

APPLICATION

USING THE ONLINE APPLICATION FORM

The Trust's online application system 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 per program. You must submit an application before you can begin another application within that specific program. 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 BROWSER'S 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 may only upload supporting documents that are either PDF or picture formats (JPG, GIF, PNG, BMP). More information is found in the section for Supporting Documents.
- 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 of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Organization Legal Name

Enter the full legal name of your organization.

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

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

Organization Mailing Address

City Province Postal Code

Signing Authority Contact Information

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

Primary Contact Information – If different from above

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 to which location(s) in the Basin.

PROJECT DETAILS

Project Title

Create a short five-word title that describes your project.

Project Location

Identify the geographical location(s) of the facility. 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 and End Date

These dates tell us when the project will take place and identify how long your project will be. Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than January 2nd, 2021. The end date should be when you anticipate all expenses will be paid for and final reports are ready.

What is your project? What will the project do?? (200 words)

Provide a description of your project and how your efforts will be achieved. Describe your approach and detail the sport and/or physical activities that will be affected.

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. List the name(s) and physical address(es) of the building(s) where any aspect of your project will take place.

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, professional community or a geographic location. With this in mind, 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 going to support? How many people will participate or receive support as a result of completing the project?

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 a supporting document for more information
Other optional/program specific questions:

Who owns the land where your project will take place? If owned by another party, is there a use agreement in place that will allow for this project? Please explain. (200 words)

Identify the owner(s) of the property where your project will take place. If your organization is not the owner, please provide proof that of a formal agreement with the legal owner to undertake the project. (If available, upload this agreement in the “Supporting Document” section of the online application).

Will your project improve accessibility for persons with disabilities? How? (150 words)

Explain what barriers are currently present and how your project will improve accessibility and decrease barriers to physical activity.

Do you have a long-term asset management plan? If available, please include this information in your supporting documents. (100 words)

Describe how you plan to manage, maintain and maximize the long-term usage of the facility or equipment. Please include information on how your project will be maintained in the long term to ensure sustainability and viability.

KEY SUCCESS INDICATORS

Consider the following specific indicators that have been set for this Program. Provide information where it pertains to your Project and is known or can be reasonably estimated.

1. Will your project lead to local employment, even temporarily, until project completion? If yes, provide an estimate of the number of local jobs that you expect your project will generate until completion.
2. Will your project lead to local employment that will continue past completion? If yes, provide an estimate of the number of local jobs that you expect your project will generate until completion.
3. Will your project incorporate any type of training? If yes, provide estimates in the table below.

Skill to be developed	Number of trainees

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 like: 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 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.

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.

Excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

Capital Purchases and Project Supplies

Capital and equipment purchases need to be justified to be eligible for funding and supported with quotes.

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.

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](#).

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

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 & 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)

SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea? (Example of Supporting Documents include, letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc)?

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

Before uploading your supporting document, ensure the file name is clear and identifies the content.

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? [you may choose 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 [blank text entry]

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:
- Linked in:

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
- Website
- Email from staff
- Newsprint
- Online news
- Other – please list
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DECLARATION

1. I am authorized to submit this application on behalf of the applicant organization.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. By submitting this application, I hereby acknowledge that Columbia Basin Trust may disclose this application, and the information contained herein—including but not limited to name, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.
4. I further agree that Columbia Basin Trust may proactively disclose to the public my name and location and the amount and nature of funding granted.
5. Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, 300–445 13 Avenue, Castlegar, BC, V1N 1G1, 1.800.505.8998.

I have read and agree to the declaration above. *

I Agree

Date

Applicant Name

Applicant Title