

2025 RDEK APPLICATION GUIDE

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 Sandra Haley, Community Services Coordinator, with the Regional District of East Kootenay (RDEK):

- 250.489.2791 or 1.888.478.7335
- ReDiGrants@rdek.bc.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 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 ʔaʔam, ʔakisq̓nuk, yaqan nukiy, Yaq̓it ʔa-knuq̓iit and Shuswap Band.

WHO CAN APPLY?

You may apply if you are a registered non-profit organization, 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 organization, your project must be sponsored by an eligible organization and must clearly demonstrate community benefits. The eligible organization must submit the application on your behalf, plus obtain the funds if successful and complete the final report.

If you have an **outstanding or incomplete 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 [Pre-Application Worksheet](#). We accept applications once per year.

You must apply by **4 p.m. MT on Monday February 10, 2025**.

We will not accept late applications.

WHAT ARE THE PROJECT CRITERIA?

Your project must benefit one or more of the following areas in the RDEK:

Municipalities

- City of Cranbrook
- City of Fernie
- City of Kimberley
- District of Elkford
- District of Invermere
- District of Sparwood
- Village of Canal Flats
- Village of Radium Hot Springs

Rural Areas

- Electoral Area A
- Electoral Area B
- Electoral Area C
- Electoral Area E
- Electoral Area F
- Electoral Area G

If you are requesting funding for a specific phase or part of a larger project, your application should focus on that phase or part. Include an overview of the larger project as additional information.

We encourage you to seek funding from other sources; don't rely solely on Trust funding.

Your project shouldn't depend on receiving funding annually from ReDi Grants.

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. ReDi Grants should not be used to fund basic infrastructure activities that are normally funded through the government tax base such as education or infrastructure such as roads, sewers, water systems and fire protection. Proposals for small non-profit fire societies or volunteer fire brigades may be eligible where the fire protection is not provided, primarily funded or operated by government.

You can only use program funds to pay for expenses incurred between June 13, 2025, and June 30, 2026. **Retroactive costs** (incurred before June 13, 2025) aren't eligible.

We do not accept applications for **multi-year funding**.

Operational costs, which are intended to ensure the continuity of the organization's operations, are **not** eligible for funding. These include costs such as rent, utilities, wages, administration fees, general office supplies, insurance, and other contractual obligations.

- **Exception:** Operational costs may be eligible if those costs are related to **start-up** costs for a new program or pilot project. You **must** provide detailed information that supports your request in the Screening Information section of the application, including a clear plan for ongoing support of the operations.

HOW MUCH CAN I APPLY FOR?

There is no limit to the amount of funding you can apply for. However, there is a limited amount of funding available, as shown below.

Electoral Area A.....	\$37,743.83	City of Cranbrook.....	\$291,772.74
Electoral Area B.....	\$144,374.69	City of Fernie.....	\$68,500.65
Electoral Area C.....	\$181,879.54	City of Kimberley.....	\$97,642.52
Electoral Area E.....	\$34,812.74	District of Elkford.....	\$40,600.30
Electoral Area F.....	\$51,833.52	District of Invermere.....	\$47,696.82
Electoral Area G.....	\$34,978.68	District of Sparwood.....	\$65,528.18
		Village of Canal Flats.....	\$39,013.27
		Village of Radium Hot Springs.....	\$35,062.74

These figures are approximate and may change slightly.

WHAT IS THE PUBLIC ENGAGEMENT PROCESS?

You are encouraged to attend the ReDi Grants community meetings to provide a brief, oral overview of your project and answer questions.

Public engagement is very significant to the spirit of this program, as the grants are intended to be flexible and incorporate community-based funding decisions. We encourage community members to attend community meetings to provide feedback on projects they feel are most important to the areas they live in.

Community meetings will be held in April and/or May. We will post the dates on the RDEK website, advertise them in local newspapers and notify applicants.

WHEN WILL A DECISION BE MADE?

Following the public engagement, the local advisory committees or municipal councils will provide their recommendations to the RDEK Board of Directors.

On June 13, 2025, the Board will review the funding recommendations and make the final decisions. We will advise applicants of the outcomes.

WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

You'll need to sign an agreement that includes:

- terms, method and time of payment; and
- progress and financial reporting.

Not meeting the terms and conditions of this agreement may jeopardize your current and future funding through this program.

We will pay the funds as follows:

- *Funds under \$15,000*: paid in one lump sum within 30 days of receiving your signed agreement.
- *Funds over \$15,000*: paid as outlined in the agreement, with the first amount paid within 30 days of receiving your signed agreement and the additional amounts paid in October, 2025 and February, 2026.

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

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 **June 30, 2026**, using the template we provide. Remember that if you don't send us your final report, you won't be able to apply again for support from ReDi Grants until you do.

APPLICATION INFORMATION & INSTRUCTIONS

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 Sandra Haley, Community Services Coordinator, with the Regional District of East Kootenay (RDEK) if you have questions or require more assistance:

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- ReDiGrants@rdek.bc.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.

Previous

Next Page

Save Draft

- 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. The worksheet link is located below the application link.