

## PROGRAM GUIDE

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### WHAT IS THE COMMUNITY DEVELOPMENT PROGRAM?

The Community Development Program supports the efforts of people in the Basin to address community challenges and opportunities in Columbia Basin Trust's region: [ourtrust.org/map](http://ourtrust.org/map).

### WHO CAN APPLY?

Eligible applicants include non-profits, public organizations, municipalities, regional districts and First Nations communities. Businesses may be considered depending on the project and its broad community impact. The project must not mainly benefit the interest of the business.

### HOW DO I APPLY?

Contact the Trust to enquire about your project:

- Will Nixon, Senior Manager, Delivery of Benefits at 1.800.505.8998.  
Or
- Submit a project inquiry online: [ourtrust.org/CDPIquiry](http://ourtrust.org/CDPIquiry).

Selected projects will be invited to apply and sent a link to the application.

### WHAT TYPE OF PROJECTS MAY BE ELIGIBLE?

Individual project eligibility is determined by the Trust at its sole discretion. The types of projects that may be eligible include, but are not limited to:

- Strategic, broadly-supported projects that address community challenges or take advantage of unique opportunities that have significant positive impacts on Basin communities;
- Capital projects such as construction or renovations of facilities and capital assets; and
- Community-based research and planning projects such as feasibility studies, community planning processes, impact assessments, business planning for community amenities and business retention and expansion studies excluding any that are obligations of government such as Official Community Plans.

### HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Typically, the Trust prefers to not be the sole funder of projects. Projects that demonstrate fundraising efforts have been made and/or are being undertaken are more likely to receive funding. Priority is given to projects with confirmed cash contributions from the applicant organization or other funders.

## WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

- Projects that are eligible for one of the Trust's other programs, with the exception of the Community Initiatives and Affected Areas Program. (Visit [ourtrust.org/funding-support](http://ourtrust.org/funding-support).)
- Community events and celebrations, festivals and fairs. (See the Trust's [Sponsorship webpage](#)).
- Projects or activities of political parties, advocacy or lobby groups or of organizations that are exclusive or discriminative in nature.
- Projects that relieve any level of government of its obligations.
- Projects that are for the purposes of travel e.g. attending conferences or training.
- Sports teams, tournaments or sporting and recreational equipment.
- Donations to fundraising initiatives.

## WHAT TYPE OF COSTS ARE ELIGIBLE?

Costs that are considered to be direct and necessary for the successful implementation of the project.

## WHAT TYPE OF COSTS ARE NOT ELIGIBLE?

- Retroactive costs (costs that have already been incurred prior to funding approval).
- Normally, core operational expenses of the organization.
- Mechanical repair/replacement or structural renovations that should reasonably be anticipated and budgeted for.

## HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

When reviewing project applications, the Trust may consider whether:

- the project demonstrates that it will benefit Basin communities and that the primary beneficiary is not the applicant or solely the members of a membership-based organization;
- the project demonstrates community support, indicated by activities like partnerships and community funding contributions;
- the project is substantially ready to be implemented if Trust funds are approved;
- there are no similar projects proposed or recently completed in the same community that overlap with, contradict or duplicate the project being applied for;
- the applicant has demonstrated capacity to deliver the project and will maintain the community assets that will be the result of this project;
- the necessary approvals, permits, permissions and/or insurance are in process or in place to deliver the project;
- a project that includes a direct religious activity has a focus on benefiting the broader community; and
- the Trust is achieving appropriate equity in the distribution of its funds and selected projects.

## WHAT ELSE DO I HAVE TO KEEP IN MIND?

- Even if a project meets the eligibility criteria, enquiries may not be invited to apply as the Trust 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.