

NEW BUILDING CANADA FUND – SMALL COMMUNITIES FUND

GRANT APPLICATION INSTRUCTIONS & TIPS

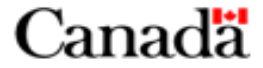
Please review these steps prior to accessing the online New Building Canada Fund – Small Communities Fund (NBCF-SCF) application form.

1. If you already have a BCeID account, skip to step 3.
2. If you do not have a BCeID account, go to <https://www.bceid.ca/directories/whitepages/>. Search for your local government, organization or society to see if it already has a Business BCeID account.
 - a. If the name of your local government, society or organization appears in the results list, click on the hyperlink in the Legal Name column. Type in the Security Control text when prompted and click “Next”. Business BCeID details will be displayed. Contact the Account Manager (if there is one) or the Profile Manager (if no Account Manager is listed) to request creation of a BCeID for you to use.
 - b. If the name does not appear in the list, you will need to create a BCeID account. <https://www.bceid.ca/register/> describes the three different types of BCeID. The Business BCeID and Basic BCeID are recommended to access the NBCF-SCF online application form. (Note: Business BCeID require verification of your identify. A Basic BCeID does not require verification; registration is completed entirely online. A Basic BCeID is sufficient to submit a NBCF-SCF application.)
 - c. Complete the application process by following instructions on each screen. For a Basic BCeID:
 - i. Click the button “Register for a Basic BCeID”
 - ii. Choose the option “Register without specifying an Online Service” (see example)

➔ [Register without specifying an Online Service](#)



- iii. Provide the information requested
 - iv. You must accept the Terms of Use Agreement to complete your registration
 - v. Correct /change information if prompted.
 - vi. You will receive confirmation of successful registration, and may email or print confirmation details for your records.
3. Navigate back to www.gov.bc.ca/smallcommunitiesfund to access and submit the online NBCF-SCF application form.



TIPS TO USING THE ONLINE APPLICATION FORM

- The following fields are required to save the application form. These fields are marked with an asterisk:
 - Legal Name of Applicant
 - Primary Contact First/Last Name
 - Phone Number
 - Email Address
 - Project Title
- Save and submit buttons are located on the bottom of the form.
- Prior to submission you may update and save the form as many times as you wish. Each time you save the form the system will generate an email to the email address specified on the form. Please keep this email as it will be used to access the form up to submission. *Note: Subsequent access to the form requires the user to log in or already by logged in with the BCeID used to create the Application. It is recommended that you record the Application ID (number after the = sign in the link) for your records.*
- System time outs may occur so it is important to save the form frequently to ensure information is not lost.
- If you require more text size to answer a question, you may email or mail this information to the lead Ministry with the mandatory and supporting documentation prior to the application deadline. Please ensure to reference the Application ID. See program guide section 6.4 for contact information.
- Please ensure all fields are completed prior to submission of the application.



QUESTIONS

If you have any questions regarding the application form, contact the lead Ministry:

For the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

Ministry of Transportation and Infrastructure

Phone: 250-952-0675

Email: infrastructure@gov.bc.ca

For the following project categories:

Drinking Water, Green Energy, Solid Waste Management, and Wastewater.

Ministry of Community, Sport and Cultural Development

Phone: 250-387-4060

Email: infra@gov.bc.ca