



**THIS IS A SAMPLE APPLICATION ONLY**

**ALL APPLICANTS MUST APPLY AND SUBMIT APPLICATIONS ONLINE**

**Visit the Clean Water and Wastewater website for the online application portal.**

**A. Applicant Information**

Legal Name of Applicant:	
Applicant Mailing Address:	City/Town:
Province:	Postal Code:
Primary Contact First Name:	Phone Number:
Primary Contact Last Name:	Email Address:
Title of Primary Contact:	Alternate Contact Name:

**B. Project Information**

Project Title:

1. Select the Project Type that describes the largest percentage of capital works or asset management/design & planning work being undertaken in this project.

2. a) Nature of the project.

b) Select the eligible investment categories that describes the proposed project. See Program Guide for full description.

3. Provide a brief description of the project (1000 characters or less).

4. Provide the rationale of why the project is needed and the objectives it will achieve.

5. Provide a detailed list of the physical works of the project. Please list the works following the example provided below: (This section is N/A for Asset Management/Design & Planning projects).

Project Works (Example):

- Treated wastewater effluent pipeline and outfall
- Approximately 10km of effluent forcemain;
- Pumping system for the forcemain;
- Outfall structure for discharge to a river;
- Civil, mechanical and electrical works and supplies

6. a) Provide physical address of project\*.

b) Project Latitude:

c) Project Longitude:

*\* Map of project location is mandatory. See the Program Guide for a list of mandatory documents.*



- 7. a) What is the population of the community?
- b) What is the population that will be served by this project?
- c) List the communities below that will benefit from the project:

List of communities:

- 8. a) Estimated Project Start Date DD-MM-YYYY:
- b) Estimated Project End Date DD-MM-YYYY:
- c) Estimated Construction Start Date DD-MM-YYYY:
- d) Estimated Construction End Date DD-MM-YYYY:
- e) Identify project risks. Please list all that are known and include your evaluation and proposed mitigation for each risk. See below for example. (i.e. seasonal limitations to construction; detailed design work; public oppositions expected; referendum required; Environmental Assessment/Aboriginal Consultation; etc...)

Example Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
Fisheries construction window	Construction allowed October to March. If the fisheries window is missed, construction will be delayed a full year.	Project requires only one year of construction which allows for 3 construction seasons within program period.

f) Other project timeline comments:

- 9. a) Does the project involve federal owned asset? Yes  / No 
  - If yes, please provide detail.
- b) Does the project involve provincial owned asset? Yes  / No 
  - If yes, please provide detail.
- c) Has tender on design work been awarded? Yes  / No  If yes date work started \_\_\_\_\_
- d) Has tender on construction work been awarded? Yes  / No  If yes date work started \_\_\_\_\_
- e) Has physical work on construction been started? Yes  / No  If yes date work started \_\_\_\_\_
- f) Does the project involve lands within the Agricultural Land Reserve? Yes  / No



C. Financial Details

In addition to the financial information below, a Detailed Cost Estimate template has been provided on the website and is part of you mandatory documents.

10. Cost Estimate Summary

You will be required to fill out and submit the Detailed Cost Estimate template provided on the website. The totals below must match the Detailed Cost Estimate template.

- a) Total Gross Project Costs (Eligible + Ineligible): \$XXX
- b) Total Ineligible Project Costs: \$XXX
- c) Total Eligible Project Costs: \$XXX
- d) Maximum Grant Amount (Calculated Provincial + Federal Share): \$XXX
- e) Requested Grant Amount (if less than question 10 d)): \$XXX

11. Provide detailed list of Other Funding Sources.

Please note: Other federal and/or provincial grants will affect the total grant requested as per stacking limit. See the Program Guide for information on stacking rules.

Other Funding Sources:	Amount of Funding:
	\$
	\$

12. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project.

13. Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement etc.

14. Will the project require the borrowing of funds?

- If yes, provide details on borrowing

15. Who will own the completed project?

16. Who will be responsible for operating and maintenance?

- Do you have a plan to fund, operate and maintain the asset over its lifecycle? Yes  / No

- What are the expected annual operation & maintenance costs of the project [including depreciation]?

- How will the operation, maintenance and renewal of this capital project be funded?

17. Do you have council/board resolution authorizing the project to proceed and commit your share of project funding? Yes  / No

- If no, when do you expect to submit the council/board resolution: DD-MM-YYYY

18 a). Indicate how the program funding will have an incremental impact on the project (this funding will advance this project by X years or will not go forward without program funding).



b). Will this project build to or meet a recognized standard/regulation (Drinking or Wastewater) or Green Building Standard?

- If yes, identify the standard or regulation:

19. Eligible Project Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share):

Eligible Project Costs – work expected to be completed by March 31, 2017	\$XXX
Eligible Project Costs – work expected to be completed by March 31, 2018	\$XXX
Total (must equal Total Eligible Project Costs (Question 10 c.))	\$XXX

20. Asset Management

- a) Do you have a long-term financial plan that exceeds a 5 year horizon (if yes over how many years)?
- b) How does the financial plan relate to your Asset management plan, Capital works plan, OCP and any other strategic community and corporate plans?
- c) What proportion (%) of infrastructure replacement are you able to fund through current financial revenues?

For the asset class that you are applying for:

- d) Do you have an asset inventory/registry – complete? Up to date?
- e) Condition assessment?
- f) An asset management plan? If yes is the plan linked to a long term financial plan?
- g) Using the AM BC Roadmap available at [www.assetmanagementbc.ca](http://www.assetmanagementbc.ca), identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)?
- h) What effect will the proposed project have on service levels and how will these be measured E.G. The water treatment plant upgrade will improve water quality in the community – Measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.



**D. Project Objectives and Benefits**

Increased capacity or lifespan of the asset (**economic growth**), improved environmental outcomes (**cleaner environment**) and enhanced service (building **stronger communities**).

21.a) Will this project increase capacity or lifespan of the asset? Yes  / No

- If yes, please explain:

b). Will this project result in enhanced services? Yes  / No

- If yes, please explain:

c). Will this project result in improved environmental outcomes? Yes  / No

- If yes, elaborate in question 22 below.

**Economic growth**

22.a) Describe the economic benefits of the project and how the project improves economic growth in the community.

b). Do you have an economic development plan? If yes when was it updated?

**Cleaner environment**

c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.).

d). Describe any energy efficient features included in this project.

e). Do you have a council endorsed water conservation plan? Yes  / No

- If yes when was it last updated:

f) Does the project consider climate related risks, and if so what adaptation/mitigation measures will be taken?

**Stronger communities**

g) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

h) Will this project increase capacity, and/or enhance service, and/or improve environmental outcomes. (A project may do one or all three, please briefly describe which your project does and how).

**E. Environmental Assessment and Aboriginal Consultation**

23. Is any part of the project located on federal lands?

24. Will aboriginal groups be consulted about the project?

25. Is the project subject to an environmental assessment?



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**F. Mandatory Documents**

All mandatory documentation\* is to be emailed or mailed to: Please include your project number.

Ministry of Community, Sport and Cultural Development  
PO Box 9838 Stn Prov Govt  
4th Floor 800 Johnson St.  
Victoria, BC V8W 9T1  
Phone: 250-387-4060

Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

\* Please see the Program Guide for a list of mandatory documentation.

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