

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

This document is a resource for convenience and guidance; it is not intended to replace official documents such as the Program Guide, which is available on the Rural Dividend Program website: www.gov.bc.ca/ruraldividend

Application Form		
All Applicants	Yes	No
Have you clearly described your project and its activities?	<input type="checkbox"/>	<input type="checkbox"/>
Have you described how the project is linked to and supports economic development?	<input type="checkbox"/>	<input type="checkbox"/>
Have you demonstrated how your project is aligned with program objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Have you demonstrated support for the project?	<input type="checkbox"/>	<input type="checkbox"/>
Have you described how the project is linked to community planning?	<input type="checkbox"/>	<input type="checkbox"/>
Have you demonstrated that the project is thoroughly planned and ready for implementation?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered NO to any of the above, please review your application and update as required.		
Budget Form¹		
All Applicants	Yes	No
Does the budget contain detailed descriptions of costs?	<input type="checkbox"/>	<input type="checkbox"/>
Does the budget contain accurate estimates of costs?	<input type="checkbox"/>	<input type="checkbox"/>
Are the costs listed linked to project activities described in the application form?	<input type="checkbox"/>	<input type="checkbox"/>
Are the costs listed directly related to project implementation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the project costs and project funding amounts the same?	<input type="checkbox"/>	<input type="checkbox"/>
Does the budget show that the required applicant contribution is met? ²	<input type="checkbox"/>	<input type="checkbox"/>
Are infrastructure-related costs 35% or less of the total project cost? ³	<input type="checkbox"/>	<input type="checkbox"/>
Are capital costs 35% or less of the total project cost?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered NO to any of the above, please review your budget form and update as required.		

¹ Please note that the Rural Dividend Program reserves the right to move costs listed in the budget to different sections during the review and assessment process.

² See the [Program Guide](#), for details on Applicant Financial Contributions.

³ For additional information on Infrastructure-related costs and exceptions to the 35% limit please refer to the [Program Guide](#).

Mandatory Supporting Documentation			
Level of Financial Statements – All Applicants	Yes	No	N/A
Internally Prepared Financial Statements signed by two board members / Notice to Reader financial statements: <i>For funding requests of \$0 - \$50,000⁴</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Engagement financial statements: <i>For funding requests of \$50,001 - \$100,000</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audited financial statements: <i>For funding requests of \$100,001 - \$500,000</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Statements – All Applicants	Yes	No	
Are the financial statements specific to the legal entity applying for funding?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the financial statements in the final approved form, including signatures from the CPA who prepared them and organization representatives?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the financial statements current (i.e. have been prepared within the past year)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the financial statements complete (e.g. there are no missing pages or sections)?	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered NO to any of the above, your application is not ready to be submitted.			
Other Mandatory Documents – All Applicants	Yes	No	
Have you completed the Rural Dividend Budget form? ⁵	<input type="checkbox"/>	<input type="checkbox"/>	
Have you provided a resolution? <i>The following information will be required in the online application form:</i> <i>Band/Council Resolution⁶:</i> <i>Forwarded by:</i> <i>Seconded by:</i> <i>Date moved:</i>	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered NO to any of the above, your application is not ready to be submitted.			

⁴ Financial statements that meet the requirement for a higher funding request will also be accepted.

⁵ Available for download on the Rural Dividend Program website, www.gov.bc.ca/ruraldividend.

⁶ **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.

Other Mandatory Documents	Yes	No	
<i>Is your organization an Indigenous or non-Indigenous not-for-profit organization or a corporation controlled by a First Nation?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If Yes:</i>			
Have you included Articles of Incorporation or the most recently filed Annual Report for your organization?	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered NO to the above question, your application is not ready to be submitted.			
<i>Are you applying under the Partnerships funding stream?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If Yes:</i>			
Have you included completed Partnership Letter(s) from each partner listed in the application form that confirm their role and commitment to the project? ⁷	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered NO to the above question, your application is not ready to be submitted.			
Optional Supporting Documentation			
All Applicants	Yes	No	N/A
Community Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of community engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotes from contracts and vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feasibility Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits or Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The inclusion of additional documents that will support your application is encouraged but not mandatory. The list of documents above is intended to assist applicants think about what information they can include with their application.</i>			

⁷ A letter must be submitted from each partner listed in the application.