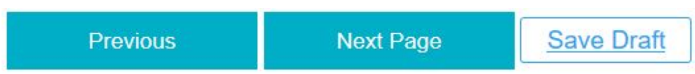
FOOD ACCESS AND RECOVERY GRANTS

APPLICATION GUIDE

USING THE ONLINE APPLICATION FORM

The Trust's online application website 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. You must submit an application before you can begin another application under a particular grant or expression of interest. 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 MS Word document and will not be accepted as your application. All the questions you will be asked on the online application form are included on the worksheet.

APPLICATION INFORMATION

Organization Legal Name and Information
Enter the full legal name of your non-profit; including social enterprises, local government, First Nation or business.

BC Registry Incorporation/Registration
Registered non-profits must be in good standing with the BC Registry Services. Enter your number here.

Signing Authority Contact Information
This person is authorized to sign financial documents on behalf of the organization and will be the signatory of the Application Agreement found on the last page of the online application.

Check if Signing Authority information is the same as Project Contact information.

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 (120 words)
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
What is the title of your project? (Limit of five words.)

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. 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 Date and End Date
Tell us when the project will begin and end.

Grant funds cannot be allocated to any project expenses before you have received funding approval.

Project end dates should be a maximum of 24 months after the project's projected start date. The Trust may consider longer-term projects with demonstrated need. Ensure you speak with the Program Advisor if this a consideration.

The end date should be when you anticipate all expenses will be paid for and final reports are ready.

What will your project do? How will this be achieved? (220 words)
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.

What issues or opportunities will be addressed? How were they identified? (150 words)
Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

Where will the project take place? (100 words)
Be specific about where the project will take place. For example, you may say it takes place:

- in a specific area (e.g. community hall) or community (e.g. Burton);
- in a geographic region (e.g. Regional District of East Kootenay Electoral Area B); or
- Basin-wide (if your project will take place across the entire Columbia Basin Trust region).

Who will be involved in implementing the project? (100 words)
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. (150 words)
"Community" may refer to a community of interest, specific sector, or a geographic location. 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 many people will directly benefit from the project and who are they? (150 words)
Who is the project aimed to support? How many people will participate or receive support as a result of completing the project? Do they face barriers to accessing healthy, nutritious food?

How will the project be evaluated and how will you know if it has been successful? (150 words)
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? (150 words)
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 supporting documentation as attachments.

Are there any challenges you may be aware of that need to be overcome for the project to be successful?
Describe any challenges your organization has faced implementing other projects. This could be internal or external factors that may impact your success (eg. funding, legal, location, resources etc.).

Demonstrate how your project meets at least one of the Project Categories outlined in the Program Guide. (220 words)
Review the Program Guide. Tell us how your project meets one or more of the **Project Categories.**

How does your project incorporate the Operating Principles outlined in the Program Guide? (220 words)
Review the Program Guide. Describe if and how your project incorporates the listed **Operating Principles** in your project's design and/or implementation philosophy.

How many kilograms (kg) of waste would be recovered from the project?
Estimate how many kilograms of waste that would be recovered from the project if applicable.

How many Basin residents will benefit from your project?
Estimate the number of Basin residents that will benefit from your project.

WORKPLAN

Tell us your how you plan to organize and carry out your project.

Activity
List all activities you plan to complete during the project. Include activities such as: types of activities, planning, coordinating, purchasing, acquiring, installing, implementing, testing, measuring impact.

Overseen By
Indicate who will be taking the lead on each of the proposed activities. We 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.

PROJECT CASH BUDGET

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 any items that will be provided to the project as in-kind contributions.

Administration
Examples would include overhead costs to deliver the project such as office expenses and supplies and administrative wages. Total administrative fees should not be more than 15 per cent of your cash budget. If you are calculating a percentage, total your expenses first and then calculate your administration amount.

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. Wages specific to the project are eligible for funding. All proposed fees, salaries and wages must be in line with the skills provided, activities proposed and regional market conditions. For more information on appropriate wages, visit the Government of Canada's Job Bank website where you can [Explore Careers by Wage].

Capital Purchases, Equipment Rental and Project Supplies
We will consider capital purchases, equipment rentals or project supplies if they are necessary to the project and the costs are reasonable. Capital and equipment purchases need to be justified and supported with quotes to be eligible for funding. If approved, we may request that others in your community needs to access and use the purchased equipment.

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 must 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.

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 our Non-profit Advisors program (ourtrust.org/nonprofit).

Source Name
In the first line labelled *Columbia Basin Trust*, indicate what you are requesting in this grant application. Identify your other sources for cash revenue. This may include sources such as other grants, cash donations, or workshop registration fees.

Confirmed (Y/N)
Indicate whether or not the contribution is confirmed at the time you submit the application to the Trust. 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 AND 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. (200 words)

For example:

- Storage space is being provided by a community partner – estimated value @ $200/month for 24 months = $4,800
- Local grocer to deliver produce to organization: $40 standard delivery charge @ 2 deliveries/month for 24 months = $1,920

SUPPORTING DOCUMENTS

Upload any additional material that provides further evidence to support your project idea (such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc). You may upload up to six supporting documents.

List what you are submitting. Click the +**Add** button to add another row.

You may upload up to six supporting documents.

- Before uploading your supporting document, ensure the file name is clear and identifies the content.
- File size may not exceed 3MB per document, and a total of 10 MB for all uploads.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (220 words)
Include anything else you would like to add.
Be sure it is something that has not already been addressed in this application.

FINAL STEPS

What is the main, and first, way you heard about this program? *Choose only one*

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

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:
- LinkedIn:

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 – list

DECLARATION

Read this section thoroughly.

Click the check-box next to I agree, then enter in:

1. the date;
2. your name; and
3. your title.

SUBMISSION

Click Submit. You will receive an automatic reply from us shortly after clicking submit, confirming that your application has been received.