



## INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)

### GRANT APPLICATION INSTRUCTIONS

**\*Important!\*** To apply for the ICIP Community, Culture, and Recreation Program and the Rural and Northern Communities Program, a Business BCeID is required and must be obtained by December 21<sup>st</sup>, 2018. Please read and follow the steps outlined below on how to obtain a Business BCeID account and request access to the Ministry's Local Government Information System (LGIS).

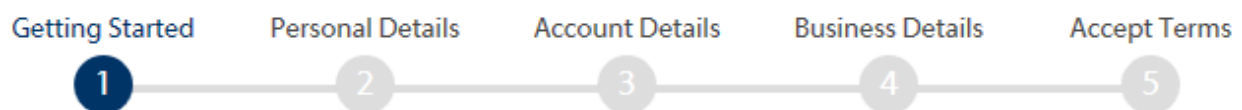
This two-step process must be completed by December 21<sup>st</sup>, 2018 to allow time to complete and submit the application before the intake deadline January 23<sup>rd</sup>, 2019.

Organizations must have a Business BCeID account and have been granted LGIS access in order to complete and submit the online ICIP application form.

**Note: Consultants must have a Business BCeID that is associated to the organization applying for the grant.**

A Business BCeID account provides secure access to online government services.

1. In order to access the LGIS online application you will need a Business BCeID user ID and password. If you already have a Business BCeID account, skip to step 5.
2. If you do not have a Business BCeID account or need to verify that your organization is already registered, go to <https://www.bceid.ca/directories/whitepages/>. Search for your organization to see if it already has a Business BCeID account.
  - a. If the name of your 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 "Continue". Business BCeID details will be displayed. Contact the Profile or Account Manager to request creation of a Business BCeID for you to use.
  - b. If the name does not appear in the list, a Business BCeID account must be created for your organization. Please visit: <https://www.bceid.ca/register/>. Select "Register for a Business BCeID" Note: Business BCeID accounts require identity verification.  
**Registration can take approximately 2 weeks once all steps are completed correctly.** You must register for a Business BCeID account to access the online application form.
  - c. Complete all 5 steps of the application process by following instructions on each screen:





3. Once your organization has a Business BCeID account, contact the Profile or Account Manager within your organization to request creation of a Business BCeID for you to use (see details in Step 2 above).
4. The Profile or Account Manager must edit the BCeID business preferences to access LGIS. To edit the sharing preferences, log in to [www.bceid.ca](http://www.bceid.ca) on the top right corner of the screen and enter your new Business BCeID user ID and password. Click Manage Account. Select Business Preferences under Manage Business. Select "I consent to BCeID sharing my business contact information with Online Services registered with BCeID."
5. Navigate to LGIS <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS/> to access and submit the online ICIP application form.

**Note: New users to LGIS will be required to complete and submit the Request Access form. This process requires verification (it is not instant) LGIS set up can take between 48 hours to 5 business days. Ministry staff will notify you once this step is complete.**

### **TIPS TO USING THE ONLINE APPLICATION FORM**

- Before completing and submitting an ICIP application, please refer to the ICIP Program Guide for more details on program requirements.
- Under Conditional Grants menu, select Applications and then click Create New Application. Select the program from the drop down menu and click Create.
- The application does not have to be completed in one session. System time outs may occur so it is important to save the form frequently to ensure information is not lost.
- Prior to submission you may update and save the form as many times as you wish. Press the 'Validate' button before submission to ensure you have provided all required information. Once the application has been submitted it is no longer editable.
- Please attach each mandatory document using the tab provided on the online application form. There is a 15MB limit per document.

### **QUESTIONS**

If you have any questions regarding the application form, contact:  
Ministry of Municipal Affairs and Housing  
Phone: 250-387-4060  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)