PROGRAM GUIDE

WHAT ARE ENVIRONMENT SMALL GRANTS?

Environment Small Grants funds projects that take place within the Columbia Basin Trust region, see map here, requesting up to $5,000 that will strengthen the environmental well-being and address one of the following four categories:

1. ECOSYSTEMS:

- Enhance or conserve ecosystems and/or species of conservation concern.
- Reduce the threat of significant invasive species to terrestrial and aquatic ecosystems.

2. CLIMATE:

- Make long-term contributions to reducing greenhouse gas emissions at community-wide or regional scales.

3. WATER:

- Support the protection, enhancement or restoration of water resources that are important for species and/or ecosystems of conservation concern.
- Carry out water quality and/or quantity research that is scientifically sound and can contribute knowledge to the management of water resources for the benefit of ecosystems, communities and watershed stakeholders.

4. ENVIRONMENTAL EDUCATION:

- Provide education to Basin residents of any age that helps develop an understanding and appreciation of the natural world and motivates ecologically informed decisions and actions.

WHO CAN APPLY?

Eligible applicants include registered 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.

Regardless of which type of eligible organization you are applying on behalf of, your project should demonstrate that it will benefit the Basin and that the primary beneficiary is not the applicant or solely the members of a membership based organization.

HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Priority is given to projects with confirmed cash contributions from the applicant organization or other funders. The Trust prefers not to be the sole funder of projects.

Projects that demonstrate that fundraising efforts have been made and/or are being undertaken are more likely to receive funding.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

When reviewing project applications, the Trust may consider whether:

- appropriate community supports are confirmed in the form of financial contributions and partnerships;
- the project is substantially ready to be implemented if Trust funds are approved;
- there are 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 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 TYPES OF PROJECTS ARE NOT ELIGIBLE?

- 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 focused on agriculture, including gardening
- Projects that involve paying for core or ongoing operating expenses of Eligible Applicants;
- Projects that are for the purposes of travel (i.e. attending conferences or training)
- Sports teams, tournaments or sporting and recreational equipment
- Donations to fundraising initiatives
- Projects that would be requesting retroactive funding
- Requests for community events and celebrations, festivals and fairs (see the Trust's Sponsorship)
- 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/funding-support-programs

Individual project eligibility is determined by the Trust at its sole discretion.

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 we normally receive 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.

WHEN IS THE APPLICATION DEADLINE?

Upcoming deadlines for this program are at **2:00 p.m. PT / 3:00 p.m. MT** on:

- October 30, 2019,
- January 30, 2020, and
- April 30, 2020.

The Trust typically informs applicants of funding decisions within six weeks after the deadline.

Applications received after the deadline will be held and reviewed at the following deadline.

HOW DO I APPLY?

Applications are online and application instructions are described in the next section of this guide. We strongly encourage all applicants to read the directions in the *Application Guide* section of this document prior to filling out the application form.

QUESTIONS?

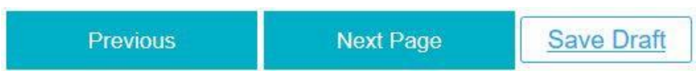
envirogrants@ourtrust.org or 1.800.505.8998

APPLICATION GUIDE

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 BROWSERS 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 of the 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 and Information
Enter the full legal name of your registered non-profit, public organization, municipality, regional district or Indigenous organization.

BC Registry Incorporation/Registration or Business Number (if applicable)
Registered non-profits and businesses must be in good standing with the BC Registry Services. Enter your number here.

Signing Authority Contact Information
This person is authorized to sign financial documents on behalf of the organization and will be the signatory of the Application Agreement found on the last page of the online application.

Check if Signing Authority information is the same as Project Contact information.

Primary Contact Information
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.

Organization Mandate (120 words)
Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver and your operating budget.

PROJECT DETAILS

Project Title
What is the title of your project? Limit of 5 words.

Project Location
You will be asked to select location(s) from a drop down menu which represents all municipalities, regional district areas and First Nation communities in the Basin area. Identify the geographical location(s) that will benefit from this project.

Estimated Start Date & Completion Date
Tell us when the project will begin and end. The end date should be when you anticipate all expenses will be paid for and final reports are ready.

Grant funds cannot be allocated to any project expenses before you have received funding approval.

What will the project do? How will this be achieved? (220 words)
Provide a brief description of your project and the shorter-term impacts or effects your project aims to achieve. List the services or activities (such as education, stewardship, conservation or restoration) to be developed, delivered or completed. Identify the main environmental issue, target species, habitat or ecosystem the project will address. For projects with an ecosystem focus, list the main species or ecosystem(s) of conservation concern that your project will benefit.

What issues or opportunities will be addressed? How were they identified? (150 words)

Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

Where will the project take place? (100 words)

Be specific about where the project will take place. For example, you may say it takes place:

- in a specific area (e.g. community hall) or community (e.g. Burton);
- in a geographic region (e.g. Regional District of East Kootenay Electoral Area B); or
- Basin-wide (if your project will take place across the entire Columbia Basin Trust region).

Who will be involved in implementing the project? (100 words)

Describe the organization(s), staff or consultants, partners or individuals, and their relevant experience and expertise that they are bringing to the project.

Explain why this project is important to your community. Who will benefit from the project? (150 words)

"Community" may refer to a community of interest, specific sector, professional community or a geographic location. With this in mind, explain why this project is important to your community and highlight how it was identified as a priority. Describe how your community will be supporting and/or participating in your project's development and/or delivery.

How will the project be evaluated and how will you know if it has been successful? (150 words)

Indicate a clear plan for evaluating and reporting on results as they are related to the shorter-term impacts or effects that your project aims to achieve. Include how you will make use of monitoring and evaluation tools. The budget should include an allocation specifically for evaluation.

Why is your organization best suited to deliver the project? (150 words)

Describe past successes of your organization as it relates to this project. Projects that have received funding previously should include a summary report of results to date. You can summarize details here and/or include a supporting document for more

Ecosystems to be restored, enhanced or conserved

If your project will improve conditions for ecosystems of conservation concern, indicate the total anticipated hectares of terrestrial habitat to be improved and/or the total anticipated square meters of aquatic habitat to be improved.

Project Categories

Your project must address one of the categories listed. Select the categories that your project will work toward.

WORKPLAN

Tell us how you plan to organize and carry out your project.

Activity

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

- *Plan and host information meetings for landowners and watershed user groups.*
- *Hire a biologist to create a prescription for ecosystem restoration treatments.*
- *Undertake on-site restoration.*

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

List specific budget items under each heading to identify your expenses that you require cash for. 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.

Administration
Examples would include overhead costs to deliver the project such as office expenses and supplies and administrative wages. Total administrative fees should not be more than 15 per cent of your cash budget. If you are calculating a percentage, total your expenses first and then calculate your administration amount.

Contract Fees and/or Staff Wages
Each line item should include the position's title and the hourly rate which is multiplied by the number of hours for the whole period of the project for which you are requesting funding, if applicable. Do not include administration wages (see above). Wages specific to the project are eligible for funding. All proposed fees, salaries and wages must be in line with the skills provided, activities proposed and regional market conditions. For more information on appropriate wages, visit the Government of Canada's Job Bank website where you can Explore Careers by Wage.

Capital Purchases, Equipment Rental and Project Supplies
We will consider capital purchases, equipment rentals or project supplies as long as they are necessary to the project and the costs are reasonable. Capital and equipment purchases need to be justified to be eligible for funding. If approved, we may request that others in your community have the ability to access and use the purchased equipment.

If your organization currently owns the equipment required to undertake the project, we are not able to fund the cost of renting this equipment. However, rental costs may be eligible if your organization has to rent the equipment from another organization.

Other Costs (be specific)
If there are other project-specific costs that are not included elsewhere, you may add them into this section with a specific line item description. Eligible travel expenses include mileage at 0.53 per km and any necessary accommodation. Training costs will only be considered if the training is deemed to be a necessary part of the project.

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.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of our Non-profit Advisors Program (ourtrust.org/nonprofit).

Source
In the first line labelled *Columbia Basin Trust*, indicate what 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 workshop registration fees.

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, select *yes*. If you have applied for funding, but have not yet heard back, 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

In-kind Sources & Contributions (200 words)
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.

For example:
- Society Executive Director to oversee the project: $35/hour @ 4 hrs/month for 24 months = $3,360
- Office space is being provided by a community partner

SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important.

You may upload up to six supporting documents.

Ensure your supporting documents add value to your application and are as concise as possible. We will look at the strength of the document, not the quantity.

You may wish to include documents like:

- letters of support
- outcomes of community engagement
- report executive summaries
- quotes
- approvals

1. List what you are submitting.

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

3. File size may not exceed 3MB per document.

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 is not already addressed in this application.

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

Would you like to receive email correspondence from the Trust?
Select yes or no from the drop down options.

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

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

FINAL STEPS AND SUBMISSION

DECLARATION & APPLICANT AGREEMENT

Read these sections thoroughly.

Click the box to indicate that you have read and understood the Declaration and Applicant Agreement.

IMPORTANT NOTE: If your project is selected for funding, this application will become your contractual agreement and outlines the funding and contractual requirements that go along with your grant.

SIGNATURE

Draw or type your signature into the box provided.

SUBMISSION

Click Submit. You will receive an automatic reply from us shortly after clicking submit, confirming that your application has been received.