PROGRAM GUIDE - BUILDING SUPPORT GRANTS

This guide identifies what types of projects are eligible for the Non-profit Sustainability Program Building Support Grants (Program) and gives you information on how to complete an Expression of Interest (EOI).

WHAT ARE THE NON-PROFIT SUSTAINABILITY PROGRAM BUILDING SUPPORT GRANTS?

This Program supports organizations with community purpose buildings become more sustainable by providing Grants for energy retrofits and structural and envelope building repairs. Organizations that may be eligible are:

- social service agencies;
- food banks/food recovery initiatives;
- libraries/reading centres;
- community halls;
- visitor centres; and
- arts, culture and heritage venues (theatres, galleries and museums).


WHO CAN APPLY?

Eligible applicants include registered non-profits and First Nations located in the Columbia Basin Trust region (referred to as the “Basin” in this guide) who own buildings that are used for community purposes.

Your organization must:

- offer services/activities for broad public benefit; and
- own the community purpose building, defined as a building that:
  - is accessed by a variety of people;
  - demonstrates broad community benefit; and
  - is actively used.

A building that is used through a lease may be considered where it’s clear the eligible group will benefit in the long-term.

This Program may prioritize applications that:

- include a completed building inspection or engineering design; and
- are for buildings older than ten years and have not received a previous grant from the Trust for building improvements.

Trust staff and our Building Support Program Advisor (Advisor) are available to support eligible applicants to develop their project scope and funding applications.

You are not eligible for this Program if you represent an educational institution or for-profit organization.

Questions?
1.800.505.8998
nspgrants@ourtrust.org
WHEN IS THE APPLICATION DEADLINE?
June 30, 2022, at 2:00 p.m. PT / 3:00 p.m. MT.

WHAT IS THE APPLICATION PROCESS?
Applicants must complete an Expression of Interest (EOI) online.

You will hear from us by August 30, 2022 with further information regarding your EOI. If selected for further consideration, you will meet with the Advisor to support further project development. The Advisor will assess your building needs in detail and produce a report with a project scope and cost estimates (Report).

WHAT TYPES OF COSTS ARE ELIGIBLE?
Individual project eligibility is determined by the Trust at its sole discretion. The types of project costs that may be eligible include, but are not limited to:

A. Energy Improvements
   Energy improvements aim to conserve or generate energy and must show a positive return on investment. Eligible costs include, but are not limited to:
   • air source heat pumps
   • solar systems
   • air sealing
   • heating, ventilation, and air conditioning (HVAC) upgrades
   • led lighting
   • insulation
   • hot water heater upgrades
   • thermostat and other controls

B. Building Repairs
   Building repairs aim to restore a building envelope, its structural building components or address health and safety issues. The types of building repairs that may be eligible include, but are not limited to:
   • load bearing walls
   • roofs
   • footings
   • foundations
   • load bearing posts and beams
   • mitigation of water ingress

Health and safety repairs may include, but are not limited to:
• radon or mold mitigation
• trip or fall hazards mitigation
• HVAC improvements required to prevent the buildup of polluted, damp, or contaminated air
WHAT TYPES OF COSTS ARE NOT ELIGIBLE?
Individual project eligibility is determined by the Trust at its sole discretion. The types of project costs that are not eligible include, but are not limited to:
- engineering or other studies
- flooring
- painting
- decorating
- plumbing
- remodelling
- accessibility enhancements
- window coverings
- hazmat assessment
- the creation or repurposing of a space
- fire suppression

WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?
Individual project eligibility is determined by the Trust at its sole discretion. The types of projects that are not eligible include, but are not limited to projects that:
- occur in buildings owned by private sector entities;
- occur in buildings that are sports facilities, and/or recreation centres;
- occur on or in non-profit affordable housing buildings;
- have narrowly defined benefit;
- replace planned initiatives with committed funding;
- take place outside the Basin; or
- relieve any level of government of its obligations.

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 or solely the members of a membership-based organization.

HOW MUCH CAN I APPLY FOR?
The total cash budget will be based on the total recommended budget in the Advisor’s Report. The Program will fund 75% of cash expenses up to a maximum of $200,000 per building. *

Applicants may apply for a maximum of two buildings per organization. However, please indicate preference as only one building may be approved.

The scope of the project will be provided by the Advisor, who will help you develop the project and assess your needs in detail.

Energy Improvements:
- If selected for further consideration, you will be invited to meet with the Advisor who will help you identify the project’s potential to improve energy performance and/or generate energy and the associated return on investment (ROI).
- ROI measures gain generated on an investment relative to the amount of money invested. A simple formula is ((total accumulated annual savings over the project’s lifespan - capital cost) / the capital cost) x100.
Example A:
Total annual savings (project lifespan is 10 years at $600 per year) = $6,000
Capital Cost = $5,000
\[ \frac{($6,000 - $5,000)}{$5,000} \times 100 = ROI = 20\% \]

Example B:
Total annual savings (retrofit lifespan is 8 years at $3,000 per year) = $24,000
Capital Cost = $23,000
\[ \frac{($24,000 - $23,000)}{$23,000} \times 100 = ROI = 4.3\% \]

Example A is preferred over Example B due to the higher ROI.

Building Repairs and Improvements:
• If selected for further consideration, the Advisor will provide feedback on the repairs, including if you should consider performing engineering assessments or other studies.
• You must apply to other applicable funding program(s).

The Advisor will provide an estimate for both energy and building improvements. You will then work with Trust staff and the Advisor to finalize project development.

*Please note:
• In-kind contributions will not be counted toward the total cash budget or the applicant’s required cash contribution.
• Depending on an applicant’s ability to contribute, the Trust may consider a larger contribution.

HOW DO YOU SELECT PROJECTS FOR FUNDING?
The Trust adjudicates submissions based on the following:
• The organization demonstrates it meets the program eligibility listed above.
• The project demonstrates community support, indicated by activities like community engagement and support, fundraising, financial commitments and partnerships, where appropriate.
• The project shows it is ready to move forward in the stated timelines.
• The applicant shows they understand the need for the asset’s long-term maintenance; for example, they have a long-term budget or asset management plan for ongoing and scheduled maintenance and repairs.
• The Trust strives to distribute funds across communities, organizations and project types and will consider this as part of the adjudication of all applications.

WHEN WILL I HEAR THE RESULTS?
The review process usually takes up to 8 weeks. The Trust will contact applicants regarding their EOI submission by August 30, 2022.

Prior to approving any projects, Trust staff may contact you during the evaluation phase to request additional information.

Questions?
1.800.505.8998
nsprgrants@ourtrust.org
WHEN CAN MY PROJECT START?
Trust funding can only be put toward approved project expenses after the Contribution Agreement has been signed.

You should plan to start your project no earlier than December 1, 2022.

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.

Depending on the nature of your project, you may be required to obtain specific permits and approvals prior to receiving Trust funds.

HOW DO I APPLY?
1. Download and carefully review the Program Guide before beginning your EOI. Contact Trust staff to discuss eligibility and any clarifying question you may have;
2. If you would like to work offline, download the EOI Worksheet. This is optional and cannot be used as your submission;
3. When you are ready, complete the online application form.
4. You may save a draft and return to it at a later date to resume the EOI;
5. Once your EOI is complete, and you have confirmed all the steps in the Program Guide, click Submit. After you submit, you will receive an email confirmation that will contain your EOI.
6. If you need to make an edit to the submitted EOI before the EOI deadline, you can do so from the Your Entries and Drafts page on the form website.
7. If selected for consideration, you will be invited to meet with the Advisor to support further project development.

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