

APPLICATION GUIDE – Capital Grants

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 project from a list of Basin communities.

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 Yes, 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.

WORK PLAN

Tell us how you plan to organize and carry out your project. (20 rows maximum)

Activity

List all activities you plan to complete during the project's term. For example:

- *Plan and host information meetings for - for local community groups.*
- *Hire a facilitator to host meeting.*
- *Develop a strategic plan based on feedback.*

Overseen By

Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

Start and End Dates

Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding.

PROJECT CASH BUDGET

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

Municipalities	Unincorporated Communities and First Nations Communities
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.	

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.

List specific budget items to identify expenses that require cash to complete. Do not roll up actives into broad categories, as we need to ensure that each item is eligible. Application with summary budgets may be asked to resubmit.

You will be asked to upload Quotes and Estimates in the “Uploads & Additional Info” section.

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.

LAND AND BUILDING OWNER INCENTIVE GRANTS

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

Do you plan to offer the Land and Building Owner Incentive Grants?

If yes, how many grants will you offer and what is the total amount you require?

Note: The Land and Building Owner Incentive Grant does not affect your eligible amount to request, unless your total ask is near the maximum request of \$500,000.

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.