

Below are the questions that are included in the online application form. Please keep answers to a maximum of approximately 2000 characters.

This document is intended to assist prospective applicants for the Single Applicant (up to \$100,000) and Partnerships (up to \$500,000) funding streams in preparing their application for submission to the Third Intake which runs April 3, 2017 to May 31, 2017.

DISCLAIMER: This material is to support preparation only. The final version of the online application form could have minor changes.

OVERVIEW:

- Select the BC Economic Development Region where your project will take place:
- Provide the physical address or geographic location where the project will primarily take place:
- Identify the individual community/communities and their population numbers benefitting from this project. (e.g. East Kootenay-2500; Greater Vancouver area-3000; etc.)
- Which project funding stream are you applying for?
- Eligible Applicant Organization Type:
- In which project category is your initiative primarily focused?
- Is your application for a Destination Trails project?

ORGANIZATION PROFILE:

- What is the legal name of the Applicant?
- Enter the organization's registration number. *(Only required for not-for-profit organizations and First Nations development corporations)*
- What is the mailing address of the applicant organization?
- Who is the primary contact for the project? *(The application form will require that the contact details for the primary contact be added.)*
- Who is the signatory for the organization? *(The application form will require that the contact details for the signatory be added.)*
- Do you have any project partners associated with your project? (Required for Partnerships Project) *(The application form will require that the contact details for the partner be added.)*

PROJECT DETAILS:

- Project Title:
- Provide a description of the project, including specifics around what the project intends to accomplish and what work and actions will be completed. For Destination Trails projects please also provide a description of how the project supports and is linked to the Trails Strategy for British Columbia.
- Describe the community need that the project is addressing. Demonstrate the degree of community need. Include any need tied to loss or reduction in the community's key economic drivers:
- Describe how the project supports the community/communities increased economic development, resiliency and strength. Include the breadth of the project's impact across the community or multiple communities.
- Describe how the project facilitates business, growth, economic development or diversification using innovative ideas or processes.
- Describe how the project creates shared prosperity or further develops partnerships within communities, between communities and/or between First Nations and non-First Nations communities:
- Will the project directly create any additional jobs? *(Yes/No)*
 - *If yes:* Provide anticipated employment numbers created by the project. (Note that indirect employment is covered in a subsequent question.)
 - Direct full time jobs:
 - Direct part time jobs:
 - Direct temporary/seasonal jobs:
 - Describe in detail the above positions and how the project helps create employment:
- Describe potential indirect employment (not in the project itself) created as a result of the project.
- Does the project increase or provide economic opportunities for youth? *(Yes/No)*
 - *If yes:* Describe in detail the impact of the project on youth:

- Describe the successful outcome(s) for the project:
 - *For each “outcome”:* What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?
- Does the community/communities in which the project will be implemented have a current community and/or economic development plan? *(Yes/No)*
 - *If yes:* Please note the section(s) in the plan which relate directly to the project and describe how the project supports the plan(s):
- Describe the existing community support for the project. Indicate how support has been demonstrated within the community/communities:

BUDGET:

Questions regarding the project cost, funding request and financial and in-kind contribution amounts should reflect the information on the applicant’s completed budget template (found [here](#)).

Please note that if the amounts listed in the application differ from the completed Budget Form, the Program will assess the project utilizing the information in the Budget Form.

- What is the total project cost:
- What is the total funding request:
- What is total financial contribution from applicant and/or partners:
- What is the total in-kind contribution from applicant and/or partners:
- Are other organizations providing funds or lending money regarding this project? *(Yes/No)*
 - *If yes:* Please enter the other funders for this project. Include the organization name, contact person details (phone # and email), and amount of funding:
 - *If yes:* What is the total amount of funding from other sources:

- Indicate the estimated start and end dates of the project (maximum project duration is two years):
 - Estimated start date:
 - Estimated end date:
 - Full project duration (months):
- Is the project ready to commence immediately upon receipt of funding? *(Yes/No)*
 - *If no:* List the steps (e.g. obtaining permits, completing consultation, securing additional funding) that must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines:
- Indicate the key milestones and associated deliverables that support the intended project actions and accomplishments as well as an approximate timeline for each component of the project leading to completion.
- Will project activities be ongoing after the estimated end date? *(Yes/No)*
 - *If yes:* Describe how the project will be sustained long-term (ex. financially, socially and/or environmentally):
- Describe the resources and skills of the applicant to manage and complete the project, including project management experience and/or implementing similar projects:
- Outline the role(s) of any project partners identified *(Required for Partnership Projects)*:
- Outline project risks to completion and describe risk mitigation measures to ensure project success:
- Will the project include physical infrastructure? *(Yes/No)*
 - *If yes:* Please explain how the infrastructure will support economic development and diversification initiatives, in alignment with other community plans and priorities. If the program contribution is required to leverage other funding for infrastructure, please outline here:
 - Who will own the infrastructure:
 - Who will be responsible for any ongoing associated costs (maintenance/operational) after project completion:

- For Destination Trails projects, please describe the status of any required permits and identify all relevant jurisdiction/ownership of the land on which the trail project will take place (ex. provincial crown land, BC Parks, Municipal Parks, Regional District land, Reserve, other, etc.). *(If the project is not a Destination Trails project, please enter "N/A".)*

DOCUMENTS:

- The following are REQUIRED documents that must be included with the online application form.
- Financial statements *(The type of financial statement required depends on the funding request. Please review the BC Rural Dividend Program Guide for more details.)*
- Articles of incorporation or similar evidence of legal status *(Only required for not-for-profit organizations and First Nations development corporations.)*
- Completed Rural Dividend Budget Form
- Board or Band Council Resolution *(Information is to be entered in the application form.)*
 - Resolution:
 - Moved by:
 - Seconded by:
 - Date of Resolution
- Optional Supporting documents may also be included with the application form and may include:
 - Letter(s) from stakeholders indicating support
 - Approved financial plan
 - Community Plans
 - Economic Development Plans
 - Evidence of consultation with the community
 - Financial plans
 - Quotes from contractors and vendors
 - Business Plans
 - Feasibility Studies