

APPLICATION GUIDE – Planning and Design 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

Project Name:

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 April 1, 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. Include legal addresses and landmark descriptions of proposed boundaries, if known. (200 word)

Describe the area you have identified as your Community Outdoor Revitalization enhancement area. What are the boundaries? What amenities currently exist? How is the space currently being used?

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 location selected over other areas?

How do you plan to engage your community in planning and designing the proposed space? (200 words)

Who will be involved in conceiving the project design/plan? What knowledge, skills, perspectives and/or experience do they add to the project?

How will this project create opportunities for community interaction and gathering? How do you anticipate the space being used by the community once the project is complete? Who will use it? (200 words)

What type of activities might the space be used for in the future? What opportunities might this project create?

Is the leadership of your organization supportive of this project? How is that demonstrated?

Describe what support has been offered/confirmed to date.

Upload support/approval letter here.

What type of planning or design support do you anticipate needing to develop your project idea/plan? (select all that apply)

- Architectural design
- Landscape architecture design
- Engineering
- Mapping
- Other (please describe) (100 words)

PROJECT CASH BUDGET

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

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

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 with population under 5,000 or an unincorporated or First Nations Community.

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

Planning and Design Expenses

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

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

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*, indicate how much funding you are requesting in this grant 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 or not 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 proposed location of Community Outdoor Revitalization enhancement area (including boundaries, if known).
2. Preliminary sketches or plans.
3. Quotes and/or estimates.

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.