Program Guide

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

What is the Community Readiness Program?

The Trust’s Community Readiness Program supports Basin communities’ ability to meet their needs during emergencies and disasters such as floods, wildfires, extreme heat or sustained power outages.

Program grants will support:
- the purchase of emergency readiness equipment and supplies to be made available for community wide benefit;
- facility improvements to accommodate emergency readiness; and
- improvements to emergency readiness facilities to increase accessibility.

The Program supports community well-being and climate resilience, both of which are priorities in the Columbia Basin Management Plan: Strategic Priorities 2020–2023.

Program Updates for 2022

- Eligible applicants now include those representing communities or unincorporated areas of any size that serve rural communities. Rural or remote communities may be prioritized.
- Eligibility for the program is expanded to include reception centres serving a wide geographic area.

Who can apply?

Eligible applicants include non-profit organizations, First Nations and local governments representing communities or unincorporated areas in the Columbia Basin Trust region for projects taking place within the Columbia Basin Trust region (ourtrust.org/map).

Non-profit organizations must demonstrate the support of their Regional District or municipality.

When is the application deadline?

September 1, 2022 at 2:00 p.m. PT / 3:00 p.m. MT.
Is there support available?

A Technical Advisor is available to support eligible applicants with:

- assessing existing infrastructure and making recommendations regarding infrastructure upgrades to accommodate new equipment;
- technical guidance and planning support based on site requirements and existing infrastructure;
- providing recommendations for the project implementation and budgeting estimates.

Applicants will be responsible for preparing project submissions and budgets.

Connect with Trust Staff by June 7, 2022 at readiness@ourtrust.org or 1.800.505.8998 to discuss your project and be considered for Technical Advisor support. Technical Advisor Support may not be available if requested after June 7, 2022.

What types of projects are eligible?

Projects must demonstrate significant potential community impact. Eligible costs include, but are not limited to, costs associated with:

- the purchase and installation of emergency readiness equipment, either for publicly accessible buildings (Reception Centres) or for temporary loan to communities or vulnerable individuals/families, such as:
  - generators (fixed or mobile), including energy storage, that will provide public access to power during power outages;
  - equipment needed to set up temporary shelters or Reception Centres;
  - air purifiers, air filtration systems;
  - heat pumps, mini split cooling systems or air conditioners for cooling centres;
  - consumables (rations of food, water, hygiene products etc.);
  - storage containers for emergency supplies and equipment;
  - upgrades to existing publicly accessible buildings to provide relief during extreme temperature events including equipment for air filtration, cooling/warming, and electrical charging;
  - supporting accessibility upgrades for buildings that will be used for community readiness;
  - First Aid equipment and supplies; and
  - telecommunications (satellite) equipment and Wi-Fi installation.
- training in the use and distribution of emergency readiness equipment.

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 those that:

- have narrowly defined benefit;
- include emergency response equipment that is specific to (primary use of) search and rescue organizations, fire departments or BC Ambulance Service;
- are intended to address infrastructure disaster recovery;
- take place outside the Basin; or
How much will the Trust fund?

Up to 80 per cent of total project costs can be requested from the Trust. The maximum amount of Trust funding for any one project is $100,000.

In-kind contributions will not be counted towards the total cash budget or applicant’s required cash contribution.

Projects that demonstrate broad community support and collaboration and confirmed cash contributions are more likely to receive funding.

How does the Trust select projects for funding?

The Trust will use the following selection criteria to prioritize funding:

- The project demonstrates it meets the program eligibility listed above;
- The project demonstrates community support and collaboration, indicated by activities like fundraising, financial commitments and partnerships;
- The project demonstrates that equipment can be available to multiple Basin communities;
- The project demonstrates readiness to move forward in the stated timelines;
- The project, and organizations coordinating the project, demonstrate an understanding of the need for long-term maintenance of the project that can be demonstrated by a long-term budget or asset management plan for ongoing and scheduled maintenance/repairs;
- 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;
- Additional consideration may be given to projects that incorporate:
  - climate resilience; and/or
  - a component of employment creation and/or workplace training.

When will organizations hear the results?

The review process usually takes up to eight weeks. Trust staff may request additional information during the evaluation phase.

Organizations will be contacted by email, at the address provided on the application form, to confirm if the project application has been approved for funding.

To finalize funding, both parties will sign a Contribution Agreement. Funds will be received after both parties sign the Agreement.

When can a project begin?

Projects for this intake should begin no earlier than January 1, 2023. Trust funding can only be put toward approved project expenses after the Contribution Agreement has been signed by both parties.
What else to keep in mind?

Even if a project meets 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 right to determine project eligibility and the amount of funding allocated to each project; this may be all or part of what was requested.

Depending on the nature of the project, applicants may have to obtain specific permits and approvals prior to receiving Trust funds.

Ready to apply?
1. Review the Application Worksheet in the next section of this Guide for direction and advice on how to complete the online application form.

2. Complete the online application form at Community Readiness Program (ourtrust.org).

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