



# INVESTING IN CANADA INFRASTRUCTURE PROGRAM

COMMUNITY, CULTURE, AND RECREATION

## APPLICATION FORM QUESTIONS

This is a sample application only. All applicants must apply and submit applications online. Visit the ICIP – Community, Culture, and Recreation website for the Local Government Information System (LGIS), online application portal.

**Contents**



**Investing in Canada Infrastructure Program**

..... 2

Community, Culture, and Recreation Stream Application Form Questions ..... 2

    Section 1: Applicant Information ..... 2

    Section 2: Project Information ..... 2

    Section 3: Is the Project Eligible ..... 5

    Section 4: Mandatory Documents ..... 6

    Section 5: Project Costs and Project Delivery ..... 7

    Section 6: Funding Planning ..... 9

    Section 7: Management/Planning ..... 13

    Section 8: Climate Change, Environmental and Resiliency Considerations ..... 14

    Section 9: Outcome Specific Questions ..... 16

SAMPLE ONLY



## Investing in Canada Infrastructure Program

**Community, Culture, and Recreation Stream Application Form Questions**

THIS IS A SAMPLE APPLICATION ONLY

ALL APPLICANTS MUST APPLY AND SUBMIT APPLICATIONS ONLINE

Visit the [ICIP – Community, Culture, and Recreation website](#) for the online application portal.

**Section 1: Applicant Information**

Applicants will access the application through their client record in the Local Government Information System (LGIS). Please see **Accessing the Online Application** on the Community, Culture and Recreation website for setting up access to LGIS if your organization does not already have this.

1. Applicant's Primary Contact Information (from the applicant organization)
  - a) Full Name
  - b) Title of Primary Contact
  - c) Phone Number
  - d) Email Address
2. Applicant's Secondary Contact Information (optional)
  - a) Full Name
  - b) Title of Secondary Contact
  - c) Phone Number
  - d) Email Address
3. Head of the Applicant Organization's Contact Information (This information will be used during the decision process for any formal correspondence) Example: Chief, President, Mayor, Board Chair
  - a) Full Name
  - b) Title of Primary Contact
  - c) Phone Number
  - d) Email Address

**Section 2: Project Information**

4. Project Title (*Please provide a short concise plain language title*)
5. Project Description:

- a) Provide a general, brief description of the project.
- b) Provide a detailed list of project works.

*Example: Construction of a new community centre at north end of Jones Bridge at Highway Smith, including:*

- 10,000 Sq. ft of shared program space including;
- a community kitchen;
- exercise room,
- changing areas;
- electrical, HVAC; and,
- reception and administration area.

6. Briefly describe why the project is needed and how need was assessed.

*Example: current facility needs replacement due to age, condition, increased service demands, a survey was completed, and results include the need for the new facility.*

#### **Federal Outcomes**

7. Confirm that the project will support the program outcome:
  - improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

#### **Project Type**

8. Project type [selected from pick-list]  
*Example: Community, Culture, Recreation*

#### **Project Location**

9. Project physical address (and/or start and end points)

#### **Project Submission History**

10. Has this project (or related components or phases) been the subject of another infrastructure grant application? (Yes/No)
  - a) If Yes, provide the following:
    - I. Program name
    - II. Project title
    - III. Amount of Grant
    - IV. Status of application: successful/unsuccessful/under evaluation
    - V. Name of grant program contact (if available)
    - VI. Telephone number of grant program contact (if available)

**Project Works**

11. Nature of the project works? Indicate % for each relevant type.

Nature of the Project	Indicate % for relevant type
New	<i>If null, enter 0</i>
Rehabilitation	<i>If null, enter 0</i>
Expansion	<i>If null, enter 0</i>
Other	<i>If null, enter 0</i>
Total	<i>The total must equal 100%</i>

12. Will the completed project be used by the general public or members of the community (is it public facing)? \* (Yes/No)

13. If Yes, will the project meet or exceed the highest published accessibility standards in a jurisdiction, in addition to applicable provincial building codes and relevant local government bylaws? (Please see the ICIP CCR Program Guide for examples of standards) (Yes/No)

- I. If Yes, briefly describe how the accessibility standards will be met or exceeded through the design and construction phases of the project. Please include which standard you are meeting/exceeding.
- II. If No, explain reasons why accessibility standards can't be met.  
Example – renovating an older structure that can't house an elevator to access the upper floors.

\*Projects that are used by the general public must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial codes and local government bylaws. Accessibility Standards are as defined in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12) (Please see the ICIP CCR Program Guide)

13. Will the highest published applicable energy efficiency standards in the jurisdiction be met or exceeded? (Please see the ICIP CCR Program Guide) (Yes/No)

- a) If Yes, Please list the energy efficient features that will be included in the project.
- b) If No, Please note projects must meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#) and the ICIP CCR Program Guide

14. Does this project include dedicated spacing for housing; early learning and childcare facilities, highways and trade corridor infrastructure, resource development infrastructure, healthcare facilities or education facilities? (Projects that include these types of works are not eligible, except improved education and health facilities that benefit Indigenous peoples by advancing the [Truth and Reconciliation Commission's Calls to Action](#) as approved by Canada.) (Y/N)

- a) If yes, please contact Ministry staff to discuss eligibility of the project.
  - b) If yes, please describe the related infrastructure.
15. Does the project advance reconciliation with Indigenous communities (Yes/No)
- a) If yes, How does the project advance truth and reconciliation and which Calls to Action does the project support? (Text box)
16. What regulatory authorities must be contacted (engaged) to complete the project and what permits will be required for the project?

*Example: Building permits for construction or environmental assessment permits.*

*If available, please upload permits or licenses that have been obtained at time of application (document upload box)*

### Section 3: Is the Project Eligible

Projects that are eligible under the Community, Culture, and Recreation Program must be public infrastructure (capital assets) owned by a Local Government, Indigenous Applicant, or Not-For-Profit organization.

17. Do you have a Council/Board/Band Council/other appropriate governing body resolution authorizing the project to proceed and committing your share of project funding\*\*? (Yes/No)
- Your resolution must include the project name, the Community, Culture and Recreation Program name and the total cost of the project. Commitment to overages and commitment to the applicant share should also be included in the resolution. Please refer to the Resolution template on the CCR website for guidance.
- a) If Yes, please attach.
  - b) If No, when do you expect to submit the Council/Board/Band Council resolution?  
YYYY-MM-DD
- \*\*The Council/Board/Band Council resolution is required to be received within one month of the application closing date. Please see the ICIP CCR Program Website for an example of the council resolution.*
18. Has the construction phase of the project started? \*\*\* (Yes/No)
- \*\*\*Projects that have started (construction tender awarded) are ineligible.*
19. What is the percentage of project design that has been completed as of application submission date? (This should match the class of your estimate)
20. Estimated project start date (including design work)? (YYYY-MM-DD)
21. Estimated project completion date (including reporting after construction)? (YYYY-MM-DD)
22. Estimated project construction start date? (YYYY-MM-DD) This date should be at least 1 year from the time of application submission to allow time for project approvals and design work.
23. Estimated project construction completion date? (YYYY-MM-DD)
24. What is the population that will be directly served by this project?

25. What is the name and population of the community where the project is located?
26. Does the project benefit a wider geographic area than the applicant community? (Yes/No)
  - a) If Yes, list any communities that will use the infrastructure, their corresponding populations and how they will benefit.
27. Will the applicant own and operate the completed project? (Yes/No)
  - a) If No, provide additional information about the ownership of the completed project  
*\*\*Please refer to the section on DISPOSAL OF ASSETS in the ICIP- CCR Program Guide.*

## Section 4: Mandatory Documents

In all cases, relevant information must be included within the completed application form itself, as this will form the basis of the assessment. **Please make specific reference within the application to sections of attached documents that you wish to be included in the review.** Attachments should be clearly labelled, organized, and succinct. Mandatory documents may vary by applicant type and must be submitted with the application for the project to be eligible for review and potential funding.

**Please see the ICIP-CCR Program Guide for explanation of requirements for each mandatory document.**

### Local Governments

28. Please attach each of these mandatory documents (15 MB limits per documents). Zip files will not be accepted:
  - Project location .KML file (see instructions on the [ICIP CCR website](#))
  - Detailed Cost Estimate (Must use the template on the [ICIP CCR website](#))
  - Confirmation of Funds Form (Must use the template found on the [ICIP CCR website](#))
  - Site Plan/Map
  - Project Study or Plan (see ICIP CCR Program Guide for details)
  - Partnership/Memorandum of Understanding (MOU) agreement (if needed).

### 29. Additional documentation

Additional documentation is optional and may be uploaded here to support your application. Supporting document examples: Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Food Security Plan; Options Assessment; or, Asset Management Plan. (Please refer to the ICIP CCR Program Guide for more information)

Display five Additional Document upload boxes

### Indigenous Ultimate Recipients

30. Please attach each of these mandatory documents (15 MB limits per documents):

- Project location .KML file (see instructions on the [ICIP CCR website](#))
- Detailed Cost Estimate (Must use the template on the [ICIP CCR website](#))
- Confirmation of Funds Form (Must use the template found the [ICIP CCR website](#))
- Site Plan/ Map
- Project Study or Plan (see ICIP CCR Program Guide for details)
- For all Indigenous Ultimate Recipient Applicants that are a Not-for Profit that has an Indigenous focussed central mandate:
  - A letter of support for the Not-for-Profit from the benefitting Indigenous community/nation is required
- Partnership/Memorandum of Understanding (MOU) agreement (if needed)

### 31. Additional documentation

Additional documentation is optional and may be uploaded to support your application. Supporting document examples: Partnership/MOU agreement; Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Food Security Plan; Options Assessment; or, Asset Management Plan. (Please refer to the ICIP CCR Program Guide for more information.)

Display five Additional Document upload boxes

### Not for profit

### 32. Please attach each of these mandatory documents (15 MB limits per documents):

- Project location .KML file (see instructions on [ICIP CCR website](#))
- Detailed Cost Estimate (Must use the template on the [ICIP CCR website](#))
- Confirmation of Funds Form (Must use the template found on the [ICIP CCR website](#))
- Site Plan/ Map (see the ICIP CCR Program Guide for details)
- Project Study or Plan (see ICIP CCR Program Guide for details)
- Business financial plan including working capital and income sources
- Partnership/Memorandum of Agreement (MOU) if needed

### 33. Additional documentation

Additional documentation is optional and may be uploaded here to support your application. Supporting document examples: Cost Benefit Analysis or Other Study; Design Drawings; Letters of Support; Food Security Plan; Options Assessment; or, Asset Management Plan. (Please refer to the ICIP CCR Program Guide for more information.)

Display five Additional Document upload boxes

## Section 5: Project Costs and Project Delivery

- 34. Total Gross Project Costs
- 35. Total Ineligible Project Costs
- 36. Total Eligible Project Costs [Total Gross Project Costs less Total Ineligible Project Costs]
- 36. Other Funding Sources from other Federal Programs\*
- 37. Other Funding Sources from other Provincial Programs\*
- 38. Other Funding Sources that are not from a Provincial or Federal Program (Do not include organization’s own funds / internal sources)
- 39. Other Funding Sources Total (please supply the sum of last 3 other funding questions that provide Federal, provincial and non-government sources)  
*\*Please note: Other federal and/or provincial grants may affect the total grant requested as per stacking rules. See the ICIP CCR Program Guide for information on stacking rules.*
- 37. Net Eligible Costs [Total Eligible Project Costs less Total Other Funding Sources]
- 38. Maximum Grant Amount (Estimated)\*\**Grant amount may be adjusted after ministry review.*
- 39. Are you requesting less than the maximum grant amount? (Yes/No)
  - a) If Yes, what is the requested amount, and why are you requesting less?

**Fiscal Year Breakdown**

- 40. Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year. The second intake is designed to target projects which will be starting in 2021 or 2022.

Fiscal Year*	Forecasted Eligible Project Costs (April 1 to March 31)
2021 – 2022	<i>If null, enter \$0</i>
2022 – 2023	<i>If null, enter \$0</i>
2023 – 2024	<i>If null, enter \$0</i>
2024 - 2025	<i>If null, enter \$0</i>
2025 - 2026	<i>If null, enter \$0</i>
<b>Total</b>	

*\*Fiscal Year Breakdown Totals must equal Net Eligible Costs OR Eligible Costs based on Requested Grant Amount.*

**Funding Details**

- 41. Is this project a phase or component of a larger project? (Yes/No)
  - a) If Yes, Please provide additional details on the project phases and their timelines (including those outside the scope of the application) and how the identified program outcome can still be met following completion of the phase addressed in the application.
- 42. Can the project, as submitted, be broken into smaller phases if full funding is not available? (Yes/No)
  - a) If Yes, please describe how it can be phased.
  - b) If No, please explain why it can’t be phased.
- 43. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No)

- a) If Yes, Please provide details of the estimated incremental cost of employees/equipment and why it is not economically feasible to tender a contract for these works.

*Please note: Requests for the use of own labour and equipment will be subject to both provincial and federal approval and will only be allowed in certain circumstances. Approval must be sought **prior** to own forces work being carried out otherwise they will be considered ineligible.*

44. Do you intend to directly award contracts (sole sourced) during procurement for any aspect of the project? (Yes/No)
- a) If Yes, the expectation is that project contracts are to be tendered. Projects that utilize directly awarded (sole sourced) construction contracts of over \$40,000 and service contracts over \$100,000 may need a Federal Treasury Board submission for project approval.
- For each potential contract, please Identify the estimated amount of the directly awarded contract, who will be conducting the work, the nature of the work (specify Design, Construction or Other) and explain why sole source contracting is necessary.
45. Is the employment of apprentices; Indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises to be considered during project procurement/construction?
- a) If yes, describe.

## Section 6: Funding Planning

*Applicants should have their share of the costs secured prior to application to the program. In addition to answering the questions below, details of the secured/borrowed costs must be entered in the Confirmation of Funds Form found on the on [ICIP CCR website](#). This information is a requirement of the program and will be utilized to assess financial risk and project readiness.*

### Local Governments:

46. Will the Local Government portion of the project come from borrowing? (Yes/No)
- a) If yes, What portion of the Local Government share of project funding is expected to be from borrowing?
- b) If Yes, Please specify the source(s) of the borrowing.
- c) If Yes, Was (is) public approval required to approve borrowing? (Yes/No)
- I. If Yes, Please attach a scan of a signed and certified loan authorization bylaw that is at 3rd reading or adopted.
  - II. If Yes, please attach a completed Liability Servicing Limit Certificate that includes the anticipated borrowing costs necessary to finance the project.
  - III. If No, describe why approval is not required in order to borrow.
- d) If No, Are all the funds readily accessible? (Yes/No)
- I. If Yes, Please describe where the funds will be coming from and attach evidence of secured funds.

*Example: Bank statements, staff reports or resolutions of board/council directing the use of reserve funds.*

- II. If No, What is the anticipated source of funds?

*Example: collected through specific rates or fees, development cost contributions?*

47. Is the project included in the 5-year financial plan bylaw? (Yes/No)
- If Yes, click to upload document
  - If No, indicate when the project will be included in the 5-year financial plan bylaw and why it has not yet been included.
48. How does your organization intend to carry the project costs until reimbursements occur?  
*Example: Line of Credit, Reserve Funds*
49. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? *Example: Line of Credit*  
*Please Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the Program Guide.*

### Indigenous Ultimate Recipients (on-reserve)

Approved projects for on-reserve Indigenous Ultimate Recipients will receive up to 75% federal funding from the Community, Culture and Recreation Program. For the remaining 25%, financial information will be required.

50. How does your organization intend to carry the project costs until reimbursements occur?  
*Example: Line of Credit, Reserve Funds*
51. Will you be using other sources of Federal funding to make up the additional 25% of project costs?
- If Yes, please provide the federal funding source/program; contact name & number; and, amount of additional funding.
  - If No, Is borrowing required to fund the remaining 25% and is the borrowing secured?  
*Example: Line of Credit, Reserve Funds (Yes/No?)*
    - If Yes, Please attach evidence that borrowing has been secured.
    - If Yes, Please describe how borrowing has been secured
    - If No, Please describe how you will fund the remaining 25% of project costs.
52. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? (*Example: Line of Credit*)  
*Please Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the Program Guide.*

### Indigenous Ultimate Recipients (off-reserve)

Approved projects for off reserve Indigenous Ultimate Recipients will be funded up to 90% of eligible cost established by the conditions of the signed contract (75% Federal and 15% Provincial).

53. How does your organization intend to carry the project costs until reimbursements occur?  
*Example: Line of Credit, Reserve Funds*

54. Will you be using other sources of Federal funding to make up the additional project costs outside of the grant amount?
- If Yes, please provide the federal funding source/program; contact name & number; and, amount of additional funding.
  - If No, Is borrowing required to fund the remaining 15% and is the borrowing secured?  
*Example: Line of Credit, Reserve Funds (Yes/No?)*
    - If Yes, Please attach evidence that borrowing has been secured.
    - If Yes, Please describe how borrowing has been secured
    - If No, Please describe how you will fund the remaining 15% of project costs.
55. What plans are in place, and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? *Example: Line of Credit*  
*Please Note: ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the Program Guide.*

### Not for Profit

Please fill out the evidence of Confirmation of Funds Form to support the answers below.

56. How does your organization intend to carry the project costs until reimbursements occur?  
*Example: Line of Credit, Reserve funds.*
57. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? *(Example: Line of Credit)*  
*Please Note: ICIP does not provide additional funds to cover cost overruns*
58. How will you pay for your portion of the project costs?  
*Example: Line of Credit, Funds on Hand, Financial Donations*
  - Please attach evidence that borrowing or other funds have been secured.
59. A financial statement will be required for Not-for-Profit organizations and must be specific to the applicant organization.

Please upload:

- An internally prepared financial statement for projects with eligible costs up to \$500,000 or
- A statement reviewed by an independent public accountant for projects with eligible costs \$500,001 and above

### Project Consultation Considerations

60. Does the project help meet your organization's long-term goals and how does it benefit the public and the wider community?
- If yes, how does it align with your long-term plans?
  - If yes, how does it benefit the public and the wider community?
  - If no, why doesn't it align with your long-term plans?

61. What affected or interested groups or stakeholders have been consulted or will be consulted regarding the project? Please list
  - a) What were the results of these discussions?
62. What stage of consultation has occurred with surrounding Indigenous Groups?
  - a) Please identify the Indigenous groups that have been consulted and what steps have been taken. (Text box )
63. Are there any unsettled land claims on or culturally sensitive issues related to land on which the project works will occur?
  - a) If yes, please explain. (Text Box)
64. Is any part of the project located on federal lands? (Yes/No)
65. Is the project subject to an impact assessment as per the [Impact Assessment Act \(2019\)](#)? (Yes/No)

### Federal Checklist

66. The following elements are of interest to the Government of Canada (Infrastructure Canada). Select "Yes" for risks that are applicable to your project and provide a brief description of the risk and mitigation strategies undertaken or planned.

*Example: Describe risk and its probability (low/medium/high), impact, and mitigation response (will risk be avoided, mitigated, transferred, or accepted). Describe the planned actions and what the residual risk will be.*

- a) Project Complexity
  - I. Remote geographic location (Yes/No)
  - II. Unpredictable weather (Yes/No)
  - III. Untested or unproven technologies (Yes/No)
  - IV. Highly technical or complex project (Yes/No)
  - V. Interdependencies between phases (Yes/No)
  - VI. Other (please describe) (Yes/No)
- b) Project Readiness
  - I. Project site hasn't been finalized (Yes/No)
  - II. Land hasn't been acquired (Yes/No)
  - III. Potential issues with permits or authorizations (federal, provincial, territorial and municipal) (Yes/No)
  - IV. Industry supply may not be able to meet demand (Yes/No)
  - V. Funding sources are not secured for the entire project cost (assuming a grant is received through this program) (Yes/No)
  - VI. Other (please describe) (Yes/No)
- c) Project Sensitivity
  - I. The project has received positive media attention (Yes/No)
  - II. The project has received negative media attention (Yes/No)
  - III. Certain stakeholders have been vocal about the project (Yes/No)
  - IV. Other (please describe) (Yes/No)

67. Identify any broader project risks (excluding those already identified in the federal risk checklist) such as those related to project feasibility, scope, public support, social and environmental impacts, technology, and long-term management of the project. Please list all that are known and include your evaluation and proposed mitigation for each risk.

*Example: Seasonal limitations to construction, potential timing risks or delays, referendum required, unconfirmed grants (other than ICIP), siting not confirmed, environmental assessment/impacts, archaeological sites, cost overruns, etc.*

## Section 7: Management/Planning

### ALL APPLICANTS

**Asset Management** - Additional resources on infrastructure asset management can be found on the Asset Management BC website: [www.assetmanagementbc.ca](http://www.assetmanagementbc.ca)

68. How do you manage your infrastructure assets? Do you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure?

*Example 1: We have documented long-term asset and financial plans in place for managing assets that are updated annually; maintenance schedule; levels of service are measured and tracked. We have a database of all our assets with information such as ID number, size, install date, expected life and condition. We track maintenance within this database and performance and use this to assist with replacement decisions. We complete a condition assessment of critical assets once a year and enter the results in the database.*

*Example 2: We developed a policy that applies to the lifecycle management activities of physical assets that are owned or operated by our organization. It provided principles and a framework to staff for asset management practices that enables a coordinated, cost effective and organizationally sustainable approach across all departments. This Policy aligns with our town's strategic plan objectives to continue to deliver and sustain infrastructure and manage the municipality's finances.*

69. What communication and engagement activities take place to ensure the community is aware of your planning around infrastructure? This includes the current levels of service provided, and associated costs to the community to continue to provide (or increase/decrease) the expected services.

*Example 1: We have developed a one-page communications document that outlines the key elements of our long-term planning for the organization's new and end of life assets including anticipated levels of service and associated funding requirements. The document is available on our organization's website.*

*Example 2: We have had several open houses, and information sessions to discuss long-term planning and gather feedback on service level expectations and the community's ability and willingness to pay for planned levels of service.*

70. How do the project design and project components support the infrastructure being operationally cost effective/cost efficient over its lifecycle?

*Example: use of quality materials that require less maintenance, site selection requiring less maintenance, etc. The response should address the full lifecycle.*

71. Describe your long-term planning activities that will ensure that there will be funds to replace the proposed project at the end of its life?
- Example: set aside funds annually to allow for renewal, replacement or rehabilitation in 20 yrs., funding through financial reserves, implementing a rate structure or user charges which include depreciation/replacement costs, etc.*  
*This might include schedules or timelines that identify when items need to be replaced, maintenance plans/strategies, risk management plans, condition assessment plans that set out when inspections will occur, long-term financial plans (must be beyond 5 years to be considered long-term).*
72. What are your ongoing revenue sources and how will you fund your proposed project's ongoing operating and maintenance costs?
- Example: We have a plan that outlines the anticipated costs of operations, maintenance and renewals over the next 10 years, and a long-term financial plan that identifies secured and anticipated sources of funding over the next 10 years to levels that will enable these costs to be funded.*  
*Please Note: proponents are expected to manage the completed project in a financially sustainable manner, including planning for the eventual renewal of the infrastructure without grant support.*
73. Describe how you review and improve your asset management practices (plan, activities, policies) once they are completed?
- Example: Every two years, we have a formal review of asset management practices that aligns with our strategic planning cycle. This allows us to ensure that our priorities, objectives, decision making criteria and planning processes remain aligned with strategic objectives and remain effective in delivering value for the community.*

## Section 8: Climate Change, Environmental and Resiliency Considerations

74. How does the project design process incorporate climate change considerations, and as a result of these considerations, how do you intend to physically adapt the project? (Ex. what did you consider and how did that material affect what/where you decided to build?)
- Example 1: We employed a risk management approach to anticipate, prevent, withstand, respond to, and recover from a climate change related impact by ensuring that the location of the project is above the 100-year flood zone.*  
*Example 2: The project used available data to determine design of project, preparedness for future weather patterns (temperature, precipitation, extreme weather events) This aided us in the selection of materials used for the construction. For example, we used concrete board for siding instead of wood siding.*
75. Will the project achieve a reduction in greenhouse gas emissions? (Yes/No)
76. How does/will the proposed project represent the most efficient solution to achieving lower greenhouse gas (GHG) emissions? Text box
77. Please provide an estimate of the GHG emissions (in tonnes Co2 equivalent per year), before the investment, and an estimate of the GHG emissions after the investment. Table

See guidance on methodology on the [ICIP CCR website](#).

78. Has your organization completed work on a long-term plan or strategy to ensure resiliency against natural hazards such as flood, earthquake and fire, etc.? Example: Hazard Risk Vulnerability Assessment?
- a. If yes, Please describe what work has been completed. (text box)
79. Describe how any of the following are applied during the construction, design or operation of the project: Check box, if yes, then Text box
- A reduction in the use of natural resources
  - A reduction of impacts upon or protection, enhancement or restoration of the natural environment or wildlife habitat
  - Recovery or the reuse of resources
  - A reduction in the greenhouse gas emissions during construction
  - The use of natural assets to deliver a service normally provided by built infrastructure.

*Example: reduced energy usage, reduction in use of materials, use of local materials, water conservation, or emissions production.*

SAMPLE ONLY

## Section 9: Outcome Specific Questions

### COMMUNITY, CULTURE, AND RECREATION OUTCOME:

**Outcome: The project will improve access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations**

Projects eligible under the Community, Culture and Recreation Program must support public infrastructure (capital assets for public use/and or benefit) owned by an Indigenous Ultimate Recipient, Local Government or Not-For-Profit organization. The desired outcome of the category is to improve access to and/or increase quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

#### *Community Culture and Recreation Specific Criteria*

1. Who are the intended target user groups for this project?
2. What is the current average number of monthly visits to the facility before investment? (0 visits would indicate facility did not previously exist.) (Text box)
3. What is the estimated average number of monthly visits at the completion of the project?
4. Does this project provide benefit to Indigenous Peoples? (Yes/No) (Text box)
  - a) If yes, what is the estimated level of participation of Indigenous people before the investment? (% of total number of visits) (Text box)
  - b) If yes, what is the anticipated level of participation of Indigenous people at completion of the project? (% of total number of visits) (Text box)
5. Does this project benefit Indigenous communities not living on reserve? (Yes/No) (Text box)
  - a) If yes, indicate the % of the project that will benefit Indigenous population not living on reserve?
  - b) Please describe how the percentage was calculated and how the project will benefit Indigenous populations not living on reserve.
6. Does this project provide benefit to an official language minority community (OLMC) (Yes/No)
  - a) If yes, what is the anticipated level of participation before investment? (% of total number of visits) (Text box)
  - b) If yes, what is the anticipated level of participation at the completion of the project? (% of total number of visits) (Text box)
7. Does this project provide benefit to vulnerable populations? (Yes/No)
  - a) If yes, what is the anticipated level of participation before investment? (% of total number of visits) (Text box)
  - b) If yes, what is the anticipated level of participation at completion of the project? (% of total number of visits) (Text box)

8. Will this project result in a building with improved energy efficiency or a new building that is more efficient than required by code? Yes/No

a) If yes,

i. Is the building new?

- If the building is new, what is the anticipated total energy consumed in one year/total floor space of building at the completion of the project? (GJ/m<sup>2</sup>) (text box)

	Estimated GJ/m <sup>2</sup> at completion
GJ energy used annually	
Internal building area/floor space (m <sup>2</sup> )	
Average height of building (m)	
Energy consumed/total floor space (GJ/m <sup>2</sup> )	

ii. Is the building existing

- If this is an upgrade, what is the current (before the project) and anticipated (at completion) energy consumption in one year/total floor space (GJ/m<sup>2</sup>) (Text box)

	Estimated GJ/m <sup>2</sup> before upgrades	Estimated GJ/m <sup>2</sup> after upgrades
GJ energy used annually		
Internal building area/floor space (m <sup>2</sup> )		
Average height of building (m)		
Energy consumed/total floor space (GJ/m <sup>2</sup> )		

b) If yes, Is a certification being achieved? (Text box)

i. If yes, what certification will be achieved?

9. Were gender issues taken into consideration during the design and/or construction phases? (Yes/No/Unknown)

10. Does the public facing built asset incorporate universal design? (Yes/No)

11. The project is community-oriented, non-commercial in nature and open for use to the public. (Yes/No)

12. This project includes dedicated spaces for tourism infrastructure; provincial or municipal services; for-profit uses; daycare facilities; places of assembly for religious purposes; healthcare facilities or education facilities. (Yes/No)

13. The project is for semi-professional or professional sports teams. (Yes/No)

14. What steps were completed to identify the need for the project in the community? Example An assessment was completed for the community and found that there is a lack of service available to the community. (Text box)

15. How does this project improve quality of life in your community? (Text box)

16. Will there be a cost to access the new infrastructure? (Yes/No)

a) If yes, how much? (Text box)

17. Does this project provide new capacity or increase quality of existing community, culture, or recreation infrastructure? If Yes, Describe how. (Text box)
18. How does this project improve community attractiveness, encourage community growth and retain residents/businesses? (Text box)
19. What other benefits does this project have for your community? (Text box)
20. Does this project preserve views and local character? If Yes, Describe how. (Text box)
21. Does this project contribute to preserving historic and cultural character? If Yes, Describe how. (Text box)
22. Does this project improve community mobility (improved walking or biking)? (Yes/No)
  - a) If Yes, Please Describe.
23. Does the project improve how visitors will use/benefit from the project/space? (Yes/No)
  - a) If Yes, Please Describe.
24. Does the project consider tourism or seasonal usage as part of the project? (Yes/No)
  - a) If Yes, Please Describe.
25. Does the project align with the local area destination development plans or official community plan? (Yes/No)
  - a) If Yes, Please Describe.

Please fill out the table below for Federal reporting. Include only assets that will be receiving investment.

		Number of assets receiving investment	Physical Condition before investment N/A or 1 (very poor) to 5(very good)	Physical Condition after investment N/A or 1 (very poor) to 5(very good)
Type and quantity	Arenas			
	Pools			
	Galleries			
	Libraries			
Type and quantity	Museums and archives			
	Presentation and performance space			
	Community facility			
	Skate Parks			
	Curling Rinks			
	Stadiums			
	Sports facilities			
	Recreational Paths*			

		Number of assets receiving investment	Physical Condition before investment N/A or 1 (very poor) to 5(very good)	Physical Condition after investment N/A or 1 (very poor) to 5(very good)
	Health Facilities			
	Education Facilities			
	Other			

\*For Recreational Paths, please indicate the length of assets receiving investment in kilometers

### Logistics Infrastructure

Please describe any logistics infrastructure associated with the project, e.g. access roads and parking and their approximate sizes (this must be a secondary outcome and not be the main component of the project).

Add Text box

Number of assets receiving investment		
Length of assets receiving investment in Kilometers		
Overall physical condition of the asset(s)	<b>Before investment</b>	<b>After Investment</b>