



PROGRAM GUIDE

This guide identifies what types of projects are eligible under the Basin PLAYS Capital Improvement Grants and gives you information on how to complete an application form.

Questions? Contact us at 1.800.505.8998 or basinplaysgrants@ourtrust.org.

PROGRAM INFORMATION

The Basin Physical Literacy and Children and Youth Sport (PLAYS) Initiative supports sport organizations, schools and active recreation programs to create safe, inclusive and quality programs for children and youth to build the motivation, physical competence and confidence to participate in sport and active learning for life.

WHAT ARE THE BASIN PLAYS CAPITAL IMPROVEMENT GRANTS?

The Basin PLAYS Capital Improvement Grants support efforts to increase children and youth (aged 4-18) participation in sport and physical activities. This grant was developed to:

- increase and expand the quality and diversity of sports and physical activity infrastructure and equipment in the Basin; and
- improve accessibility to sports and physical activities for children and youth with mobility issues or disabilities.

WHAT DOES THE TRUST MEAN BY SPORT AND PHYSICAL ACTIVITY?

The Trust defines sport as physical activity or games through casual or organized participation, competitive or non-competitive, that aim to use, maintain or improve physical ability and skills while providing enjoyment to participants.

The Trust defines physical activity as any movement of the body that uses energy. Physical activity can be done at any level of skill and for enjoyment.

WHAT TYPES OF PROJECTS AND COSTS ARE ELIGIBLE?

Projects that provide capital improvements to facilities and equipment purchases that increase children and youth participation in sports and physical activities are eligible under the Basin PLAYS Capital Improvement Grants. Some examples include facility upgrades that allow for increased accessibility, multi-sport fields and large equipment, and infrastructure that is broadly accessible and has low barriers to use. School districts may apply for outdoor infrastructure on school property that is accessible by the community outside of school hours.

Projects that demonstrate the following **key outcomes** may be prioritized for funding support:

- Build infrastructure or provide large equipment that will **reduce the barriers** for children and youth to engage in sport or physical activity
- Adapt a current sport or activity infrastructure to **improve the accessibility** for children and youth with disabilities
- Increase physical activity for children and youth by **building infrastructure to support a new sport or activity** to children and youth
- Upgrades that allow for **multi-sport or multi-purpose** use

WHAT TYPES OF COSTS ARE NOT ELIGIBLE?

The Trust retains the right to determine individual project eligibility. Ineligible project costs include:

- Administration costs, including staff wages
- Individual sports equipment (e.g. balls, bats, skis, snowboards, mountain bikes, snowshoes, protective equipment or jerseys)
- Training costs to use new equipment
- Regular or routine repair and maintenance of facilities
- Retroactive costs (e.g. costs that have already been incurred prior to funding approval)
- Costs that relieve any level government of its obligations
- School infrastructure that is not accessible to the community outside of school hours (e.g. infrastructure inside of the school building that is not currently used as a public resource or infrastructure that requires teacher instruction to be used)

WHO CAN APPLY?

Eligible applicants include registered non-profits, First Nations communities and local governments from the Columbia Basin Trust region (ourtrust.org/map). School Districts are eligible to apply for infrastructure that is accessible by the community outside of school hours.

WHEN IS THE APPLICATION DEADLINE?

The intake deadline for this program is **November 13, 2019 at 2:00 p.m. PT / 3:00 p.m. MT.**

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

HOW MUCH CAN I APPLY FOR?

Up to a maximum of \$25,000 for capital facility improvements or equipment purchase that will increase children and youth (4-18) participation and quality of experience in sport or physical activity.

HOW MUCH WILL THE TRUST FUND?

Applicants can request up to a maximum of 70 per cent of total project costs from the Trust. The maximum amount of Trust funding for any one project is \$25,000.

Applicants must demonstrate that the applicant is contributing at least 30 per cent of the costs. Projects that demonstrate collaboration with surrounding communities and other sport

organizations in the Basin are more likely to receive funding.

Requests for funding from the Trust should, where possible, demonstrate collaboration with a variety of local/regional partners. There is \$350,000 available for this program year.

HOW DOES THE TRUST SELECT APPLICATIONS FOR FUNDING?

The Trust's internal evaluation committee assesses each application using the following criteria:

- Demonstrated need;
- Demonstrated benefit to children and youth (aged 4-18) and increased participation of children and youth in sport and physical activity;
- Project budget that demonstrates cost-effectiveness with proof of quotes;
- A long-term plan that demonstrates an ability to use and maintain the facility and equipment purchases; and
- The Trust considers equity in the geographic disbursement of funds and projects.

Trust staff may contact you during the evaluation phase to request additional information.

WHEN WILL I HEAR THE RESULTS?

The review process may take 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.

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 funding after both parties sign this and conditions have been met.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be approved 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.

Applicants are required to provide quotes or estimates for facility upgrades or equipment costs for their funding request.

HOW DO I APPLY?

Applications are online at ourtrust.org/applicationforms.

APPLICATION INFORMATION

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 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 Contact 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 must be in good standing with the BC Registry Services. Enter your number here.

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.

Organization Mandate (120 words)

Briefly describe your organization's purpose and mandate. Include the type of sport or physical activity programming you offer, programs and services you deliver and how it helps children and youth in the Basin be more physically active.

PROJECT DETAILS

Project Title

Project Location

Identify the geographical location(s) that will receive equipment funded by this project. When you click in the box you can hold down the [CTRL] key (or the command button on a Mac) to select more than one.

Project Description (max 220 words)

Please describe the intended project and how it will increase children and youth accessibility to sport and physical activity.

What need(s) will be addressed through the Basin PLAYS Capital Improvement Grant? (max 220 words)

Describe the current situation and the need for the equipment or facility improvement.

How will your project increase participation or expand the quality and diversity of sports and physical activity? (max 220 words)

Explain how the facility improvement or equipment will increase children and youth participation in your sport and how you will promote this opportunity.

Will your project improve accessibility to sports and physical activity for children and youth by reducing barriers? (max 220 words)

Explain what barriers are currently present and how your project will improve accessibility and decrease barriers to physical activity.

For example, a survey by the Sparwood Youth Network identified archery as a preferred activity for youth but the local rifle range, which allowed use of their facility for archery, was outside of the community and only available once a week. Their project will build an archery range that is more easily accessible to youth and can host sanctioned events, which offers new opportunities for youth to practice archery at different levels.

How many new children or youth, not previously engaged, will be able to access and use the improved facility or equipment? (max 150 words)

Briefly describe how your project will engage more children and youth to use the facility or equipment to increase their access to sport or physical activity.

For example, the District of Elkford purchased 20 ice skating supports so that children and youth of all ages and abilities could safely and confidently learn to skate. The skating supports decrease barriers for children or youth who are just learning to skate but may not have a person available to assist them one on one. The Elkford Preschool would be able to utilize the arena for skating on a more regular basis thus giving children more exposure to physical activity and an increased opportunity to learn to skate.

What is your long term plan to use and maintain the improved facility or purchased equipment? (max 150 words)

Describe how you plan to manage, maintain and maximize the long-term usage of the facility or equipment. Please include information on how your project will be maintained in the long term to ensure the sustainability and long term viability of the Trust's investment. If available, include a copy of your organization's relevant ongoing maintenance, asset management and/or sustainability plans as supporting documents.

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: acquiring, installing, training, implementing, testing, measuring impact, ensuring usability and sustainability, planning for maintenance and replacement.

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 expenses that require cash. 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.

Contract Fees

Each line item should include the position's title and the hourly rate 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.

Capital Purchases and Project Supplies

Capital and equipment purchases need to be justified to be eligible for funding and supported with quotes.

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.

While training costs may be reflected here, training costs are ineligible for Trust funds.

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. Click the **+Add** button to add another row.

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 contributions from your organization, or fund raising and donations.

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 AND 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. (max 200 words)

SUPPORTING DOCUMENTS

Please upload your supporting documents to provide additional evidence that the project is viable and important. Ensure your supporting documents add value to your application and are as concise as possible. Click the **+Add** button to add another row.

Please upload:

- quotes of equipment costs

Optional supporting documentation you can upload include:

- quotes of construction/installation costs
- maintenance, asset management and/or sustainability plans

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?

FINAL STEPS AND SUBMISSION

DECLARATION

Read these sections thoroughly.

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

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.