

2018 APPLICATION GUIDE

Review this guide before applying for a grant. It will help you decide if your project is eligible and gives you important application information.

TABLE OF CONTENTS

WHAT IS THE RECREATION INFRASTRUCTURE GRANTS (RIG) PROGRAM?	2
WHAT TYPE OF PROJECTS ARE ELIGIBLE FOR RECREATION INFRASTRUCTURE GRANTS?	2
WHAT TYPE OF PROJECTS ARE NOT ELIGIBLE?	3
HOW MUCH CAN I APPLY FOR?	3
WHAT TYPES OF COSTS ARE ELIGIBLE?	3
WHAT TYPES OF COSTS ARE NOT ELIGIBLE?	4
CAN I APPLY FOR MORE THAN ONE PROJECT?	4
WHEN CAN MY PROJECT START?	4
WHAT ELSE DO I HAVE TO KEEP IN MIND?	4
HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?	5
HOW DO I APPLY?	5
WHEN AND HOW WILL I HEAR THE RESULTS?	6
GUIDE TO COMPLETING THE APPLICATION FORM	7

WHAT IS THE RECREATION INFRASTRUCTURE GRANTS (RIG) PROGRAM?

Recreation Infrastructure Grants program focuses on the construction of new, or upgrades to existing, recreational infrastructure in the Basin. It is a three-year, \$9-million program that started in 2016. The program supports community efforts to create recreational infrastructure that encourages residents to live more active, healthy lifestyles. This includes structures such as backcountry trail networks, swimming pools, ice rinks, curling arenas, sports fields and parks.

Basin residents have indicated that recreation and physical activity are important to them both in terms of lifestyle and health. This program addresses one of 13 strategic priorities the Trust has committed to, specifically to explore an appropriate role for the Trust in supporting the construction of and upgrades to recreational infrastructure. Learn more about these priorities and how we support communities in our Columbia Basin Management Plan at ourtrust.org/cbmp.

HOW DO I APPLY?

You can start by simply contacting **Rick Allen, Manager, Special Initiatives at 1.800.505.8998 or email recgrants@cbt.org**.

We will discuss your project with you and if your project is deemed eligible for this program, you will receive an application form via email. The form is not available online.

Complete and submit the form. See page seven for detailed instructions.

WHEN IS THE NEXT APPLICATION DEADLINE?

Thursday, February 1, 2018, at 1 p.m. PT / 2 p.m. MT.

*Application forms, letters of support, or supporting documents are **not** accepted after the deadline.*

WHO CAN APPLY?

Registered non-profits, school districts, First Nations and local governments are eligible.

WHAT TYPE OF PROJECTS ARE ELIGIBLE FOR RECREATION INFRASTRUCTURE GRANTS?

The various types of projects that may be eligible under this program include, but are not limited to:

- outdoor and indoor sport and recreation facilities, fields and parks
- trails and greenways
- capital projects that improve active transportation, such as bike lanes and pedestrian bridges
- infrastructure that improves access to physical activity opportunities, such as pool lifts for aquatic facilities.

Also consider whether the project:

- Takes place within Columbia Basin Trust's region: ourtrust.org/map
- Is being delivered by a registered non-profit, school district, First Nation or local government in good standing.
- Provides opportunities for residents to become more physically active.
- Is a priority for your community and you can demonstrate broad community support.
- Involves constructing or upgrading recreation infrastructure.
- Meets the requirements of all applicable federal, provincial and municipal regulations.

If your project meets the above criteria, contact **Rick Allen, Manager Special Initiatives** at **1.800.505.8998** or recgrants@cbt.org to discuss the project and request an application form.

WHAT TYPE OF PROJECTS ARE NOT ELIGIBLE?

The following are examples of ineligible projects:

- a project outside of the Columbia Basin Trust's region
- recreation programming or planning, including administrative costs
- regular/routine maintenance or repair
- acquiring or replacing sports equipment/clothing
- scheduled upgrades

HOW MUCH CAN I APPLY FOR?

Applicants can request up to a maximum of 50 per cent of total project costs from the Trust.

The maximum amount of Trust funding for any one project is \$500,000. Given that the RIG program is often over-subscribed, large dollar amount requests from the Trust must demonstrate significant regional impacts and involve collaboration with a variety of partners.

WHAT TYPE OF COSTS ARE ELIGIBLE?

- Capital expenses for new construction and/or substantial upgrades to existing facilities, trails or amenities.
- Permanently installed equipment.
- Construction, engineering and design costs.
- Other costs that, in the opinion of the Trust, are considered to be direct and necessary for the successful implementation of the project.

WHAT TYPE OF COSTS ARE NOT ELIGIBLE?

- Retroactive costs (costs that have already been incurred prior to funding approval).
- Administration or administrative overhead charges.
- Costs associated with planning.
- Any equipment that is not permanently installed.
- Routine operating, maintenance, upkeep or repair costs.
- Costs associated with recreation and sport programming.
- Costs associated with sporting supplies, such as jerseys, basketballs or hockey sticks.

CAN I APPLY FOR MORE THAN ONE PROJECT?

No. Your organization can only apply for one project per intake. **If your organization has been asked to sponsor a project on behalf of another group/organization, please let us know.**

WHEN CAN MY PROJECT START?

Projects can begin after you receive written funding approval from the Trust. Funding can only be used for expenses incurred **after** receiving this approval.

Prior to approving any projects, Trust staff may conduct due diligence processes on the project at the Trust's expense. Once you get approval, we will be in touch to discuss payment and reporting schedules and begin the contracting process.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

- Even if your project fits into the criteria above, you may not receive a grant, 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.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

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

- The project demonstrates it meets eligibility as outlined on page 3 of this guide: What Is Eligible For Recreation Infrastructure Grants?
- The projects demonstrates community support, indicated by activities like fundraising, financial commitments and partnerships.
- The project demonstrates alignment with a larger community strategic plan that can be demonstrated by a supporting document (e.g. Official Community Plan).
- The project demonstrates additional partnerships involved in the project (organizational and financial contributions).
- The project demonstrates that it provides multiple benefits (e.g. a sports field that will be used for soccer, field lacrosse, and track and field).
- The project demonstrates project readiness.
- The project, and organizations coordinating the project, demonstrate an understanding of the need for long term maintenance of the project that can be demonstrated by a long term budget, business plan, or asset management plan for ongoing and scheduled maintenance/repairs.
- The Trust does consider equity in the geographic disbursement of funds and projects.
- The Trust considers whether the project supports additional community-identified priorities that are in line with the Trust's [Columbia Basin Management Plan Strategic Priorities 2016–2020](#).

HOW DO I APPLY?

STEP 1: Read this application guide.

STEP 2: Contact **Rick Allen, Manager, Special Initiatives, at 1.800.505.8998** to discuss your project or email recgrants@cbt.org.

If your project is eligible, you will receive an application form and instructions from recgrants@cbt.org.

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 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 troubleshooting information, see the [Application Forms: Troubleshooting Guide](#).

As the application form is not an online form, save a copy of the blank form to your computer before you begin filling it in. You will not be able to save a copy of the form online.

STEP 3: Complete the application. Save your work often.

Ensure your budget is complete and the funding sources and project budget match.

Each section only allows you to enter a certain amount of content; therefore be clear and concise. Any text that goes beyond the stated character limit will not be reviewed.

STEP 4: Submit the application. Applicants who would like to be considered for the 2018 review must apply by **THURSDAY, FEBRUARY 1, 2018, AT 1 P.M. PT/2 P.M. MT. But you can submit your application any time before this date.**

Submit your application in one of the following ways:

- Email the application form and supporting documents to recgrants@cbt.org.
- Drop the application form and supporting documents off at one of our Trust offices (open weekdays from 8:30 a.m. to 4:30 p.m.):

Nakusp 220 Broadway
Golden 512 8th Avenue North

Castlegar 330-445 13th Avenue
Cranbrook 201-828 Baker Street

A Trust staff member will contact you within 48 hours to confirm receipt of your application and supporting documents.

NOTE: Applications, support letters, and supporting documents received after 1 p.m. PT / 2 p.m. MT February 1, 2018 will not be accepted.

WHEN AND HOW WILL I HEAR THE RESULTS?

The review process usually takes between four to six weeks. We will contact you by email, at the address you provided on your application form, to let you know if your project has been approved for funding or not. Once you receive the email, you are welcome to contact us to discuss the results.

Prior to approving any projects, Trust staff may conduct due diligence processes on your project at the Trust's expense. If approved, we will also let you know whether there are conditions you'll need to address, and whether you'll receive full or partial funding. Following the approval and due diligence processes, we will draft a contract.

GUIDE TO COMPLETING THE APPLICATION FORM

APPLICANT INFORMATION

Confirm all entries are accurate. If your application is successful, we will send agreements and cheques to the person and address listed as the signing authority. The signing authority must be an authorized signatory for your organization. The project contact person is the person who will be leading the project and who will receive direct correspondence with the Trust regarding the project.

Organization Mandate

Briefly describe your organization's purpose and mandate and the types of programs and services you deliver.

Organization Background

Provide details about your organizations past experience delivering similar projects and summarize why your organization is best suited to deliver this project. If your organization is sponsoring the application, provide information about the group delivering the project.

HOW DID YOU HEAR ABOUT THIS PROGRAM?

Indicate how you heard about this program. Select the primary way you heard about the program. One answer only.

PROJECT SUMMARY

Project Title

Your project title should be succinct and no longer than five words.

Amount Requested From the Trust

This is an auto-fill field that will automatically update when you've entered your budget information. Refer to the section How Much Can I Apply For on page three of this guide before preparing your application. Applicants can request up to 50 per cent of total project costs from the Trust. The Trust will provide 50 per cent of eligible project costs to a maximum of \$500,000. There is no funding minimum.

Estimated Start Date/Estimate Completion Date

These dates tell us when the project will take place. Because we cannot fund activities that occur before you have received funding approval, please ensure that your start date is no earlier than April 1, 2018. The end date should be when you anticipate all expenses will be paid for and final reports are ready.

Project Location

Where will the project take place? List the nearest communities or geographic reference points. For example, you may say it takes place:

- in a specific area (e.g. valley) or community (e.g. Salmo)
- in a geographic region (e.g. Regional District of East Kootenay Electoral Area B)
- Basin-wide (if your project will affect the entire Columbia Basin Trust region):
<http://www.ourtrust.org/map>.

PROJECT DETAILS

Project Description

Provide a brief description of the project. Include the main type(s) of activity(s) your project will support (e.g. mountain biking), the target population (e.g. members, non-members, less active populations, beginners, intermediate-level riders) and the main issue(s) the project will address. Describe what your project aims to accomplish and who or what it will impact. Keep this precise and clear. Other questions give you the opportunity to provide more detail.

Physical Description

Provide an overview of the size (e.g. square footage, linear footage, dimensions), capacity (e.g. how many people the facility will hold) and features or characteristics that will be built or renovated as a result of your project.

Note: Copies of maps and building plans should be attached as supporting documents.

Project Goal(s)

- Use point form.
- State the general intentions of your project.
- Goals are typically broad statements.
- Identify what change or improvement will come about as a result of the project.
- Your project may only have one goal or it may have many.
- For example:
 - Example 1:**
 - Encourage more people to become physically active.
 - Introduce new cross-country skiers to the sport on terrain that is accessible to them.
 - Example 2:**
 - Get more children active and interested in sport early in life.
 - Increase the number of different sports and activities we are able to offer our students and the community at large.

Project Impacts and Outcomes

- Use point form.

- State the precise intended impacts and measurable outcomes of your project.
- Outcomes are typically narrow and concrete and can be validated or measured.

Project Impacts and Outcomes Examples

Example 1:

- Increase the number of new skiers that join our cross-country ski club.
- Expand our trail network by adding 7 km of beginner trails.

Example 2:

- Increase the diversity of physical activities to which students will have access.
- Competitive and recreational outdoor soccer leagues will be created in the community as a result of building the soccer fields.

Measurement of Impacts and Outcomes

- Use point form.
- List the indicators you'll use to determine and measure if you've been successful in meeting your goals and objectives.
- Describe how you plan to collect the data and information.
- For example, you may:
 - ensure capital project milestones are met on time, on target, within scope and on budget
 - track participation and usage
 - track events and tournaments
 - obtain feedback from participants through surveys or questionnaires
 - take before and after photos
 - share participant stories and experiences.

Ongoing Maintenance

Describe how you plan to maximize the long-term usage and accessibility of the infrastructure. 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 in this infrastructure. If available, include a copy of your organization's relevant ongoing maintenance, asset management and/or sustainability plans as supporting documents.

TARGET POPULATION AND COMMUNITY SUPPORT

Rationale

How did you identify the need for this project? What issue or priority are you addressing? Indicate how your project fits with other community recreation infrastructure and opportunities and what gap it may fill. Provide evidence that demonstrates the need.

Target Population and Benefit

What group of people will benefit from the project? They could be part of a geographic community, cultural community or a community of interest. For example, your project could benefit the residents of Nakusp, or the project may focus on getting less active populations more active. How will your target population benefit from this project? Why is this project a priority for this group? Did you start the project because the group identified a need, concern or issue?

Input

How will your target population be involved in this project? Did members of the group help you develop the project? How will you continue to work with the group throughout the project? Will members of the group be volunteering their time or resources?

Community Support

How can you demonstrate broad community support for this project? Identify the groups or organizations that are actively involved in developing or delivering the project. Is the project part of a broader process or vision? Is it collaborative and has many partners? Which organizations are supporting this project?

Supporting Letters

You may submit up to four letters of support along with your application form. Letters must be on 8½ x 11” paper; PDF format preferred.

Letters should demonstrate support of the project by partners or affiliate organizations. For example:

- An organization confirms it will make an in-kind contribution of building equipment or staff time to your project.
- An organization confirms it supports your project in principle and can clearly state how the project benefits their organization, or is committed to participating in your project.

Related Plans

Does your project fit with a community, regional or strategic plan? If so, describe how the project will advance the long-term goals and visions of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plans as supporting documents.

Supporting Documents

You may submit up to six supporting documents along with your application form. Documents must be on 8½ x 11” paper; PDF format preferred.

Documents should provide additional evidence that the project is viable and important. For example, a document could include:

- copies of your organization’s ongoing maintenance and sustainability plans that relate to this project
- a permit, licence or other document that you need to execute your project
- copies of the relevant sections of community plans that show how your project aligns with community priorities

- copies of maps and building plans
- a quote for services or capital expenses that are included in your project budget.

PROJECT TIMELINE

Demonstrate how you plan to execute the project in an efficient and effective manner. Show logic, forethought and the ability to undertake the project. Tell us how you plan to organize and deliver the project. Break down your proposed activities, including timelines and the person or group responsible. Identify your construction start and end dates and key construction milestones. Be clear and brief, but feel free to use up to three lines under “Activity” to describe the actions that will be taken in a particular step. Ensure you’ve allocated an appropriate amount of time to achieve your project activities/outcomes.

PROJECT BUDGET

List specific budget items in your expenses. Round up values to the nearest dollar. Your total will auto-calculate at the bottom for you. Break out major cost items such as capital purchases, equipment rentals, project supplies and contractor wages and fees. If you’ve received a quote for services, include the quote for the services and the estimated total costs. Quotes can be attached as supporting documents. Refer to pages three and four of this guide for eligible and ineligible costs.

Budget Example

The following shows an example for an outdoor ice rink. The project is requesting 42 per cent of total project costs from the Trust. Note that amounts used are for example only.

BUDGET ITEM	Amount Requested From the Trust	Total Amount Required
Lumber	\$2,000	\$6,000
Building Supplies (see Quote)	\$8,000	\$18,750
Lighting/Electrical	\$1,500	\$2,500
Cement: 500 cubic yards @ \$110/cubic yard	\$25,000	\$55,000
Equipment: Installation		\$3,000
Heavy Equipment Operator: \$60/hour for 15 hrs	\$613	\$900
Labourer: \$25/hour @ 30 hrs/month for 2 months	\$1,500	\$1,500
*Totals	\$36,813	\$87,650

FUNDING SOURCES

Document cash and in-kind contributions from sources other than the Trust.

Agency/Company

List every contributing source: community organizations, other funding agencies, private donations, event revenue, fundraising efforts, etc. **Do not include the funds you are requesting from the Trust's Recreation Infrastructure Grants program here; the funds you request will automatically fill-in below.**

Funding Type

Indicate whether the contribution is cash or in-kind. Any volunteer contribution is considered in-kind.

Confirmed (Y/N)

Indicate whether or not the contribution is confirmed at the time you submit the application to the Trust. If no, you will be asked later in the process to provide confirmation if your application is successful.

Amount/Value

Indicate the dollar amount you will receive from each cash source, or the dollar value of any in-kind donation or volunteer hours.

Contributions to Be Used Primarily for What Purpose?

List the budget items that the funding will be used for.

Total Project Revenue

This box will auto-fill the total of the "Amount Requested From the Trust" column from the Budget on page 8 of the application, Total of Cash Revenue and Total of In-kind Revenue.

Total Project Budget

This box will auto-fill the total of the Total Amount Required from the total budget required from page 8 of the application.

The TOTAL FUNDING REVENUE number **must** equal the TOTAL PROJECT BUDGET number. The intent is to show that you have enough potential funds to complete your project. If Total Funding Revenue and Total Project Budget don't equal, re-check your entries as the form adds them automatically.

Funding Sources Example

The following shows an example of the funding sources table. This sample follows the ice rink example started in the budget template on page 11.

CASH REVENUE			
Source	Confirmed (Y/N)	Amount	Contributions to Be Used for What Purpose?
Community Foundation Grant	Y	\$20,000	Cement
Community Fundraiser	Y	\$4,800	Lumber
Local Governments: X, Y and Z	Y	\$3,000	Lighting/Electrical
Community Foundation Grant	N	\$3,000	Equipment Installation
123 Community Partner Society	N	\$337	Heavy Equipment Operator
*Total of Cash Revenue:		\$31,137	

IN-KIND CONTRIBUTIONS			
Source	Confirmed (Y/N)	Value	Contributions to Be Used for What Purpose?
Local Governments: X, Y and Z	Y	\$19,500	Building Supplies
Local Heavy Equipment Operator	Y	\$200	Heavy Equipment Operator
*Total of In-Kind Contributions:		\$19,700	

*TOTAL CASH REVENUE	\$31,137
*TOTAL IN-KIND CONTRIBUTIONS	\$19,700
**AMOUNT REQUESTED FROM THE TRUST (from page 8 of the application)	\$36,813
*TOTAL FUNDING SOURCES	\$87,650
**TOTAL PROJECT BUDGET	\$87,650

*These boxes will automatically calculate from table above or automatically fill-in and are read-only.

**These boxes will automatically calculate from the Project Budget on page 8 of the application form

Provide details on any budget items or funding sources that need further explanation. For example, if a contribution isn't confirmed, when do you expect confirmation? If the project will continue into the future, how will it sustain itself without additional Trust funding?

ADDITIONAL INFORMATION

Innovation and Additional Community Benefits

Describe how the project encourages innovative approaches: for example, new community partnerships, new technologies or processes, or new construction methods.

Does your project offer additional benefits to community well-being that align with the Trust's strategic priorities? Refer to our Columbia Basin Management Plan Strategic Priorities 2016–2020 to view our 13 strategic priorities: ourtrust.org/cbmp.

Additional Information

Include anything else you would like to add. Be sure it is something that has not already been addressed in this application. Be clear and succinct.

DECLARATION

Read and complete this section by typing in the date and your name and the application is done!