community and highlight how you identified it as a priority. Describe how your community will support or participate in your project’s development or delivery.

How will you evaluate the project and how will you know if it has been successful? (150 words) *Indicate a clear plan for evaluating and reporting on results related to the shorter-term impacts or effects that your project aims to achieve. Include how you will use monitoring and evaluation tools. The budget should include an allocation specifically for evaluation.*

Why is your organization best suited to deliver the project? (150 words) *Describe past successes of your organization that relate to this project. Projects that have received funding previously should include a summary of results to date, either here or through a supporting document.*

How long has your organization been active in Golden or CSRD Area A? (100 words) *Identify how long you have been operating in these areas.*

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.*

Overseen by *Indicate who will take the lead on each proposed activity. 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.*

Is this project a one-time event or part of an ongoing initiative? If it is an ongoing initiative, how will it be sustained after the grant ends? (150 words) *This program is intended to support time-limited projects. Outline your plan for continuing the project into the future.*

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? (150 words) *Explain clearly and succinctly.*

Project partners *List groups or individuals cooperating in this project, and their contributions.*

UN Sustainable Development Goals *Our selection committee will use the Golden & District Community Foundation's 2024 Sustainable Development Goals: Golden and Area A Priority Rankings for guidance: goldencommunityfoundation.ca/. Review this report, also available on golden.ca/redi, select the top five Sustainable Development Goals that your project addresses and describe how your objectives and anticipated outcomes address these goals.*

We encourage you to reference this report and others (e.g. [Town of Golden's Official Community Plan](#), [Community Profile](#), [Census Profile](#)) when developing your project and completing the application.

Anticipated project milestones *List the key milestones in your project.*

PROJECT EXPENSES

List specific budget items under each heading to identify expenses that require cash.

- *Round up values to the nearest dollar.*
- *Click the **+Add** button to add another row.*
- *Do not include items that will be provided to the project as in-kind contributions; there is space to enter these further down.*
- *In the final column, indicate the amount of funding from the ReDi Grants program you wish to allocate against each budget line item. Ensure that items you allocate to Redi Grants are eligible for funding.*

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

Administration *Examples 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 hourly rate multiplied by the number of hours for the whole project. Do not include administration wages (see above).*

Capital Purchases, Equipment Rentals and Project Supplies *These items are eligible if they're 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 already owns the required equipment, we don't fund the cost to rent it. Rental costs may be eligible if your organization must rent the equipment from another organization.

Other Costs (be specific) *If there are other project-specific costs not included elsewhere, add them here with a specific description. Include items like advertising, brochure printing and distribution costs. Eligible travel expenses include mileage and necessary accommodation specific to your project.*

PROJECT REVENUE

We recommend that your organization seeks 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; see the resource section of its Non-profit Advisors Program: <https://ourtrust.org/grants-and-programs-directory/non-profit-advisors-program/>.

Source Name *The first revenue line will auto-populate with your Total Requested From ReDi Grants. In the lines below, identify your other sources of cash revenue. These may include other grants, cash donations or workshop registration fees. Click the +Add button to add another row.*

Confirmed (Y/N) *Indicate if the funding is confirmed at the time you submit this application. If the funder has confirmed that it will be committing resources to your project, select "yes." If you have applied for funding but haven't heard back, select "no."*

Amount *Indicate the dollar amount you hope to receive from each funding source. The form will automatically calculate subtotals for you.*

Total Project Expenses and Total Project Revenue *These boxes will auto-fill. Total Project Expenses must equal Total Project Revenue to show you have enough funds to complete your project. If the numbers are not equal, recheck your previous entries.*

IN-KIND SOURCES AND CONTRIBUTIONS

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 EXPENSES EXAMPLE

BUDGET ITEM	Total Amount Required	Requested From ReDi Grants
Administration		
Administrative costs of project (e.g. 12% of project cash expenses)	\$3,060	\$500
Contract Fees and/or Staff Wages		
Project coordinator: 50 hrs/month @ \$28/hr for 12 months	\$16,800	\$13,000
Capital Purchases, Equipment Rentals 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: 2,000 km @ \$0.61/km	\$1,280	\$900
Recognition event for volunteers and project wind-up	\$200	\$100
TOTAL PROJECT EXPENSES	\$28,720	\$20,000

PROJECT REVENUE EXAMPLE

PROJECT REVENUE		
Source Name	Confirmed (Y/N)	Amount
ReDi Grants	N	\$20,000
ABC Community Services	Y	\$4,000
Community Foundation Grant	Y	\$1,000
Local Credit Union	Y	\$660
Corporate Business	Y	\$2,500
Anticipated workshops revenue	N	\$560
TOTAL PROJECT REVENUE		\$28,720

IN-KIND SOURCES AND CONTRIBUTIONS EXAMPLE

- Society ED will oversee the project: \$35/hour @ 5 hrs/month for 20 months: \$3,500.
- Local Governments X, Y and Z are providing workshop space: \$2,000.
- Community Partner ABC is donating the time of a workshop facilitator: \$1,750.

SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important. These help us to further evaluate and assess your project idea, and may include 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 one-page, single-sided documents**—any additional ones will be deleted.
- The documents must be PDF or picture formats (JPG, GIF, PNG, BMP). Before uploading the document, ensure the file name is clear and identifies the content. File size may not exceed 3 MB per document.

DECLARATION

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