

## APPLICATION GUIDE

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### USING THE ONLINE APPLICATION FORM

You will need to create an account to access the application, save drafts and submit the completed form. Here are some tips for using the system:

- Drafts and submissions can be viewed once you have logged in.
- When logged in you can only work on one draft application per program.
- Submitted applications can be edited up until the deadline.
- 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 Word document and will not be accepted as your application to the program. All the questions you will be asked on the online application form are included on the worksheet.

## APPLICANT INFORMATION

### Organization Legal Name

Enter the full legal name of your registered non-profit, local government, or First Nations.

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

Registered non-profits and businesses must be in good standing with the BC Registry Services. Enter your number here.

### Signing Authority Contact Information

If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

### 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.

## PROJECT DETAILS

### What is the operating name of the publicly accessible space/centre your organization operates?

### 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 of the space.

### Estimated Start Date

Indicate the estimated date that your project will begin. The application and review process may take up to eight weeks. Supported projects could begin in early 2022 and this start date may be adjusted based on the approval process or your timelines.

### Estimated End Date

Indicate the estimated date that all expenses, including costs associated with your program plan, will be paid for and when you will be prepared to submit a final report.

### How does this project align with your organization's mandate and strategic vision? (150 words)

Does your organization have existing plans in place regarding publicly-accessible technology and/or digital literacy? If so, how does this project align with those plans?

### How will the technology and programming within your tech-enabled space address needs or opportunities not already met within your community? (150 words)

Explain why this project is important to your community. How do you know there is a community need for the space and the selected technology?

**How will you promote the tech-enabled space to the public and ensure it is accessible for and used by people of all ages, backgrounds and technical experience? (200 words)**

Describe your plan for attracting and inviting community members into your tech-enabled space. Do you publish a program guide or use social media? What groups will you partner with and how will they use the space?

**Who will be involved in overseeing and implementing your tech-enabled community space? (200 words)**

Describe the organization(s), staff or consultants, partners or individuals that will be involved in purchasing, installing and maintaining the equipment. Indicate the relevant experience and expertise that they are bringing to the project.

**What strategies does your organization currently use to achieve sustainability for programs or initiatives? (150 words)**

What actions does your organization typically take to maximize long-term program success? If you have initial ideas regarding the sustainability of your tech-enabled space, such as ongoing maintenance and equipment replacement after the Trust grant ends, include them here.

## Technology and Software Plan

**Briefly describe the vision for your tech-enabled space. What technology and software will be available for residents? (200 words)**

Provide a description of the technology and software that will be included in your tech-enabled space.

### EXAMPLE

*Our tech-enabled space will include five overall technologies:*

- **Laptops & Tablets:** 10 laptops, 10 tablets and a mobile cart to store them. Laptops will be loaded with Microsoft Office and all software that comes with Microsoft Windows 10.
- **Recording & Editing Station:** a sound booth for audio recording connected to a touch-enabled desktop computer equipped for audio recording and editing. This station will include audio recording and mixing equipment, microphones, and software like Pro Tools and Audacity.
- **Digitization Station:** a touch-enabled desktop computer connected to various digitization equipment to import from video cassettes, scanner, VHS, and record player. The desktop will have a variety of free editing and importing software.
- **Editing & Creation Stations:** three iMac computers equipped with Adobe Creative Suite, Final Cut Pro, and other free editing software. This station will include video/audio recording equipment such as two camcorders, microphones, lighting system, and a green screen.
- **Robotics Equipment:** five sets of three different robotics kits that can all be connected and operated together.

## Site Improvement Plan

**What site improvements, if any, will be required for the installation of the technology? (200 words)**

Briefly describe any site improvements required to implement your tech-enabled space, such as furniture purchases, site preparations and renovations. Attach photos and design plans, if available.

## EXAMPLE

Our tech-enabled space will require:

- **Laptops & Tablets:** a custom-built locking storage cabinet and six multi-use folding tables.
- **Recording & Editing Station:** installing and wiring a sound proof isolation chamber, and purchasing a standing desk, two chairs and lighting.
- **Digitization Station:** a standing desk and two chairs;
- **Editing & Creation Stations:** a standing desk and two chairs;
- **Robotics Equipment:** three standing desks and six chairs;

## Program Plan

### What activities and programs will support residents to use the equipment and enhance their digital literacy?

Complete the program table to describe the activities planned to support residents to use the equipment and software within your tech-enabled space.

Consider the various programs that will be delivered within your tech-enabled space. These could include:

- Classes and workshops: group sessions that support residents to use the technology (from basic orientations to more advanced use)
- One-on-one coaching: private tutorials and orientations with trained staff or volunteers
- Online resources: for self-paced learning, such as Lynda.com, Gale Courses, Safari Books or other customized instructions/handouts
- Supported drop-ins: scheduled times for residents to use the technology independently, with support from trained staff or volunteers as needed
- Other programs

Add as many rows as needed to describe each program or activity that will support all the various technologies and equipment in your tech-enabled space.

**Program plan (with examples)**

<b>Technology</b>	<b>Program type</b>	<b>Brief description</b>	<b>Delivered by (organization /role)</b>	<b>Intended participants</b>	<b>Dates and frequency</b>
<i>What technology or equipment will this activity support?</i>	<i>Choose one:</i> <ul style="list-style-type: none"> <li>• <i>Classes &amp; workshops</i></li> <li>• <i>One-on-one coaching</i></li> <li>• <i>Online resource</i></li> <li>• <i>Supported drop-ins</i></li> <li>• <i>Other</i></li> </ul>	<i>What will the program do?</i>	<i>Who will deliver the program?</i>	<i>Who will you promote this to? Who will participate and/or who are your confirmed/ potential partners?</i>	<i>When will the program start? How frequently will it be offered? Is it ongoing or does it have an anticipated end date?</i>
All technology/ equipment	One-on-one coaching	Private appointments (30-60 minutes) scheduled upon request to provide orientations to any of the available equipment.	Trained library staff and volunteers	Open to all ages	Ongoing (a minimum of 8 hours will be available each week for 1:1 coaching)
All technology/ equipment	Online resources	Free access to Lynda.com, providing professional self-paced videos that support professional and creative development, including audio and music production, design and programming.	Self-guided; available for free at the library	Open to all ages	Ongoing
Recording & Editing Stations	Classes & workshops	Audio Recording Basics <ul style="list-style-type: none"> <li>• Microphone setup</li> <li>• Audio editing with Audacity</li> <li>• Basics of instrument recording</li> <li>• Basics of sound mixing</li> <li>• Help getting started with chosen audio projects</li> </ul>	External workshop facilitator	Open to all ages. Local music store will join in the workshop to support participants.	Five x two-day workshops that will run the third weekend from June to October
Recording & Editing Stations	Classes & workshops	Intro to Sound Booth equipment and recording – monthly one-hour orientations to sound booth	External workshop facilitator	Open to all ages	Monthly (to begin in November after two-day workshops are complete)
Digitization Stations	Classes & workshops	Intro to Digitization – monthly one-hour equipment orientations	External workshop facilitator	Open to all ages	Monthly to begin in June
Editing & Creation Stations	Classes & workshops	Intro to Mac OS <ul style="list-style-type: none"> <li>• How to open software, save files, and search online</li> </ul>	Library staff	Open to all ages	From 9 - 11 am on the first Sunday of every month in 2022
Editing & Creation Stations	Classes & workshops	Intro to Adobe Creative Suite <ul style="list-style-type: none"> <li>• Each workshop will teach basic skills for using Adobe design and communications software.</li> <li>• For example: learn to design a holiday card using InDesign; edit</li> </ul>	External workshop facilitator	Open to all ages	Five x one-day workshops starting in June and offered every two-three months

		your favourite photos using Photoshop, etc			
Editing & Creation Stations	Supported drop-ins	Video Recording & Editing Drop-in – monthly, two-hour supported drop-in <ul style="list-style-type: none"> <li>Get support with your recording ideas and projects from a seasoned filmmaker.</li> </ul>	External leader, experienced filmmaker	Open to all ages	Monthly to begin in August for eight months (weekday will be selected)
Tablets & laptops	Classes & workshops	Computer Basics for Seniors <ul style="list-style-type: none"> <li>Basics of using an Android Tablet</li> <li>How to surf the web</li> <li>How to install and use Skype</li> <li>How to check email</li> </ul>	Seniors Centre Staff (Program Coordinator) and CBAL	Golden Age club members (i.e. over 65)  Confirmed partner with local assisted living centre and CBAL who will promote and recruit participants.	This 4-week program will start in June and run every Monday from 9 - 11 am. We hope to replicate the same program later in the year if it is well received.
Robotics	Classes & workshops	Teach children about building and programming robots using basic circuits and megablocks programming	Youth Centre Coordinator and trained youth volunteers	Trained youth volunteers from Youth Centre will teach elementary school-aged children. This will be publicized to elementary school and led by Youth Centre.	Weekly program from April 1 - 30 + June 1 - 30, open to drop ins on Saturday from 9 - 11:30 am

+Add as many rows as needed

## Training Plan

**What training will be required for staff, community partners, and volunteers to support the public to utilize the new equipment, resources, and programming?**

Complete the below table to identify training needs and potential training providers to help staff and volunteers to support the public in using the technology space and developing their digital literacy.

### Training plan (with examples)

<b>Technology</b> <i>What technology or equipment will this training support?</i>	<b>Delivered by</b> <i>Who will deliver the training?</i>	<b>Who will participate</b> <i>Who will participate?</i>	<b>Intended outcome</b> <i>What skills will be obtained?</i>	<b>Training location</b> <i>Where will it take place (e.g., at your organization, off-site, online)?</i>	<b>When</b> <i>When will the training take place?</i>
<i>Recording &amp; Editing Stations</i>	Local College (audio-visual experts)	<ul style="list-style-type: none"> <li>2 library staff</li> <li>4 part-time student volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Setting up the sound booth for recording (wiring, inputs/outputs, etc.)</li> </ul>	At our library	2-day course targeted for early May (once the

			<ul style="list-style-type: none"> <li>Using the desktop to record audio</li> <li>Editing audio software</li> </ul>		sound studio has been constructed)
<i>Editing &amp; Creation Stations</i>	ABC Studios	<ul style="list-style-type: none"> <li>2 library staff</li> <li>2 part-time student volunteers</li> </ul>	<ul style="list-style-type: none"> <li>How to setup and use a green screen</li> <li>How to use iMovie to edit green screen movies</li> </ul>	At our library	1-day course in late June
<i>Digitization Equipment</i>	XYZ College	<ul style="list-style-type: none"> <li>Library staff</li> </ul>	<ul style="list-style-type: none"> <li>How to import video cassettes, scanner, VHS, and record player</li> <li>Learn to edit and use digitization software</li> </ul>	At our library	1-day course in June
<i>Robotics</i>	David Bassett (local resident)	<ul style="list-style-type: none"> <li>Youth Centre coordinator and youth volunteers</li> <li>Library staff</li> </ul>	<ul style="list-style-type: none"> <li>Training library staff and youth volunteers to use robotics</li> <li>Supporting development of curriculum for youth to deliver to elementary school students</li> </ul>	At our library	3.5-day training and consultation in early April

+Add as many rows as needed

## PROJECT CASH BUDGET

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

Cash Budget Item	Total Amount Required
<i>Total Equipment, Software, Subscription and Warranty Costs</i>	
<i>Total Site Improvement Costs</i>	
<i>Total Program and Training Costs</i>	
<i>Total Other Costs</i>	

## CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources.

The Trust has a directory of other granting entities that may be applicable to your work which can be found in the resource section of our Non-profit Advisors Program ([ourtrust.org/nonprofit](http://ourtrust.org/nonprofit)).

### Source

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 or cash donations.

### Confirmed (Y/N)

Indicate whether 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, select *yes*. If you have applied for funding, but have not yet heard back, 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.

## Cash Budget EXAMPLES

Below is a sample **Project Cash Budget**

Your **Cash Revenue Sources** reflect who is contributing cash to the project.

CASH REVENUE SOURCES		
Source	Confirmed (Y/N)	Amount
<i>Columbia Basin Trust</i>	N	89,000
ABC Public Library	Y	10,000
Community Foundation Grant	Y	10,000
Local Credit Union Grant	Y	5,000
Corporate Contributions	N	5,000
Local/Regional Government	N	5,000
Other Foundation	N	4,180
<b>TOTAL CASH REVENUE:</b>		<b>128,180</b>

## IN-KIND SOURCES AND CONTRIBUTIONS

### In-kind Sources and Contributions (200 words)

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.

For example:

- Library volunteers (4) will complete audio recording and sound booth training (12 hours x 4 volunteers @ \$25/hour) valued at \$1,200
- Library volunteers (2) will complete green screen training (6 hours x 2 volunteers @ \$25/hour) valued at \$300
- Trained library volunteers will offer one-to-one coaching and supported drop-in hours (estimate an average of 10 hours/week dedicated to digital literacy and tech support x 24 months @ \$25/hour) valued at \$6,000
- Youth Centre is delivering two, four-week robotics programs (3 youth leaders x 2.5 hours/week x 8 weeks @ \$20/hour) valued at \$1,200
- Seniors Centre and CBAL are delivering a four-week, two-hour program for seniors (2 facilitators x 2 hours/week x 4 weeks @ \$25/hour) valued at \$400



## SUPPORTING DOCUMENTS

**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.

**You may wish to include documents like:**

- letters of support
- outcomes of community engagement
- photos of your space
- design plans
- quotes for equipment and software
- approvals

## 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 is not already addressed in this application.

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

Choose only one.

**Would you like to receive email correspondence from the Trust?**

Select yes or no from the drop down options.

**Does your organization have social media accounts?**

Share your account names and we can connect.

**How do you like to receive news and hear about updates from the Trust?**

Choose as many as applicable

## DECLARATION

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

## SUBMISSION

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