

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.¹

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*)

¹ Due to the timing of the application intake period the Program will accept resolutions from applicants until January 31, 2018.

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