



## 2024 CITY OF REVELSTOKE APPLICATION GUIDE

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This guide identifies what types of projects are eligible and gives you important information on how to complete the application form.

### HOW DO I GET HELP?

Contact Corporate Services at the City of Revelstoke:

- 250.837.2911
- [redigrants@revelstoke.ca](mailto:redigrants@revelstoke.ca).

### WHAT IS THIS PROGRAM ABOUT?

ReDi Grants (Resident Directed Grants) are flexible and incorporate community-based funding decisions. They support local projects that provide additional value to Columbia Basin communities and that benefit the broad community and public good.

Each year, Columbia Basin Trust (Trust) distributes program funds to its local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary; the City of Revelstoke; the Town of Golden; the Village of Valemount; and First Nation partners ʔaąam, ʔakisq̓nuk, yaqan nukiy, Yaąit ʔa·knuq̓i'it and Shuswap Band.

The 2024 funding available for Revelstoke and Columbia Shuswap Regional District (CSRD) Area B is \$383,491.

### WHO CAN APPLY?

You may apply if you are a registered non-profit, First Nation, registered school or local government. Projects must meet community and public needs, not private needs.

If you're in the private sector or are an unregistered group, your project must be sponsored by an eligible organization and must clearly demonstrate community benefits. Also, the eligible organization must submit the application on your behalf, obtain the funds if successful and complete the final report.

If you have an **outstanding or incomplete project final report** from a previous year, you're **not eligible** to apply until you've submitted the report (unless you've been given an extension).

### HOW DO I APPLY AND WHAT'S THE DEADLINE?

Apply online, following the directions in the section Application Information and Instructions.

You must apply by **4:30 p.m.** local time on **Monday, February 12, 2024**

We will not accept late applications.

### WHAT ARE THE PROJECT CRITERIA?

Projects must directly benefit the City of Revelstoke and CSRD Rural Area B.

We recommend that your organization seeks 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 grant directory that shares information on other sources of funding that may be applicable to your work; see the resources for Non-profits section here: [ourtrust.org/nonprofit](https://ourtrust.org/nonprofit). We strongly encourage you to review this resource and seek funding from the most appropriate and diverse sources available.

We discourage applications from ongoing community projects that run on a yearly basis and rely primarily on the ReDi Grants program for support. Projects that evolve to reoccur annually should seek to become financially self-sufficient and self-reliant, as this program aims to support one-time projects that address an immediate community need.

## PROJECT EVALUATION CRITERIA

The project evaluation criteria include four components, described in more detail below.

- A. Screening criteria that all projects must meet.
- B. Key community-based environmental and social goals.
- C. General project criteria, including practical factors.
- D. Community support.

We will apply the screening criteria early in the application review process to avoid unnecessarily considering projects that do not meet key aspects of this program.

For the remaining three categories, we will assign a point value as we evaluate and rank applications. The maximum points are as follows, to a total of 100:

- key community criteria: 40 points
- general project criteria: 45 points
- community support: 15 points.

The total funds available will be allocated to two key goal areas: Environmental and Social. Over the long term, funds should be equally distributed between the two categories. However, we will consider flexibility between the categories in the short term to maximize opportunities for community benefit.

### A. SCREENING CRITERIA

Corporate Services at the City of Revelstoke will review the application to ensure that all questions have been answered, and, if required, will contact you for further clarification.

### B. KEY COMMUNITY CRITERIA (40 points maximum)

We will evaluate your project on its alignment with the goal chosen in your application.

The points are divided as shown below. If a category doesn't apply to the project, we will omit those points and prorate the remaining points so that they still total 40 points maximum.

## ENVIRONMENTAL GOALS

Your project will make a difference when it comes to environmental quality and health, in one or



more of these ways:

Category	Description	Maximum points
Improve ecological and environmental conditions	<ul style="list-style-type: none"> <li>• habitat conservation, reclamation or rehabilitation;</li> <li>• protect or recover endangered species;</li> <li>• maintain healthy wildlife populations; and/ or</li> <li>• reduce human-wildlife conflicts.</li> </ul>	10 points
Increase ecological and environmental knowledge or stewardship amongst citizens, businesses or government	<ul style="list-style-type: none"> <li>• environmental coordination programs</li> <li>• educational programs and knowledge dissemination;</li> <li>• recognition and incentive programs for environmental awareness or stewardship; and/ or</li> <li>• special events and celebrations.</li> </ul>	10 points
Reduce or improve the environmental impacts of human activities	<ul style="list-style-type: none"> <li>• reduce toxic waste;</li> <li>• improve air and water quality;</li> <li>• reduce noise and light pollution;</li> <li>• solid waste management;</li> <li>• increase recycling activities; and/ or</li> <li>• improve energy efficiency and reduce greenhouse gases</li> </ul>	10 points
Increase scientific knowledge	<ul style="list-style-type: none"> <li>• improve archiving, accessibility and use of ecological or environmental information and expertise;</li> <li>• biological research and inventories; and/ or</li> <li>• environmental monitoring.</li> </ul>	10 points
Implement land use planning processes	<ul style="list-style-type: none"> <li>• sustainable resource management;</li> <li>• urban forest, parks and green space;</li> <li>• reservoir operations;</li> <li>• forest management; and/ or</li> <li>• wetlands management.</li> </ul>	10 points

## SOCIAL GOALS

Your project is consistent with Revelstoke's Community Development Strategy, which aims to include ethnic and cultural diversity and all age groups, genders and economic groups in the community.

Category	Description	Maximum points
Social support networks and leadership	<ul style="list-style-type: none"> <li>• strengthen existing programs and services to meet current needs;</li> <li>• create new programs and services to meet emerging needs;</li> <li>• develop leadership and organizational capacity; and/or</li> <li>• support community participation, sense of belonging and volunteerism.</li> </ul>	15 points
Wellness and health/ safety and security	<ul style="list-style-type: none"> <li>• access and provide adequate services (physical, mental and social well-being);</li> <li>• promote or educate about healthy lifestyles;</li> </ul>	10 points



	<ul style="list-style-type: none"> <li>provide affordable housing; and/or</li> <li>address conditions leading to substance abuse, violence, crime or poverty.</li> </ul>	
Education	<ul style="list-style-type: none"> <li>create first-class, integrated, lifelong community learning opportunities;</li> <li>provide adult education to meet individual skill-development requirements;</li> <li>build community support for the K-12 school system; and/or</li> <li>address literacy and learning disabilities.</li> </ul>	10 points
Recreation, arts, culture and spiritual values	<ul style="list-style-type: none"> <li>develop diverse recreational opportunities;</li> <li>increase participation in arts and culture activities; and/ or</li> <li>expand recreation, arts, culture and heritage infrastructure.</li> </ul>	15 points

### C. GENERAL PROJECT CRITERIA (45 points maximum)

The points are divided as shown below.

Category	Description	Maximum points
Project planning	<ul style="list-style-type: none"> <li>proponents demonstrate organizational capacity and appropriate expertise;</li> <li>adequate and logical background and planning leads to a technically sound project;</li> <li>the project encourages innovation and shows a creative approach; and/ or</li> <li>ability to sustain the project's ongoing and maintenance costs.</li> </ul>	10 points
Funding	<ul style="list-style-type: none"> <li>leverages funds from other sources;</li> <li>ReDi Grants is the best funding option (i.e. there is not an alternative funding source); and/ or</li> <li>is cost effective.</li> </ul>	10 points
Urgency	<ul style="list-style-type: none"> <li>addresses a serious issue;</li> <li>addresses ongoing work that requires continuity; and/or</li> <li>is time sensitive.</li> </ul>	8 points
Builds community capacity	<ul style="list-style-type: none"> <li>builds capacity (knowledge, expertise, organizational ability, etc) within community organizations;</li> <li>provides opportunities to develop local skills and knowledge; and/ or</li> <li>builds a collaborative community and broader partnerships.</li> </ul>	7 points
Economic	<ul style="list-style-type: none"> <li>supports long-term economic stability and growth;</li> <li>increases economic diversity;</li> <li>increases employment opportunities;</li> <li>encourages financial investment; and/ or</li> <li>benefits the community.</li> </ul>	10 points

#### **D. COMMUNITY SUPPORT (15 points maximum)**

We will measure community support through the community engagement and feedback, as described in the section What Is the Public Engagement Process?

#### **WHAT TYPES OF PROJECTS OR COSTS ARE NOT ELIGIBLE?**

The Columbia Basin Trust Act requires that Trust funding not relieve any level of government of its normal obligations. Program funds must not be used to support activities that are normally funded through the government tax base, for example, education or infrastructure such as roads, sewers, water systems and fire protection.

You can only use program funds to pay for expenses incurred between May 1, 2024, and April 30, 2025. Costs incurred before May 1, 2024, aren't eligible.

For very large projects, try to break down your project into separate phases and apply separately for each phase.

We do not accept applications for multi-year funding.

This program is not intended to support operational costs, which include utilities, rent, insurance, accounting, website hosting and maintenance, clerical expenses, landscaping and permanent/temporary staff wages or administrative costs that are not directly linked to the project. Costs that relate to the core functions of the organization are not eligible for funding.

#### **WHAT IS THE PUBLIC ENGAGEMENT PROCESS?**

The public engagement process is an important component of project evaluation, as the sharing of information and ideas between community members and applicants is a way to measure community support for projects.

We are holding the 2024 community meeting on Wednesday, March 13, 2024, at 7:00pm (Note: This date may change.) We will provide further details as they become available. You should be prepared to deliver a clear, concise, two-minute verbal presentation detailing your project and its community benefits.

The City's website will include project briefs with the following information:

- An overview of the project.
- How the project will benefit the community.
- If the project has received funding in previous years.

To be approved for funding, projects must rank well in terms of the key community goals and the general project criteria. A high level of support through the public engagement process does not ensure approval.

#### **HOW AND WHEN WILL A DECISION BE MADE?**

Our evaluation team consists of five community residents appointed by City Council and CSRD Area B board who have knowledge and expertise in at least one of the specified project goal areas: Environmental or Social.

The team will consider the project in terms of how it fulfills key community goals, meets the general project criteria and demonstrates community support and recommend projects for approval to City Council and the CSRD Board.

City Council will review and approve the recommendations in April 2024. The recommendations are then forwarded to the CSRD for concurrence.

We will inform project applicants of funding decisions as soon as possible. We will also notify the general public via local media.

## WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

You'll need to sign an agreement. Not meeting the terms and conditions of this agreement may jeopardize your current and future funding through this program.

After you sign the agreement, we will pay you 90 per cent of the grant. We'll pay the final 10 per cent after reviewing and approving your final report.

If an eligible organization applied on your behalf, we will pay the funds to that organization.

You must contact Corporate Services at the City of Revelstoke if you change your project significantly from what was indicated in your application.

## WHAT ARE THE REPORTING REQUIREMENTS?

You must spend funds and prepare project reports according to your project budget and the terms of the agreement. We maintain the right to audit projects at any time.

Send us your final report by **Friday, May 30, 2025**. Include copies of invoices and receipts that show how you spent program funds.

- Summarize the successes and challenges of the project and how they have been measured, with any necessary supporting documentation.
- Submit a single pdf document; Google docs are not acceptable.
- Email it to [redigrants@revelstoke.ca](mailto:redigrants@revelstoke.ca).

Remember, if you don't send us your final report, you won't receive the final 10 per cent of your grant and you won't be able to submit a new application to this program until you do.

## APPLICATION INFORMATION AND INSTRUCTIONS

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Refer to the [Pre-Application Worksheet](#) for explanations, instructions and examples that will help you complete the online application form. Print it off to prepare your application offline if you wish.

Contact Corporate Services at the City of Revelstoke if you have questions or require more assistance:

- 250.837.2911
- [redigrants@revelstoke.ca](mailto:redigrants@revelstoke.ca).

## USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to its various programs. 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 same program. You can edit submitted applications up until the deadline.
- You can view drafts and submissions after logging 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 will not auto-save and you will lose your work. However, the application will auto-save when you click the **Next Page** 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: see the instructions for each particular section.
- You have the option to use a worksheet to prepare your application entries 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.