

## PROGRAM GUIDE

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### WHAT ARE COMMUNITY OUTDOOR REVITALIZATION GRANTS?

Columbia Basin Trust's Community Outdoor Revitalization Grants program (Program) supports Basin communities ([see map](#)) to create, restore or enhance welcoming, safe and vibrant outdoor multi-use community spaces that support community gathering and programming. Investing in these types of community spaces strengthens the social and cultural fabric of communities by enhancing community pride, supporting a culture of civic engagement and creating a draw for tourism marketing, and business retention and expansion.

The Program supports communities to address their priorities, which is a key focus of the Columbia Basin Management Plan (CBMP) and will benefit communities by helping to create or reinvigorate welcoming and vibrant outdoor community spaces throughout the Basin. Learn more about the Trust's strategic priorities at [ourtrust.org/priorities](http://ourtrust.org/priorities).

This Program has been approved for three years, beginning in 2019 with an annual budget of \$2,000,000.

### WHAT DOES A COMMUNITY OUTDOOR REVITALIZATION AREA LOOK LIKE?

Applicants will be asked to identify a Community Outdoor Revitalization area that meets all or most of the following criteria:

- a) Has defined boundaries
- b) Is primarily outdoors
- c) Is community oriented and promotes opportunities for community gathering
- d) Is accessible to all members of the community and is not limited to a private membership

We anticipate that many projects will take place in central commercial districts; however, some communities may prioritize projects in other multi-use areas, especially in more rural contexts.

### WHO CAN APPLY?

Eligible applicants include municipalities, regional districts and First Nations communities in the Columbia Basin Trust region ([ourtrust.org/map](http://ourtrust.org/map)).

## WHAT TYPES OF PROJECTS ARE ELIGIBLE?

This Program offers two types of support:

1. Project Planning & Design Support:

- a. Available to Municipalities with populations of 5,000 or less, unincorporated areas and First Nations communities to plan and design these types of spaces in more rural contexts.
- b. Applications accepted on an ongoing basis, until all program funds are committed.

2. Capital Funding:

- a. To support communities to implement projects that occur in a community outdoor space as defined in this Program Guide and that upgrade the aesthetics of the space and/or create opportunities for community interaction and gathering.
- b. Applications accepted once annually. See “When is the Application Deadline” section below for more information.

**WHAT COSTS ARE ELIGIBLE?**

<p>1. Planning &amp; Design Support</p>	<p>Municipalities with populations of 5,000 or less, unincorporated areas and First Nations communities can apply for project planning and design costs that lead to tangible project deliverables including:</p> <ul style="list-style-type: none"> <li>a) Architectural design</li> <li>b) Landscape architecture</li> <li>c) Engineering</li> </ul>
<p>2. Capital Funding</p>	<p>Project activities that upgrade the aesthetics of the Community Outdoor Revitalization area and/or create opportunities for community interaction and gathering including:</p> <ul style="list-style-type: none"> <li>a) Enhanced landscaping and lighting</li> <li>b) Street furniture (benches, picnic tables, bike racks, etc.)</li> <li>c) Shade structures</li> <li>d) Public washrooms (above ground finishing only, not utilities)</li> <li>e) Community and way-finding signage</li> <li>f) Costs to integrate environmentally friendly materials and technologies or to integrate public art, recreation and technology elements that enhance the project and increase its impact</li> <li>g) Elements that improve the aesthetics of a community gathering space</li> <li>h) <u>Land and Building Owner Incentive Grants</u> – Up to 10% of total project budget to a maximum of \$30,000.</li> </ul> <p>Matching grants of up to \$5,000 may be available for owners of properties that border on or are within the identified Community Outdoor Revitalization area to complete façade or permanent landscaping improvements to improve the character, accessibility and appearance of their building. Eligible costs include:</p> <ul style="list-style-type: none"> <li>○ Façade restoration and improvement (including murals)</li> <li>○ Wheelchair accessibility</li> <li>○ Doors &amp; windows</li> <li>○ Signage &amp; awnings</li> <li>○ Architectural features</li> <li>○ Lighting</li> <li>○ Permanent landscape features</li> </ul> <p>Note: Land and Building Owner Incentive Grants will be administered by successful applicants. Independent</p>

	land and building owners are not eligible to apply directly to the Trust.
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## WHAT PROJECTS AND COSTS ARE NOT ELIGIBLE?

Projects and/or project activities that may displace any level of government from its obligations will not be eligible for funding. This includes:

- a) Infrastructure costs, for example:
  - Paving, sidewalks and utilities (including installation)
  - Staff wages and labour costs
  - Regular or routine repair and maintenance
  - Work that is already underway or completed
- b) Planning, architectural design and engineering costs that are within the usual scope of required activities for local governments or First Nations communities
- c) Administration or operational costs not directly related to the project

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

For Planning and Design Grants:

<b>Municipalities with populations less than 5,000</b>	<b>Unincorporated Communities and First Nations Communities</b>
Maximum request \$10,000	Maximum request \$10,000
Up to 80% of eligible costs	Up to 90% of eligible costs

For Capital Grants:

<b>Municipalities</b>	<b>Unincorporated Communities and First Nations Communities</b>
Maximum request of \$500,000	Maximum request of \$500,000
Up to 75% of eligible costs (excluding Land and Building Owner Incentive Grants Request)	Up to 90% of eligible costs (excluding Land and Building Owner Incentive Grants Request)
Note: Land and Building Owner Incentive Grant requests are included in the Maximum request.	

Projects that demonstrate fundraising efforts have been made and/or are being undertaken are more likely to receive funding. Priority may be given to projects with other confirmed cash contributions.

Large requests from the Trust must demonstrate significant community impacts and/or involve collaboration with a variety of partners. There is \$2 million available for this intake.

## HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

The Trust assesses each application using the following criteria:

- The project demonstrates it meets the program eligibility listed above.
- The project demonstrates community support, indicated by activities like fundraising, financial commitments and partnerships.
- 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.
- Consideration of equity in the geographic disbursement of Trust funds and projects.

## WHEN IS THE APPLICATION DEADLINE?

For Planning and Design Grants:

**Applications will be accepted on an ongoing basis** until the Program funds are fully committed.

For Capital Grants:

**Applications must be submitted by June 14, 2019 at 2:00 p.m. PT / 3:00 p.m. MT**

*We will not accept applications after this deadline.*

## WHEN WILL I HEAR THE RESULTS?

The review process usually takes up to eight weeks. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding.

Prior to approving any projects, Trust staff may conduct due diligence processes on your project at the Trust's expense.

If approved, we will also let you know whether there are conditions you will need to address, and whether you will receive full or partial funding. We will then send a Contribution Agreement for signature and you will receive the funding after both parties sign this and all conditions have been met.

## WHEN CAN MY PROJECT START?

Grant money can only be put toward approved project expenses that occur *after* you receive funding confirmation. Once you get approval, we will be in touch to discuss payment and reporting schedules and begin the contracting process.

## 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 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.

## HOW DO I APPLY?

1. Check our [website](#) and contact the Manager, Community Relationships in your area to discuss your project idea.
2. Review the Program Guide for direction and advice on how to complete the application form.
3. Use the Worksheet to develop your application offline.
4. Complete the online application form.
5. Submit your online application before the deadline

Contact Trust staff if you have any questions about the Program Guide or application process at [communitydevgrants@cbt.org](mailto:communitydevgrants@cbt.org) or 1-800-505-8998.

## APPLICATION GUIDE – Capital Grants

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### USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. 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 specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged 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 form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** 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. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/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 questions you will be asked on the online application form are included on this worksheet.

## COMPLETING THE APPLICATION FORM QUESTIONS

### APPLICANT INFORMATION

#### **Organization Legal Name**

Enter the full legal name of your municipality, regional district or Indigenous organization.

#### **BC Registry Incorporation/Registration or Business Number (if applicable)**

#### **Signing Authority Contact Information**

If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

#### **Primary Contact Information – If different from above**

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

### PROJECT DETAILS

#### **Name of Community Outdoor Revitalization area:**

#### **Project Location**

Identify the geographical location(s) of the facility.

#### **Estimated Start and End Dates for planning and design work.**

These dates tell us when the project planning and design work will take place and identify how long your project will be.

Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than August 16, 2019. The end date should be when you anticipate all expenses will be paid for and final reports are ready to be submitted.

#### **Community Outdoor Revitalization area description. (200 word)**

Describe the area you have identified as your Community Outdoor Revitalization area. What are the boundaries? Include legal addresses and landmark descriptions. What amenities currently exist? How is the space currently being used?

#### **What will the project do? How will this be achieved? (200 words)**

Provide a brief summary of the overall vision of the project. What will be done? How will it be accomplished? Who will be involved? Who will benefit from the end results?

#### **How was the Community Outdoor Revitalization area identified and prioritized by the community? Why is this project needed? (200 words)**



Share any information about discussions that have already occurred in the community about this project. Who was involved. Why was this site/location selected over other areas?

**Is this project part of a broader community plan or project, or is this a discrete project? (200 words)**

Describe how this project fits with the communities' broader goals and objectives. Was this space identified for improvement in a public process (e.g. Official Community Planning, etc.)

**How will this project upgrade the aesthetics of the space and create opportunities for community interaction and gathering? (200 words)**

Tell us how the design of your space will encourage community building and civic participation.

**What efforts will be made to ensure that the space is accessible to and inclusive of the broad community? (200 words)**

Who was involved in conceiving the project design/plan? What knowledge, skills, perspectives and/or experience did they add to the project planning/design? What measures have been undertaken to ensure accessibility and inclusiveness for all community members in the built environment design?

**Who will be involved in implementing the project? (200 words)**

What knowledge, skills or technical expertise do they lend to the project implementation?

**Do you have a long-term plan to manage and maintain the Community Outdoor Revitalization area? (200 words)**

Tell us how the community assets built through this project will be maintained in the future. How will the space be programmed used? Who is responsible for its use and upkeep?

**Does your community have an existing public art policy or guidelines? (Y/N)**

**If Y, how is this incorporated into your project design/plan?**

Describe what efforts have been made to include public art in your space. How does this consider your communities existing policies or guidelines?

**How many buildings or properties are adjacent to or within the defined Community Outdoor Revitalization area might qualify for Land and Building Owner Incentive Grant Funding?**

Enter the number of properties that you would consider to be within or adjacent to the defined Community Outdoor Revitalization area that could be considered to receive Land and Building Owner Incentive Grant funding. Review the Program Guide for more detail.

**PROJECT CASH BUDGET**

Keep the Program funding maximums and ratios in mind as you complete the budget section of the application form.

<b>Municipalities</b>	<b>Unincorporated Communities and First Nations Communities</b>
Maximum request of \$500,000	Maximum request of \$500,000
Up to 75% of eligible costs (excluding Land and Building Owner Incentive Grants Request)	Up to 90% of eligible costs (excluding Land and Building Owner Incentive Grants Request)
<p>Note: Land and Building Owner Incentive Grant requests are included in the Maximum request.</p>	

List specific budget items to identify expenses that require cash to complete. Round up values to the nearest dollar. Click the **+Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

**I am applying on behalf of a(n) (select one):**

Indicate whether you are applying on behalf of a Municipal Government or an Unincorporated or First Nations Community.

This determines how much funding your organization is eligible to apply for.

**Capital Expenses**

Each line item should include the expense name or category and total cost.

Review the Program Guide and include eligible expenses only.

**Other Expenses (please list)**

Each line item should include the expense name or category and total cost.

Review the Program Guide and include eligible expenses only.

## CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

*Review the program funding maximums and ratios in listed above and in the Program Guide before completing this section.*

### Source

In the first line labelled *Columbia Basin Trust - Capital Request*, indicate how much capital funding you are requesting in this grant application.

The second line labelled *Columbia Basin Trust - Land and Building Owner Incentive Grants*, will auto-populate based on your entries in the Budget section to indicate how much funding you are requesting to offer as Land and Building Owner Grants in this application.

Identify your other sources for cash revenue. This may include sources such as other grants, cash donations, or funding from your organization's own budget.

### Confirmed (Y/N)

Indicate whether the contribution is confirmed at the time you submit the application to the Trust. If the funder has confirmed that they will be committing resources to your project, you will select *yes*. If you have applied for funding, but have not yet heard back, you will select *no*.

### Amount

Indicate the dollar amount you will receive from each cash funding source. The form will automatically calculate subtotals for you.

### Total Project Cash Budget and Total Cash Revenue Project Budget

These boxes will auto-fill. *Total Project Revenue* must equal *Total Project Budget* to show you have enough funds to complete your project. If the numbers are not equal, recheck your entries as the form adds them automatically.

## IN-KIND SOURCES & CONTRIBUTIONS

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for. (200 words)

## SUPPORTING DOCUMENTS

List what you are submitting. Click the **+Add** button to add another row.

Before uploading your supporting document, ensure the file name is clear and identifies the content.

Please include:

1. Map of Community Outdoor Revitalization area with boundaries and properties that may qualify for Land and Building Owner Incentives Grants identified.
2. Approval and/or support from the appropriate decision-making authority at your organization to indicate that the project can proceed substantively as presented in the application.
3. Relevant community planning documents, public art policies, land-use plans, etc. that support your project idea.
4. Project design/planning documentation, engineering & architectural approvals, etc.
5. Quotes & Estimates.
6. Letters of support.

## ADDITIONAL INFORMATION

**Is there anything else you would like to add that has not already been mentioned? (220 words)**

Include anything else you would like to add. Be sure it is something that has not already been addressed in this application.

## FINAL STEPS

What is the main, and first, way you heard about this program? *Choose only one*

- Trust Staff
- Trust Website
- Email or BasinLink Newsletter
- Newspaper article/story
- Newspaper advertisement
- Online advertisement
- Online news story
- Radio advertisement
- Word of mouth
- Social Media
- Other [blank text entry]

Would you like to receive email correspondence from the Trust?

- Yes [enter email address]
- No

Does your organization have social media accounts? *Share your account names and we can connect.*

- Facebook:
- Twitter:
- Instagram:
- LinkedIn:

How do you like to receive news and hear about updates from the Trust? [choose as many as applicable]

- Facebook
- Twitter
- LinkedIn
- BasinLink (email newsletter)
- website
- email from staff
- newsprint
- online news
- other – please list

## DECLARATION

Read this section thoroughly.

Click the box next to I agree, then type in your name and title.