

2026 VILLAGE OF VALEMOUNT 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 Taggart Wilson, Grant Clerk with the Village of Valemount:

- 250.566.4435
- grantclerk@valemount.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 First Nation, yaqan nukiy, Yaq̓it ʔa·knuq̓iʔit and Shuswap Band.

The amount allocated for the Village of Valemount and the Fraser Fort George Regional District Rural Area H in 2025 is \$248,486.

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 group, 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 obtain the funds if successful and complete 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'S THE DEADLINE?

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

You must apply by **4 p.m. on Thursday, February 13, 2025**.

We will not accept late applications.

WHAT ARE THE PROJECT CRITERIA?

ReDi Grants will support projects located within the Village of Valemount and Fraser Fort George

Area H that is included in the [Columbia Basin region](#), including projects immediately adjacent to the Village of Valemount where the residents of Valemount are the direct beneficiaries.

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

WHAT TYPES OF PROJECTS OR COSTS AREN'T ELIGIBLE?

The Columbia Basin Trust Act requires Trust funding not relieve any level of government of its normal obligations. Therefore, this program can't fund activities that are normally funded through the government tax base, such as education or infrastructure like roads, sewers and water systems and fire protection.

Funds received under this Program can only be used to pay for expenses incurred after the project application has been approved and funding agreement has been signed and returned to the Village of Valemount. Funds cannot be used for expenses incurred after December 31, 2026.

Retroactive costs (**costs that have been incurred prior to funding approval**) are not eligible.

Proposals requesting **multi-year funding** will not be considered – if your project is expected to extend beyond December 31, 2026 it must be broken into phases and only the phase ending in December can be considered at this time.

Operational costs are not eligible for funding. Operational costs are costs needed to ensure the continuity of your organization's operations. These include costs such as rent, utilities, levies and other contractual obligations. However, if your project meets one of the **exceptions** below, clearly identify this in your application and provide supporting information:

- The project will last no more than three years.
- Your organization needs to fund its start-up costs; include a clear plan for obtaining ongoing support of future operations, with a time frame.
- Your organization needs emergency funding for no longer than the current calendar year.
 - Include financial statements from the last three years.
 - Include proof that you're losing your expected or typical sources of funding.
 - Seek an amount of funds no greater than the amount of funds lost from other sources (plus inflation).
 - Include a clear plan and time frame for obtaining other sources of funding for subsequent years.

HOW MUCH CAN I APPLY FOR?

There is no maximum, but the overall program budget is limited and the Adjudication Committee must balance available funds with the number and quality of applicants.

WHAT IS THE PUBLIC PROCESS?

A Public Engagement Forum will be held on the afternoon of March 8, 2026 at the Valemount Secondary School so the public can see applicants present their project ideas and to ask questions about them. Residents who attend in person will be invited to provide feedback on each project via paper ballot. The Forum will be recorded and posted online after the event and residents who were unable to attend in person will be able to provide feedback through an online survey. Public feedback will be taken into consideration by the Adjudication Committee when making funding recommendations.

We will advertise the public-process information in the local newspaper and on the Village's website and social media accounts.

Applicants must deliver a **PowerPoint presentation about t project via email or USB stick** to the Village office within one week after the application deadline, and be prepared to present their project to the Public Engagement Forum.

WHEN WILL A DECISION BE MADE?

Organizations will be contacted by email, at the address provided on the application form, to confirm if the project application has been approved for funding within six weeks of the Public Engagement Forum. Funding recommendations are made by the Adjudication Committee and the Village of Valemount Council makes final funding decisions.

WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

You'll need to sign an agreement, including:

- terms, method and time of payment
- progress and financial reporting.

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 to that organization.

WHAT ARE THE REPORTING REQUIREMENTS?

All project funds must be spent as outlined in the approved proposal and the project **must be completed by December 31, 2026**. We maintain the right to audit projects at any time.

Send us your final report by **January 31, 2027**, using the template we provide and including copies of invoices and receipts that show how you spent program funds; do not rely on the grant administrator to send you a reminder of this reporting requirement. Remember that if you don't submit your final report on time, you won't be able to submit a new application to this program until you do.

APPLICATION INFORMATION AND INSTRUCTIONS

Refer to the [Pre-Application Worksheet](#) for explanations, instructions and examples that will help you complete the online application form. Print it off to prepare your application offline if you wish.

Contact Taggart Wilson, Grant Clerk with the Village of Valemount if you have questions or require more assistance:

- 250.566.4435
- grantclerk@valemount.ca.

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. (If you want to work on different applications to this program at once, use different worksheets until you are prepared to complete the online application.)
- 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 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 are included on this worksheet.