

APPLICATION 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
 - a. Enhance or conserve ecosystems and/or species of conservation concern.
 - b. Reduce the threat of significant invasive species to terrestrial and aquatic ecosystems.
2. Climate
 - a. Make long-term contributions to reducing greenhouse gas emissions at community-wide or regional scales.
3. Water
 - a. Support the protection, enhancement or restoration of water resources that are important for species and/or ecosystems of conservation concern.
 - b. 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
 - a. 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 Indigenous organizations. 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.

WHEN IS THE APPLICATION DEADLINE?

Upcoming deadlines for this program are:

- August 31, 2017
- October 31, 2017
- December 29, 2017
- February 28, 2018

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

HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Typically, the Trust prefers to not 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. Priority is given to projects with confirmed cash contributions from the applicant organization or other funders.

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 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.

QUESTIONS?

Emily Nilsen, Program Coordinator

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ATTENTION: Mac and mobile device users

Some interactive form features are not fully supported in PDF viewers like Mac Preview. For example, form calculations and character limits. Please ensure you have the latest version of Adobe Reader compatible with Mac.

This free software comes in both PC- and Mac-compatible versions and you can download it at get.adobe.com/reader. Interactive PDF forms have been tested for compatibility with Adobe Reader 9 and higher. For more troubleshooting information, see [Fillable Form Help](#).

APPLICANT INFORMATION

Organization Legal Name

Registration Number (if applicable)

Street Address

Community, Province

Postal Code

Signing Authority Contact Name

Title

Phone

Email

Project Contact Name

Title

Phone

Email

Click to receive electronic correspondence from the Trust including opportunities and other notifications.

PROJECT SUMMARY

Project Title Limit of five words.

Amount Requested From the Trust

Estimated Start Date (yyyy-mm-dd)

Estimated End Date (yyyy-mm-dd)

Project Location (Be as specific as possible.)

Which category will your project address? (Check all that apply)

- | | | |
|----------------------------|----|----|
| 1. Ecosystems | a. | b. |
| 2. Climate | a. | |
| 3. Water | a. | b. |
| 4. Environmental Education | a. | |

PROJECT DETAILS

What will the project do? How will this be achieved?

What issues or opportunities will be addressed? How were they identified?

Who will be involved in implementing the project?

Explain why this project is important to your community? Who will benefit from the project?

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

Why is your organization best suited to deliver the project?

PROJECT CASH BUDGET

The project cash budget reflects the total cash required to complete your project. Be specific: for example, include hourly or daily rates for fees, wages and equipment.

BUDGET ITEM	Total Amount Required
Administration	
Contract Fees and/or Staff Wages	
Capital Purchases, Equipment Rental and Project Supplies	
Other Costs (be specific)	
TOTAL	

CASH REVENUE SOURCES

CASH REVENUE SOURCES		
Source	Confirmed (Y/N)	Amount
Total of Cash Revenue:		

IN-KIND SOURCES & CONTRIBUTIONS

What contributions are being made to the project other than cash?

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea?

List what you are submitting below:

1.	<input type="text"/>	3.	<input type="text"/>
2.	<input type="text"/>	4.	<input type="text"/>

HOW DID YOU HEAR ABOUT THIS PROGRAM?

Indicate how you heard about this program. Select all that apply:

Trust staff

Trust website

Email or BasinLink e-newsletter

Newspaper article/story

Newspaper advertisement

Online advertisement

Radio advertisement

Word of mouth

Social media (Facebook, Twitter)

Other

If other please describe:

APPLICANT AGREEMENT

I / We hereby agree to comply to the following funding requirements:

- a. All funds are advanced as grants and will be used for the sole purpose of the _____ (the Project) for which the funds were awarded.
- b. Any changes to this Agreement require prior written approval by the Trust.
- c. All funds provided by the Trust to the Recipient under this Agreement are paid as grants or subsidies, and the Recipient is not required to account for GST on these funds.
- d. Any funds not used will be returned to the Trust promptly following completion or cancellation of the Project.
- e. The Recipient acknowledges and agrees that the Trust will not be responsible for any additional costs related to the Project. The Recipient shall be solely responsible for any and all payments or deductions required to be made on behalf of the Project, including those required for Canada Pension Plan, Employment Insurance, Workers Compensation, or income tax.
- f. The Recipient must ensure all adults involved in the Project who will have contact with minors or vulnerable populations, have passed a criminal record check conducted through the RCMP or the BC Criminal Records Review Program.
- g. The Trust may terminate its obligations under this Agreement without cause with immediate effect on written notice to the Recipient, in which case it will be responsible only for costs incurred by the Recipient up to the termination date in respect of the Project in an amount up to, but not exceeding, the amount of the funds agreed to be paid by the Trust to the Recipient.
- h. The Recipient will indemnify and save harmless the Trust, its officers, directors, employees, servants and agents from and against any and all claims and demands, including personal injury or death, arising from the Recipient's implementation of the Project or this Agreement, except to the extent that such loss is caused or contributed to by the negligence of the Trust.
- i. The Recipient agrees to provide such confirmation at the Trust's request:
 - i. Confirmation of the Recipient's legal or corporate status;
 - ii. Confirmation of the authorized signatories of the Recipient and the authority of the Recipient to enter into this Agreement and proceed with the Project, and;
 - iii. Confirmation of reasonable insurance coverage in place for the Project.
- j. The Recipient will use its best efforts to acknowledge the Trust's financial contribution to the Project by including the Trust's name and logo on Project-related materials.
- k. The Recipient may enter into this Agreement by signing below and delivering the Agreement to the Trust by mail, e-mail or fax. The Trust will be deemed to have entered into this Agreement if the associated funding application is approved by the Trust and the Trust advises the Recipient of such approval by mail or e-mail.
- l. The Recipient will provide the Trust with such other information relating to the Project as the Trust may reasonably request.

By submitting this funding application, you hereby acknowledge that the Trust may disclose this application, and the information contained herein, including but not limited to your name, budget, location and the amount and nature of any related funding to the public, individuals or any other entity to the extent allowed by FOIPPA. You further agree that the Trust may proactively disclose to the public your name, location, amount and nature of funding granted. Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, Suite 300, 445-13th Ave., Castlegar, BC, V1N 1G1, 1.800.505.8998.

Name:

Date:

Signature: _____