

Provincial Wood Stove Exchange Program: 2016 Project Proposal Content

The following components should be included in an application:

- **Program Title**
- **Summary**
Outline the key elements of the proposal in two or three paragraphs.
- **Program Team and Leader**
List the participating organizations (municipality, regional district, community group, airshed management committee, etc.), and their interest in delivering a wood stove exchange program. List staff members who will be involved in the program delivery and their relevant experience. The project leader should be identified and their full contact information (address, email, and phone) provided.
- **Program Partners**
List any community partners who are not an immediate part of the delivery team, and describe their roles and responsibilities (e.g. partnerships with local retailers, credit unions, newspapers/radio, etc.
- **Problem/Issue Statement**
Provide a concise statement of the local or regional need for an exchange program. Supporting evidence could include measurements showing poor air quality during the heating season, a description of local geography susceptible to inversions, the number of homes heating with wood, and the number of old technology stoves currently in use. Anecdotal evidence or strong support from residents for the program could also be included.

Note: A wood heat emission inventory is available on the BC Air Quality [website](#). The data on emissions, wood heating prevalence, and attitudes towards wood burning may be helpful to communities applying for funding.
- **Program Objectives**
The program objectives should clearly describe the number of old stoves targeted to be removed in 2016/17, any other output (media materials, number of workshops, etc.), and awareness goals.
- **Other Community Actions to Address Wood Smoke**
Describe any other actions that your community or region is taking to address wood smoke. (1) Does the community or region have or are their plans to develop clean air bylaws that address wood smoke? (2) Does the community or region have a bylaw that addresses what type of wood-burning appliances may be installed? (3) Does the community or region have an airshed management plan or is it developing one? (4) Is the community or region taking any other actions? Provide links to bylaws or airshed management plans. (5) If the community or region is taking NO other actions to address wood smoke other than the woodstove exchange program please note that.

- **Report on Previous Funding**

For previous program participants report on the annual funding and number of exchanges that have occurred in each previous year of your participation in the provincial program.

- **Program Design and Schedule**

This section should outline the specific tasks which will be accomplished with the requested funds, planned community events, advertising and marketing strategies, and any other local **community-based social marketing ideas**. It should also describe how the program progress will be evaluated and how the overall objectives will be achieved. The proposal should include timelines for each task and a schedule for the whole project. The proposal should also outline any potential problems that may arise during the course of the program and the suggested methods of resolution.

- **Estimated Total Costs of the Program**

The proposal should outline the budget^{1,2} for the project. A sample budget form is below.

Project Costs		Proposed Funding Sources			Previous
Project Period: specify Mar-Apr, all year or other	2016/2017 Total	BC MoE	Other: cash	Other: in-kind	BC MoE grant 2007-2015 ³
Salaries ⁴ (part time)					
Advertising and Promotion					
Production of Materials					
Burn It Smart Workshops and Education Delivery					
Incentives/rebates					

- **Funding Requested**

The proposal should list all financial and in-kind (such as staff time) contributions that are committed or under serious consideration by any agencies or other partners towards the total costs of the program, and the amount requested from the Ministry of Environment.

- **Appendices**

Appendices to the proposal may contain letters of support or endorsement for the program, confirmation or commitment of funding for the program from other agencies or partners, and any other items in support of the proposal.

¹ Maximum incentive per stove from provincial funds is \$250.

² Budget for Burn it Smart workshops and education delivery should usually be at least \$1000-\$1500.

³ For communities reapplying, provide details on past provincial funding. If 2015/16 funds remain, indicate how they will be applied to the new program. No additional program support dollars will be provided to help communities advertise for or distribute rebate money that is carried forward.

⁴ For 2016/17, there will be very limited funding to support salaries – please only request if absolutely necessary. Funding preference may be given to regions that can obtain in kind or other contributions to support salary