

**Completing Your Application:**

This information is designed to assist applicants in successfully preparing their applications to the BC Rural Dividend. A thorough read of the Program Guide is encouraged prior to completing your application.

**1. Requirement for Resolution:**

A resolution from your Council or Board will be required in completing your application. Please plan accordingly to ensure passing the resolution in time for the application deadline.

- The following will be included in the online application form. Required fields below:*

Band/Council Resolution wording: \_\_\_\_\_

Forwarded by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date moved: \_\_\_\_\_

Sample Resolution:

I move that the [*Organization Name*] authorize the submission of an application to the BC Rural Dividend Program for the [*Project Title*] and that the Board/Council support this project through its duration.

**2. Required Documents:**

There are a number of required documents that must be included with your application at the time of submission.

**All Applicants:**

- Financial statements (*see the Program Guide for details regarding the financial statements required for different funding requests*)
- Budget (*the budget template can be downloaded from the [BC Rural Dividend website](#)*)

**Not-for-Profit Organizations and First Nation Development Corporations:**

- Articles of Incorporation

**Partnership Funding Stream Applicants:**

- Partnership Letter(s) confirming role and commitment to the project (*a letter must be submitted from each Eligible Partner listed in the application*)

**3. Optional Supporting Documents:**

Inclusion of additional documents that will support your application is encouraged. Examples of supporting documents include:

- Community Plans
- Economic Development Plans
- Letters of Support from the Community
- Evidence of consultation with the community
- Financial plans
- Quotes from contractors and vendors
- Business Plans
- Feasibility Studies