

Below are the questions that are included in the online application form. Please keep answers to a maximum of approximately 2000 characters.

This document is intended to assist prospective applicants for the Project Development (up to \$10,000) funding stream in preparing their application for submission to the Fourth Intake which runs November 15, 2017 to December 15, 2017.

DISCLAIMER: This material is to support preparation only. The final version of the online application form could have minor changes.

OVERVIEW:

- Select the BC Economic Development Region where your project will take place:
- Provide the physical address or geographic location where the project will primarily take place:
- Identify the individual community/communities and their population numbers benefitting from this project. (e.g. East Kootenay-2500; Greater Vancouver area-3000; etc.)
- Which project funding stream are you applying for?
- Eligible Applicant Organization Type:
- In which project category is your initiative primarily focused?
- Is your application for a Destination Trails project?

ORGANIZATION PROFILE:

- What is the legal name of the Applicant?
- Enter the organization's registration number. *(Only required for not-for-profit organizations and First Nations development corporations)*
- What is the mailing address of the applicant organization?
- Who is the primary contact for the project? *(The application form will require that the contact details for the primary contact be added.)*
- Who is the signatory for the organization? *(The application form will require that the contact details for the signatory be added.)*
- Do you have any project partners associated with your project? (Required for Partnerships Project) *(The application form will require that the contact details for the partner be added.)*

PROJECT DETAILS:

- Project Title:

- Provide a brief project description including how the project would support future projects. For Destination Trails projects please also provide a description of how the project supports and is linked to the Trails Strategy for British Columbia.

- Describe how the project addresses all or some of the following program objectives:
 - Community resiliency
 - Partnerships and shared prosperity
 - Innovation
 - Youth
 - Job creation

- Describe potential indirect employment (not in the project itself) created as a result of the project.

- Describe the successful outcome(s) for the project:
 - *For each “outcome”:* What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?

- Does the community/communities in which the project will be implemented have a current community and/or economic development plan? *(Yes/No)*
 - *If yes:* Please note the section(s) in the plan which relate directly to the project and describe how the project supports the plan(s):

- Describe the existing community support for the project. Indicate how support has been demonstrated within the community/communities:

BUDGET:

Questions regarding the project cost, funding request and financial and in-kind contribution amounts should reflect the information on the applicant’s completed budget template (found [here](#)).

Please note that if the amounts listed in the application differ from the completed Budget Form, the Program will assess the project utilizing the information in the Budget Form.

- What is the total project cost:
- What is the total funding request:
- What is total financial contribution from applicant and/or partners:
- What is the total in-kind contribution from applicant and/or partners:
- Are other organizations providing funds or lending money regarding this project? *(Yes/No)*
 - *If yes:* Please enter the other funders for this project. Include the organization name, contact person details (phone # and email), and amount of funding.
 - *If yes:* What is the total amount of funding from other sources:
- Indicate the estimated start and end dates of the project (maximum project duration is two years):
 - Estimated start date:
 - Estimated end date:
 - Full project duration (months):
- Is the project ready to commence immediately upon receipt of funding? *(Yes/No)*
 - *If no:* List the steps (e.g. obtaining permits, completing consultation, securing additional funding) that must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines:
- Indicate the key milestones and associated deliverables that support the intended project actions and accomplishments as well as an approximate timeline for each component of the project leading to completion.
- For Destination Trails projects, please describe the status of any required permits and identify all relevant jurisdiction/ownership of the land on which the trail project will take place (ex. provincial crown land, BC Parks, Municipal Parks, Regional District land, Reserve, other, etc.). *(If the project is not a Destination Trails project, please enter "N/A".)*

DOCUMENTS:

- The following are REQUIRED documents that must be included with the online application form.
- Financial statements *(The type of financial statement required depends on the funding request. Please review the BC Rural Dividend Program Guide for more details.)*
- Articles of incorporation or similar evidence of legal status *(Only required for not-for-profit organizations and First Nations development corporations.)*
- Completed Rural Dividend Budget Form
- Board or Band Council Resolution *(Information is to be entered in the application form.)*
 - Resolution:
 - Moved by:
 - Seconded by:
 - Date of Resolution
- Optional Supporting documents may also be included with the application form and may include:
 - Letter(s) from stakeholders indicating support
 - Approved financial plan
 - Community Plans
 - Economic Development Plans
 - Evidence of consultation with the community
 - Financial plans
 - Quotes from contractors and vendors
 - Business Plans
 - Feasibility Studies