

PROGRAM GUIDE

This guide identifies what types of projects are eligible for Community Technology Program and gives you information on how to complete an application.

WHAT IS THE COMMUNITY TECHNOLOGY PROGRAM?

The Community Technology Program will support Basin communities to create publicly accessible tech-enabled spaces where residents can access technology and enhance their digital literacy.

Program Grants will assist eligible organizations with:

- **acquiring new technology and digital equipment** that provide barrier-free opportunities for residents to use them;
- **completing site improvements** to support the integration of new technology and the creation of free, accessible, tech-enabled spaces; and
- **developing and delivering programming** to support residents to use the technology and enhance their digital literacy.

WHO CAN APPLY?

Eligible applicants include registered non-profits, local governments, and First Nations in the Columbia Basin Trust region (ourtrust.org/map) who operate **publicly accessible, barrier-free community spaces**. These spaces should be free and accessible to residents of all ages, abilities, backgrounds and experiences. These may be libraries, community centres or halls, or long-standing, multi-service organizations.

Regardless of which type of applicant you are applying on behalf of, your Project should demonstrate that it will benefit the Basin and that the primary beneficiary is not the applicant, its operations or solely the members of a membership-based organization.

WHEN IS THE APPLICATION DEADLINE?

Wednesday, December 15, 2021 at 2:00 p.m. PT/3:00 p.m. MT.

WHAT TYPES OF PROJECT COSTS ARE ELIGIBLE?

Eligible project costs include:

1. **Technology and digital equipment**, including:

- hardware and software purchases;
- support towards monthly/annual subscription fees (for up to three years);
- extended warranties and/or maintenance packages (for up to three years);
- wi-fi enabling equipment (applicant must demonstrate how this project cost is separate from current and usual operations or new for the main purpose of public access); and
- delivery and installation costs.

Examples of **eligible hardware and software** include, but are not limited to:

- computers, laptops and tablets;
- software for mapping, graphic, web and 3D design and audio/video editing;
- scanners and printers, including 3D and large-format printers;
- video cameras and green screens;
- digital touch tables;
- robotics kits;
- digitization equipment; and
- recording studio equipment and software.

2. **New program expenses** that support the use of the technology and digital equipment, including:

- training for staff and community partners to deliver equipment orientations, supported drop-in sessions, classes and workshops for residents to learn how to use the technology;
- delivery of tailored workshops and training on applications/resources that support community well-being and are relevant to the community's needs (e.g. BC Wildfire Service interactive map; Drive BC; municipal websites, emergency preparedness, etc.); and
- development and delivery of new classes and workshops for residents to build the skills required to use the equipment and software.

3. **Infrastructure improvement costs**, including:

- desks/stations; and
- site preparation and renovation expenses directly related to installing the technology and digital equipment.

WHAT TYPES OF PROJECT COSTS ARE NOT ELIGIBLE?

The Trust retains the right to determine individual project eligibility. The following are examples of ineligible project costs:

- technology and digital assets required for core operations and/or administration purposes of the applicant;
- core operating expenses;
- staff salaries;
- existing program costs unless it demonstrates significant enhancements to current programming;
- technology for community spaces that are not broadly accessible to the public;
- product design and development of commercialized products/services;
- fee-based programs and services (above and beyond cost recovery for consumables);
- the construction of new community spaces and centres, or creation of tech-enabled spaces within a school*, post-secondary institution* or co-working space; and
- insurance costs.

*Exceptions may be considered if the school or post-secondary institution operates a publicly-accessible community space.

HOW MUCH WILL THE TRUST FUND?

Applicants can request up to a maximum of 80 per cent of total project costs from the Trust. Applicants must demonstrate that they are contributing at least 20 per cent of the project costs from sources other than the Trust.

Depending on rural applicant's ability to contribute, and their in-kind contributions, the Trust may consider a larger contribution.

There is \$500,000 available for this intake.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

Projects from both funding streams will be adjudicated by an internal evaluation committee using the following criteria to prioritize funding:

- Demonstrates alignment with the program eligibility listed above.
- Demonstrates broad community support and confirmed cash contribution(s).
- Demonstrates community need and current limited access to publicly available technology in the community.

Additional consideration may be given to projects that incorporate:

- Indigenous perspectives or partnerships with Indigenous Peoples.
- A component of employment creation and/or workplace training.

If you have a current or past Community Technology Grant you are eligible to apply for elements that are expanding on your past efforts or fill an identified gap.

The Trust strives to distribute Program funds across communities, organizations and project types and will consider this as part of the adjudication of all applications.

IS THERE SUPPORT AVAILABLE FOR PROJECT DEVELOPMENT?

A Program Advisor is available to support eligible applicants to develop their projects, assist in the application process and provide support with project implementation by:

- providing guidance to applicants;
- providing capital project development support;
- providing budgeting and work planning support; and
- developing project sustainability plans.

Connect with the Program Advisor, at communitytech@ourtrust.org or 1.800.505.8998 as early as possible to discuss your project.

WHEN WILL I HEAR THE RESULTS?

The review process usually takes up to 8 weeks. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding. Prior to approving any projects, Trust staff may contact you during the evaluation phase to request additional information.

If approved, we will also let you know whether there are conditions you will need to address. We will then send a Contribution Agreement for signature and you will receive the funding after both parties sign.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the discretion to determine project eligibility and the amount of funding it may allocate to each project. The Trust retains the discretion to offer part, or all of the Trust portion of the funding request.

HOW DO I APPLY?

1. Download the [Application Guide](#) and the [Worksheet](#).
2. Review the application guide for direction and advice on how to complete the application form.
3. Use the worksheet to develop your application offline if you so choose.
4. Complete the [online application form](#).

If you prefer to submit a paper application, or if you have any questions about the application process, please contact Trust staff at communitytech@ourtrust.org or 1-800-505-8998.