Gitxaala Nation

Proposal and Grant Writing Course

Participant's Handout

August 2016

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INTRODUCTION
Course Outline

Day 1

Morning

Introduction to Course	9:00 to 9:45
Break	**9:45 to 10:00**
Finding Appropriate Sources of Funding	10:00 to 11:00
Application Instructions – how to interpret and understand requirements	11:00 to Noon
Lunch	**Noon to 1:00**

Afternoon

Program guide – how to interpret and understand requirements	1:00 to 2:15
Break	**2:15 to 2:30**
Understanding submission requirements	2:30 to 3:45
Day Wrap Up	**3:45 to 4:00**

Day 2

Morning

Review of Previous Day's Activities	9:00 to 9:15
Ensuring "your project" fits the funding criteria	9:15 to 10:15
Break	**10:15 to 10:30**
How to develop a budget	10:30 to Noon
Lunch	**Noon to 1:00**

Afternoon

Completing the Application Form	1:00 to 2:15
Break	**2:15 to 2:30**
Continuation of Completing the Application Form	2:30 to 3:45
Day Wrap Up	**3:45 to 4:00**

Day 3

Morning

Review of Previous Days' Activities	9:00 to 9:15
Administration and Record Keeping	9:15 to 10:15
Break	**10:15 to 10:30**
Continuation of Administration and Record Keeping	10:30 to Noon
Lunch	**Noon to 1:00**

Afternoon

Reporting	1:00 to 2:00
Break	**2:00 to 2:15**
Continuation of Reporting	2:15 to 3:15
Course Wrap Up	**3:15 to 4:00**

Chapter 1 – Finding Appropriate Sources of Funding

Potential Sources of Funding

* Government

* Private Sector

* Non-Profits/Charities

* Special Interest Groups

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Types of Funding Available

* Capacity Building

* Capital Projects

* Programs/Outreach

* Education

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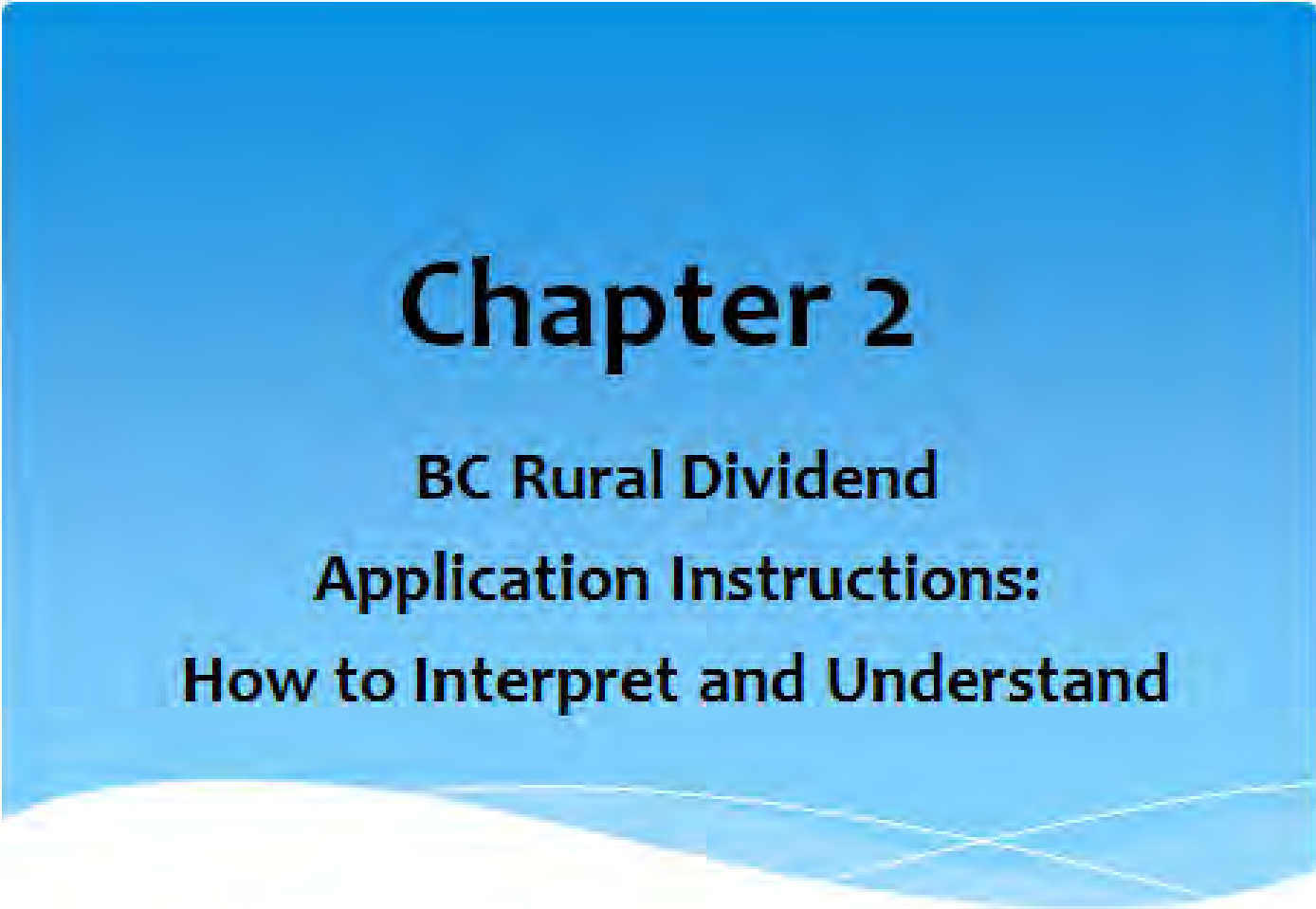
Types of Search Options

* Search Words

* Search Engines

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Finding Appropriate Source of Funding

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Chapter 2 – Application Instructions: How to Interpret & Understand Requirements

BC Rural Dividend

* Website:
  http://www2.gov.bc.ca/gov/content/employment-business/economic-development/developing-your-community/community-partners/rural-advisory-council/rural-dividend

* Or type in BC Rural Dividend and click on link at top of search page

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BC Rural Dividend Home Page

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Application Instructions

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BC Rural Dividend
Application Instructions

Application Support

Additional information and documents to support completion of the Application Form are available on the website, including:

* BC Rural Dividend Program Guide
* Applicant questions and answers.

Application support is also available through FrontCounter BC:
Toll-free number: 1-877-855-3222
Email: FrontCounterBC@gov.bc.ca
Office Locations: www.frontcounterbc.gov.bc.ca/locations

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Application Form Reference		Program Guide Reference
Applicant Information		
	> Include the full legal name of the Eligible Applicant and the mailing address.	Section 2.4
	> Include as a primary contact the person who can best answer questions about the application with contact information for this individual.	Section 2.3
	> Specify the physical location of the proposed project to ensure it will benefit an Eligible Community.	
	> If the project involves a location without a specific address, such as a trail, include a description of the physical location.	
1.	**Project Information**	
1.1	Identify the project category	Section 2.6
	> Review the descriptions of the project categories. > Select the project category that most closely matches the project.	
1.2	Identify the funding stream	Section 2.7
	> Review the details and requirements for the different funding streams. > Select the funding stream under which the project is being submitted.	
2.	**Eligibility Screening**	
2.1	Identify the Eligible Applicant organization	Section 2.4
	> Review the criteria for an Eligible Applicant to confirm eligibility to apply. > Select the title that best describes the applicant organization.	
2.2	Identify the Eligible Community/Communities that the project will benefit	Section 2.3
	> Review the criteria for an Eligible Community to confirm eligibility. > List all of the communities that will benefit from the project to ensure they are eligible. > Include the population for each community identified (Eligible Communities are those with populations of 25,000 or less). > Confirm the population using the links provided in the Program Guide.	
2.3	Identify any Eligible Project Partners (requirement for Partnerships Stream)	Section 2.4 Section 2.5
	> If the application is under the Partnerships funding stream, include the legal names of all partners, indicating whether they are a local government, non-profit organization or a First Nation. > Ensure all partners meet the Eligible Applicant criteria. > For-profit entities can be partners if the project yields broad community benefits. > Identify one contact for each Eligible Partner who can best answer questions about the application, and include their contact information.	

Application Form Reference		Program Guide Reference
2.4	**Check Mandatory Supporting Documentation included with this application**	Section 3.1
	> Include Mandatory Supporting Documentation to match the requirements of the type of Eligible Applicant selected in 2.1 of the Application Form. > Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents. > Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.	
2.5	**Indicate what Optional Supplementary Documentation is included**	Section 3.1
	> Indicate what Optional Supplementary Documentation is included to support the application. > Examples include: details of engagement with community organizations, First Nations or stakeholders, or materials such as business plans/feasibility studies or results of consultation. > Highlight which sections or areas of the Optional Supplementary Documentation are of most importance to this project. > Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.	
3.	**Project Description**	
3.1	**Project Title**	
	> Provide a project title, in less than 20 words, appropriate for use in public information.	
3.2	**Project description**	Section 2.12
	> Provide a summary, in less than 400 words/2500 characters, outlining project outcomes, and show how this will benefit the Eligible Community/Communities. > If possible, substantiate the different kinds of benefits including economic, social and environmental benefits.	
3.3	**Indicate the estimated duration of the project**	Section 2.9
	3.3.1 > Indicate the estimated start and end dates of the project. > Indicate when the project will start and when it will be completed. > Demonstrate that the project will be completed within the two-year timeframe required by the Program.	

Application Form Reference			Program Guide Reference
	3.3.2	> Indicate the key milestones and dates. > Include in less than 250 words/1500 characters, the key milestones from start to completion. > Use dates that demonstrate a realistic estimate of the time required for each milestone. > The format for dates is yyyy-mm-dd.	
3.4	Describe the community need the project is addressing		Section 2.6 Section 2.12
	> Provide a brief overview, in less than 400 words/2500 characters, of what has led to the challenges being faced by the Eligible Community/Communities, and show how the project will address this. > Where possible, include statistical evidence to demonstrate the severity of the situation, i.e. number of jobs lost or threatened, or the number of businesses closed. > Show the direct benefits the project will provide for the community, and how these will be delivered. > For example; if youth are leaving the community, show how the project will offer them opportunities and encourage them to stay.		
3.5	Describe how the project supports the increased resiliency and economic strength of the Eligible Community/Communities		Section 2.6 Section 2.12
	> Briefly describe, in less than 400 words/2500 characters, how the project will support increased resiliency and economic strength for the Eligible Community/Communities. > Resilience refers to the ability and capacity of a community to adjust appropriately and respond to changes in economic, demographic and other major conditions.		
3.6	Identify what is required before the project can proceed		Section 2.9
	> Select Yes/No to indicate if the project is ready to commence upon receipt of funding. > If No, explain what additional steps are needed, e.g. obtaining permits, completing consultation or securing additional funding. > Explain what is needed, in less than 250 words/1500 characters, and how long it will take.		
3.7	Does the Eligible Community/Communities in which the project will be implemented have a current community plan(s)?		Section 2.3
	> Indicate whether the Eligible Community/Communities that will benefit from the project have a community plan. > If they do, specify in less than 250 words/1500 characters which sections of the plan(s) the project will support, and how this will be achieved.		

	Application Form Reference	Program Guide Reference
3.8	Describe the resources and skills of the Eligible Applicant to manage and complete the project	

	> List the resources and skills being offered by the Eligible Applicant, in less than 250 words/1500 characters, including:
	    o Skills and experience of the individual who will manage the project.
	    o Examples of successfully completed projects of a similar nature.
	    o Resources such as software or other tools that show the Eligible Applicant's ability to manage the project successfully.	

3.9	Outline the role(s) of any project partners identified in section 2.3	Section 2.5
	> Describe the role of each Eligible Partner in less than 400 words/2500 characters (mandatory for partnerships stream). > If the partner is a for-profit entity, show how the partner's participation does not negatively impact other existing businesses.	
3.10	Will the project include infrastructure?	Section 2.10
	> Indicate if the project will include infrastructure by selecting Yes/No. > If Yes, indicate who will become the owner once the project is complete. > If Yes, indicate who will be responsible for ongoing costs such as operations and maintenance.	
3.11	Will the project retain or create jobs?	Section 2.3 Section 2.6

	> If the project will prevent the loss of jobs in the Eligible Community/Communities, complete the Current Employment table.
	    o Include the number of existing direct permanent full-time jobs, direct permanent part-time jobs and direct permanent seasonal jobs that the project could prevent the loss of.
	    o Average the total number of hours worked each week for each of the three categories and the total person months of employment for each year.
	    o Include the title of the positions in each of the categories.
	    o In the space below, explain in less than 400 words/2500 characters how the proposed project will sustain these positions.
	 > If the project will create new jobs in the Eligible Community/Communities, complete the New Employment table.
	    o Include the number of direct permanent full-time jobs, direct permanent part-time jobs, direct permanent seasonal jobs and direct temporary jobs that will be created.
	    o Direct temporary jobs include employment associated with delivery of the project, such as project management, business planning or construction.
	    o Average the total number of hours worked each week for each of these four categories, and average the total person months of employment expected to be created.	

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Forests, Lands and

Application Form Reference			Program Guide Reference
		o Include the title of the positions in each of the categories. o Full-time equivalent is equal to one new position where an individual works 35 hours a week for 12 months of the year – or 1,820 hours a year. o The full time equivalent total will be auto calculated using the information provided.	
3.12	Outline any project risks to completion and describe mitigation measures		
		> Indicate in less than 250 words/1500 characters the potential risks the project could face that would impact the ability to complete the project. > Examples include: inability to find skilled staff, the loss of a key project manager or an emergency situation such as flooding or wildfires. > Indicate how the Eligible Applicant plans to address risks should they arise to ensure project success.	
3.13	Describe how the project will be sustained		Section 2.12
		> Show, in less than 250 words/1500 characters words, how the Eligible Applicant will maintain the benefits of the project for the long term. > Sustainability includes the continuation of long-term financial, social and environmental benefits from the project. > For example: how a new marketing initiative launched by a community-based non-profit organization and local businesses will be continued after the Program funding ends. > If the project will continue once the Program funding ends, indicate who will be responsible for ongoing costs. > For projects in the Partnerships stream, indicate how the partnership will be sustained over time to strengthen working relationships, especially those between communities and/or First Nations.	
3.14	Describe existing community support for the project		Section 3.1
		> Describe, in less than 250 words/1500 characters, the extent of community support, demonstrating or documenting if possible. > Examples include: letters of support or details about consultation with stakeholders (include as part of the Optional Supplementary Documentation).	
4.	**Financial Information**		
4.1.	Financial Information » Funding > Complete the funding details in the following sections. Totals will be auto calculated and added to Section 4.3.1 (Project Funding Summary)		Section 2.7 Section 2.8
	4.1.1	> List any in-kind contributions to the project. > Examples include: staff time, use of space, donated goods. > Include details such as hourly rates and total hours for staff, rental for facilities and operational costs for equipment. > Value contributions at fair market value.	Section 2.7

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		Application Form Reference	Program Guide Reference
	4.1.2	> List any funding from other government sources > Indicate the level of government (municipal, regional, First Nation, provincial or federal), the program name, the amount and whether it has been confirmed or not.	
	4.1.3	> List any funding from sources other than government, including funding from non-profit, private sources, or any project revenues. > Indicate the source and the amount, and whether it has been confirmed or not.	
4.2		**Financial Information » Costs** > Complete the cost details in the following sections. Totals will be auto calculated and added to Section 4.3.2 (Project Costs Summary) > Divide projects costs into Eligible Costs and Other Costs. > Ensure that Eligible Costs do not exceed the Program Funding Request listed in section 4.3.1 of the Application Form.	Section 2.10
	4.2.1	> List any salaries and wages of new positions created specifically for the project (not existing staff). > For each position, include a title that describes the work, the hourly rates and the total number of hours of the employment.	
	4.2.2	> List any consulting and professional fees directly related to the project. > Include a description of the work, the hourly rates and the number of hours.	
	4.2.3	> List any travel or meeting costs directly related to the project. > Include trip details – travel locations, cost and purpose of travel, number of trips, how travel relates to project implementation. > Include meeting details – purpose of meetings, participants, number of meetings, how meetings relate to project implementation. > Expenses are based on B.C. government per diem rates: www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf	
	4.2.4	> List any small capital purchases (excluding technology) essential to the project. > Include any equipment for the project, the reason it is needed and the cost.	
	4.2.5	> List any infrastructure costs essential for the project. > Ensure costs meet conditions included in the Program Guide for infrastructure costs. > Include a description of infrastructure and the costs.	

Application Form Reference			Program Guide Reference
	4.2.6	> List any training costs essential for the project. > Include a description of training costs to be covered through the Program to confirm it is eligible for funding, with a list of the individuals/positions involved, and how it will support the project. Include a total amount for each.	
	4.2.7	> List any marketing and promotion costs essential for the project. > Include a description of marketing or promotional costs being requested through the Program, indicate how it will support the project, and provide a total cost.	
	4.2.8	> List any other costs essential for the project. > Include detail of what the costs are related to and how they are essential to the project.	
4.3	**Project Budget Summary** > Ensure that Eligible Costs do not exceed the Program Funding Request listed in section 4.3.1 of the Application Form.		Section 2.10

	4.3.1	Project Funding Summary
		 > Include the amount of funding being requested from the BC Rural Dividend Program.
		     • For Project Development, the limit is $10,000.
		     • For Single Applicant, the limit is $100,000.
		     • For Partnerships, the limit is $500,000.
		 > Include the financial contribution from the Eligible Applicant.
		     • Project Development: no contribution requirement.
		     • Single Applicant: must contribute at least 20% of total project funding (minimum 10% financial contribution and maximum 10% in-kind contribution).
		     • Partnerships: Eligible Applicant and Eligible Partner(s) together must contribute at least 40% of total project funding (minimum 30% financial contribution and maximum 10% in-kind contribution).
		 > Include any financial contribution from Eligible Partner(s).	

	4.3.2	Project Costs Summary > Totals in this section will auto populate from section 4.2.	

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BC Rural Dividend Program | First Application Intake 2016/2017

BC Rural Dividend
Application Instructions

* Applicant Information

* Project Information

* Eligibility Screening

* Project Description

* Financial Information

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BC Rural Dividend
Application Instructions

Applicant Information

* Full Legal Name

* Contact Person

* Physical location

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Project Information

* Project Category

* Funding Stream

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Application Instructions

Eligibility Screening

* Organization

* Community/Communities

* Project Partners

* Mandatory Supporting Documents

* Optional Supplementary Documents

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BC Rural Dividend
Application Instructions

Project Description

* Project Title
* Project Description
* Duration
* Community need being addressed
* Support of resiliency and economic strength
* Items Required to Proceed

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BC Rural Dividend
Application Instructions

Project Description

* Community Plan
* Resources/Skills
* Role(s) of Project Partners
* Infrastructure
* Jobs
* Risks
* Sustainability
* Community Support

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Application Instructions

Financial Information - Funding

* In-Kind Donations
  * Staff time
  * Use of space
  * Donated goods
  * Ineligible Expenses

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BC Rural Dividend
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Financial Information - Funding

* Other Government Sources
    * First Nations
    * Federal
    * Provincial

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BC Rural Dividend
Application Instructions

Financial Information - Funding

* Other Funding Sources
  * Non-profit
  * Private
  * Project revenue

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Financial Information - Costs

* Salary/Wages

* Consulting/Professional Services

* Travel

    * Allowable Travel Allowance

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APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts. Further information is available at the website of the Ministry of Labour and Citizens' Services regarding Employee Travel.

1. **Meal/Per Diem Allowances**

   (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective April 1, 2016

Employee Group	Full Day $	Half Day $	Breakfast Only $	Lunch Only $	Dinner Only $	B&L Only $	L&D Only $	B&D Only $	Incidental Only $
I	49.05	N/A	12.00	13.80	23.25	25.80	37.05	35.25	N/A
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00
III	51.50	25.75	22.75	22.75	30.50	33.25	41.00	41.00	12.25

   (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.

   (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.

   (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.

   (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).

   (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

Group I and Group II	Group III
at the meal rate(s) specified in 1(1) for Group I, above	for all actual meal expenses incurred

2. **Private Vehicle Allowance**

   (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:

   Effective April 1, 2016 $0.53 per km

   (2) The distance allowance does not apply when using leased, rental or government vehicles.

   (3) Actual transportation toll charges may also be claimed.

3. **Acceptable Parking Charges**

   When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

4. **Vehicle Damage Reimbursement**

   (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of $600 per occurrence, for:

a) damage caused to the vehicle by wards or clients of the Province; and/or

b) damage caused to the vehicle by vandalism that results from employment; and/or

c) damage as a result of an accident while on the Employer's business.

(2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.

(3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

5. **Commercial Transportation Charges**

(1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.

(2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.

(3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

6. **Accommodation Charges**

(1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.

(2) Where private lodging is used in lieu of commercial accommodation, reimbursement of $30.75 maximum per day may be claimed.

7. **Miscellaneous Out-of-Pocket Expenses**

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

	Group I	Group II & Group III
1) Telephone Calls	Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away.	Included in per diem
2) Porterage	$0.50 maximum upon arrival at commercial accommodation and $0.50 maximum upon departure.	Included in per diem
3) Dry Cleaning/ Laundry	Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location.	Included in per diem

8. **Meal/Per Diem Expenses When Traveling to the United States**

   (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

9. **Meal/Per Diem Expenses When Traveling to Foreign Locations**

   (1.) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the "**Meal Total**" rates published by the federal Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates, which can be located at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp (Appendix D). See Subsection 2, following the table below, for rates for partial days, or for situations where one or more meals are provided at public expense.

	Group I meals	Group II (per diem)	Group III (per diem)
Full day meal rate	100% of the federal "meal total" rate		
Per diem rate	N/A (See Section 7 above – Out of Pocket Expenses)	120% of the "meal total" rate	130% of the "meal total" rate

   (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the Foreign Service directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (2) above.

	Group I	Group II	Group III
Breakfast	25%	20%	20%
Lunch	25%	20%	20%
Dinner	50%	35%	35%

10. **Other Foreign Travel Expenses**

    (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.

    (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:

      a) car rental insurance;
      b) Visa(s) and passport(s);
      c) inoculation(s);
      d) travelers' cheques;
      e) bottled water;
      f) preventive medication, i.e. malaria tablets, etc.;
      g) premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.;
      h) additional dry cleaning/laundry costs;
      i) additional baggage insurance;
      j) reasonable travel gratuities;
      k) similar directly related travel costs.

11. **Local Travel Expenses at Foreign Locations**

   (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.

   (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.

   (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.

   (4) Parking and transportation toll charges will be reimbursed.

   (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.

   (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.

   (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.

   (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees/appointees.

12. **Meal Allowances for Dependents on Relocation**

   Where a Group I, II or III employee/appointee incurs meal expense(s) for his/her spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

   (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;

   (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

13. **Extraordinary Loss**

   Where an employee/appointee on the Employer's business incurs a loss of or damage to personal property which is pertinent to the performance of his/her duties, that is not otherwise covered by government policy or insurance, the Employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of $500.

BC Rural Dividend
Application Instructions

Financial Information - Costs
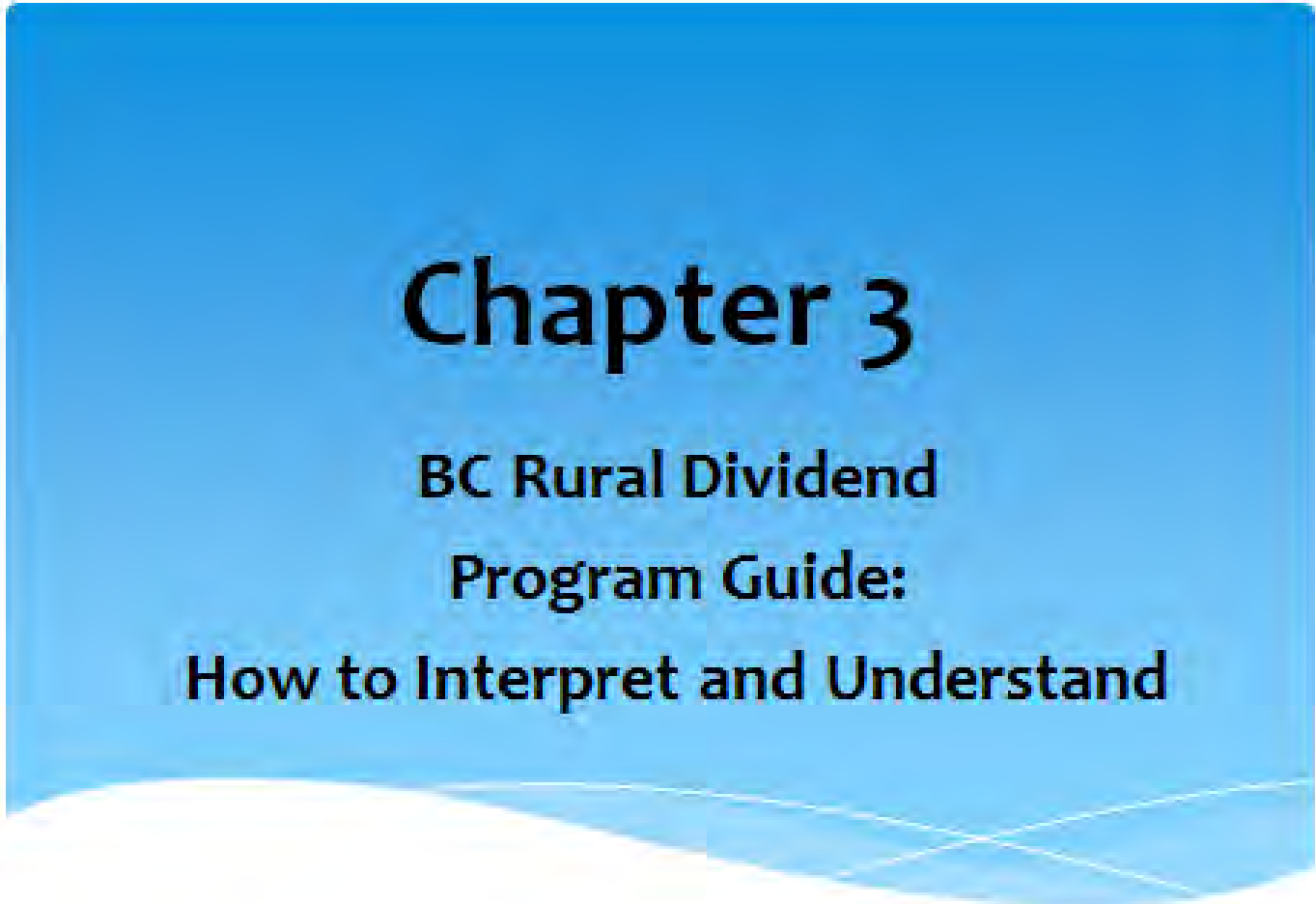
* Capital purchases

* Infrastructure Costs

* Training Costs

* Marketing and Promotions

* Sundry

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BC Rural Dividend
Application Instructions

Financial Information – Project Budget

✳ Funding Summary

✳ Costs Summary

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Chapter 3 – Program Guide: How to Interpret & Understand Requirements

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1 Introduction

This document serves as the BC Rural Dividend Program (Program) Guide for the first application intake for 2016/17. It is intended to provide Program information to inform prospective applicants interested in applying for funding, and to offer direction in how to apply to the Program.

This document will be revised and reissued for future intakes to the Program.

1.1 » First Application Intake for 2016/17

The first application intake commences on April 4, 2016. The deadline for applications is 4:30 pm PDT on Tuesday, May 31, 2016.

Applications and all Mandatory Supporting Documentation must be submitted via email and received by the BC Rural Dividend Program Office by this time and date.

1.2 » Second Application Intake for 2016/17

There will be a second intake of applications for 2016/17 commencing on Monday, October 3, 2016, with a deadline of 4:30 pm PDT on Monday, October 31, 2016.

2 Program Information

2.1 » Program Overview

The BC Rural Dividend Program assists rural communities with a population of 25,000 or less in strengthening their community resilience, and supporting their social, cultural and economic viability.

The Program is providing $25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens.

The Program was developed in consultation with the Rural Advisory Council, made up of 13 members from across rural B.C. with a mandate to advise the government on how to best support rural prosperity and thriving rural communities across the province.

The Program is administered by the B.C. Ministry of Forests, Lands and Natural Resource Operations.

BC Rural Dividend Program Guide | First Round Application Intake 2016/2017

BRITISH COLUMBIA — Ministry of Forests, Lands and Natural Resource Operations

4 | PROGRAM INFORMATION

2.2 » Eligibility Criteria

Eligibility of applications will be determined based upon:

> Eligibility of applicant

> Eligibility of community

> Full completion of the application, including all Mandatory Supporting Documentation

> Application submitted before the intake deadline

In the event an application is determined to be ineligible, the applicant will be notified and such applications will not be considered for funding.

2.3 » Eligible Communities

The goal of the Program is to assist small rural communities across British Columbia. The applications must demonstrate how the proposed project will support either:

> A community with a population of 25,000 or less[1], located outside of Metro Vancouver[2] and the Capital Regional District. [3,4]

> An unincorporated area with a population of 25,000 people or less.

---

[1] Population figures must be based on Statistics Canada 2011 figures (including census agglomeration areas if applicable) www.12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59

[2] Metro Vancouver www.metrovancouver.org

[3] Capital Regional District www.crd.bc.ca

[4] Exceptions will be considered, e.g. communities in Juan de Fuca and Southern Gulf Islands Electoral Areas.

2.4 » Eligible Applicants

Local Government

> A municipal or regional government established by or under British Columbia legislation with a population of 25,000 people or less.

> An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization. A community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

First Nations

> A band council within the meaning of Section 2 of the *Federal Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.

> A corporation controlled by a First Nation.

Not-for-Profit Organizations

> A not-for-profit organization based in an Eligible Community and whose mandate is focused on an Eligible Community.

> An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.

2.5 » Eligible Partners

> Eligible Applicants can partner with governments, First Nations or not-for-profit organizations to deliver a project. The partner(s) must meet the criteria of Eligible Applicant and have an active role in the project. And they may or may not contribute financially to the project.

> Additionally, an Eligible Applicant can partner with for-profit entities as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.

2.6 » Project Categories

The Program includes four broadly defined project categories designed to offer communities flexibility in applying for Program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Project categories are outlined below.

1 Community Capacity Building

Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.

Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

2 Workforce Development

Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.

Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

3 Community and Economic Development

Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.

Projects that implement strategies to support economic growth.

4 Business Sector Development

Projects that increase new business creation, business growth and adaptability in the community.

Projects that allow communities to retain existing businesses and encourage their expansion.

2.7 » Funding Streams

There are three funding streams as detailed below. Both Single Applicant and Partnerships streams support the implementation of community-driven projects. The Partnerships stream encourages partnerships by offering the opportunity to apply at a significantly higher funding level.

The Project Development stream recognizes that some rural communities have limited capacity to develop projects, particularly when faced with abbreviated intake periods. This stream provides funding to support communities in undertaking some of the effort required to develop strong Single Applicant or Partnerships project applications for future intakes.

Funding Stream	Maximum Funding	Details
Project Development	$10,000	› Help communities to develop feasibility assessments and business cases for projects. › Eligible Applicant can apply for up to 100% of total project cost. › Eligible Applicant must show how the funding would support future eligible project applications. › No guarantee of funding in subsequent applications.
Single Applicant	$100,000	› Eligible Applicant can apply for up to 80% of the total project cost. › Eligible Applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).* › Eligible Applicant's contribution cannot be sourced from another government program at any level (except Community Works Fund).
Partnerships	$500,000	› Eligible Applicant must have at least one Eligible Partner. › Eligible Applicant can apply for up to 60% of the project costs. › Eligible Applicant and Eligible Partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).* › Contributions from Eligible Applicant and Eligible Partners cannot be sourced from another government program at any level (except Community Works Fund). › Eligible Applicant is signatory on funding agreement.

* In-kind contributions include goods and services donated to a project by the Eligible Applicant and/or Eligible Partners e.g. staff time, use of space or equipment. These types of contributions should be valued at fair market value.

Ministry of Forests, Lands and

2.8 » Special Circumstances

Under special circumstances where an Eligible Community is facing significant economic downturn and hardship due to the loss of a key economic driver, funding support will be considered on the basis of the community's unique situation. Funding under special circumstances will be considered on a case-by case basis, and is not limited to intake periods. For consideration under special circumstances, contact the Program.

2.9 » Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Projects may have timelines that continue into fiscal 2017/18. However, the timeline must demonstrate that the project will be completed within two years from the project start date.

2.10 » Eligible Project Costs

Eligible Project Costs must be considered direct and essential. They will be reviewed to determine if they are reasonable and have been accurately estimated. Costs that were incurred before the application was approved are ineligible under the Program. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible or ineligible for Program funding are listed below.

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Eligible Costs	Ineligible Costs
Costs related to project implementation.	> Any costs associated with administering the project, such as preparing progress reports. > Costs being claimed under any other programs. > Costs incurred outside of the time periods for the project as outlined in application. > Costs incurred for areas outside of the Eligible Community/Communities included in the application.
Community-based infrastructure costs where: > The project is small, such as minor renovations and retrofits to existing structures where the work is essential to support the proposed project. OR > Program contribution is minimal compared with other contributions and overall costs, and the funding is key to leveraging other resourcing.	> Infrastructure that is not tied to a broader project and outcomes. > Infrastructure projects where the majority of the cost is charged to the Program. > Land acquisition. > New structures. > Water/sewer/road/sidewalk infrastructure projects.
Project management, including: > Consulting fees, > Business planning development, and > Project-related professional fees (e.g. architectural, accounting).	> Permits and approvals. > Legal costs. > Project-related professional fees payable to the Eligible Applicant.
Design/engineering costs.	> Building construction costs for new facilities.
Wages/benefits for new hires to work 100% on eligible project-related activities.	> Operational costs, such as existing staff salaries and benefits (eligible as in-kind contributions from an Eligible Applicant or Eligible Partner).
Small capital purchases (excluding technology) that are essential to the implementation of the project.	> Technology updates or software (e.g. computer hardware, software). > Large capital purchases (e.g. vehicles, machinery, furnishings).
Marketing or promotion-related costs. Speaker stipends.	> Directly lobbying of any level of government. > Travel to conferences, trade shows.
Meals and project travel related expenses based on government per diem rates: www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf	> Remuneration and travel of elected officials. > Alcohol.
Feasibility studies related directly to the project.	> Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	> GST and PST.

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2.11 » Review and Assessment Process and Timelines

Eligible Applications will be subject to a competitive review and assessment process. Eligible Applications will be assessed and ranked against explicit selection criteria (see 2.12 Selection Criteria). If additional information is determined to be needed to support the review and assessment, Eligible Applicants will be contacted and additional information requested. The selection process will be objective and unbiased.

Project Development applications will undergo an expedited review and assessment process, and funding decisions are expected in early summer 2016.

Decisions on other applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

2.12 » Selection Criteria

The selection criteria below will be used in the review and assessment of Eligible Applications. The following selection criteria will be weighted more heavily:

> Job creation and retention
> Rural communities most in need
> Significant leveraging of Program funding

It is anticipated that the Program may be over-subscribed. Meeting the selection criteria does not guarantee that funding will be provided. Eligible Applications will be assessed on their ability to achieve the selection criteria against other applications. Those applications that most successfully demonstrate meeting the selection criteria will be prioritized for funding.

Applicants should provide sufficient information to support a thorough assessment of their project. Applicants are encouraged to identify measurable benefits or quantify potential benefits wherever possible to support assessment of their application.

Selection Criteria	Demonstrated Through
Community resiliency and economic strength	› Increases economic competitiveness and economic diversity and/or activity.
	› Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors.
	› Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.
Job creation and retention	› Provides for direct and indirect job creation.
	› Provides for prevention of job loss.
Building partnerships and shared prosperity	› Supports the creation or continuation of partnerships between rural communities that promote local economic growth and diversity.
	› Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.
Project feasibility, timeliness and sustainability	› Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success.
	› Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe.
	› Demonstrates long-term financial, social and environmental sustainability principles.
Greatest impact on rural communities	› Provides for direct economic stimulus.
	› Demonstrates broader impact across community or multiple communities/regions.
	› Identifies and links project benefits and outcomes to project activities.
Rural communities most in need	› Identifies community tied to a major economic shock, crisis, or loss of key economic driver.

Ministry of

2.13 » Application Limit

An Eligible Applicant is limited to submission of one Project Development application, and one project application (Single Applicant or Partnership) in each intake.

If multiple applications are submitted from a range of Eligible Applicants in support of one Eligible Community, these applications will be reviewed and assessed in relation to one another in addition to being reviewed and assessed against all other applications.

2.14 » Contracts and Reporting Requirements

Awarding of funding to successful applicants will be conditional upon finalization of a funding agreement that sets out the terms and conditions of the funding. Conditions will be attached to project funding awards to ensure that Program objectives are met, which will include reporting requirements. Funding recipients will be required to submit a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet contractual requirements could result in termination of the funding agreement, require repayment of Program funds, and disqualify the funding recipient from further applications to the Program.

2.15 » Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of Program funds to the recipient, so the Province can examine project progress and documentation.

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2.16 » Events and Communications

The funding agreement may require that the Ministry of Forests, Lands and Natural Resource Operations be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.

It may also require that the Government of British Columbia and the Ministry of Forests, Lands and Natural Resource Operations be acknowledged in project communications, events and signage. Details regarding required acknowledgement of government support will be included in funding agreements.

2.17 » Freedom of Information

Applications submitted under the Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program.

2.18 » Conflict of Interest/Confidentiality

Program staff will uphold the standards for conflict of interest and confidentiality required by all Public Service employees.

BRITISH COLUMBIA | Ministry of Forests, Lands and Natural Resource Operations

3 Applying to the Program

3.1 » How to Apply

Please follow these steps:

1. Learn about the Program:

Download and review Program documents:

There are a number of documents that all prospective applicants must carefully review before applying. These documents are posted on the Program website: gov.bc.ca/ruraldividend.

The documents include:

> Program Guide
> Program Application Form
> Application Instructions
> Certification Form
> Resolution Form

Review the Questions and Answers section on the Program website.

2. Confirm your eligibility to apply:

Confirm you are an Eligible Applicant, and that your proposed project is in support of an Eligible Community. Consider your ability to develop the project, complete the Application Form, and the Mandatory Supporting Documents, and submit all required application materials by 4:30 pm PDT on Tuesday, May 31, 2016.

3. Complete the Application Form:

The Application Form is a protected document and is to be completed electronically. Refer to the companion Application Instructions while completing the Application Form. If you need help in completing your Application Form (see 3.2 Application Support on page 16).

Save your application in the following format:

> Applicant name
> RD (for Rural Dividend),
> Date completed (yy_mm_dd)
> Example: tahsis_RD_16_07_05

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4. Complete the Mandatory Supporting Documentation required:

Each application must include the Mandatory Supporting Documentation (see table below).

The forms are protected documents to be completed electronically.

The Certification Form requires signatures. Once it is signed, it must be scanned for submission with the Application Form.

Take into account the timelines needed to finalize documentation (e.g. board resolution in support of application).

Mandatory Document/Form	Local government Regional districts	First Nations	Not-for-profit
Certification Form certifying information submitted is accurate	› Yes	› Yes	› Yes
Resolution Form confirming board or council support for the project	› Yes	› Yes	› Yes
Articles of incorporation or similar evidence of legal status	› No	› Yes	› Yes
Most recently audited financial statements	› No	› Yes	› Yes
Approved five-year financial plan	› Yes	› Yes	› If available
Letter(s) from partners confirming role and commitment to the project	› Yes	› Yes	› Yes
Letter(s) from stakeholders indicating support	› Yes	› Yes	› Yes

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BRITISH COLUMBIA | Ministry of Forests, Lands and Natural Resource Operations

16 | APPLYING TO THE PROGRAM

Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.

5. Determine which Optional Supplementary Documentation should be included:

In addition to the Mandatory Supporting Documentation, it is recommended that you include Optional Supplementary Documentation to support your Application Form. Suggestions include:

> **Quotes** you have obtained from vendors or contractors to support your project budget.

> **Other materials** such as business plans or feasibility studies that support your project.

> **Details of consultation** and engagement with residents, First Nations or stakeholders as long as they are acting in their proffessional capacity. Please do not provide any personal identifiers or third-party personal information.

6. Submit to the Program:

Your fully completed Application Form, all Mandatory Supporting Documentation and any Optional Supplementary Documentation must be submitted electronically to ruraldividend@gov.bc.ca.

Your complete application package for the first application intake must be received by the deadline of 4:30 pm PDT on Tuesday, May 31, 2016. Failure to meet these requirements will result in a determination of ineligibility.

All documents received by the Program will be treated as confidential; however, we will not guarantee security of the email during email transfer to the Program.

3.2 » Application Support

If you have a question that is not addressed in the Program Guide, Application Instructions, or the questions and answers section of the website (gov.bc.ca/ruraldividend), application support is available through FrontCounter BC at FrontCounterBC@gov.bc.ca or 1-877-855-3222.

Support is also available through FrontCounter BC offices, in 29 locations across B.C. (www.frontcounterbc.gov.bc.ca/locations)

FrontCounter BC can also provide support if you need help submitting your application electronically.

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* Application Intake

* Program Overview

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* Eligibility Criteria
* Eligible Communities
* Eligible Applicants

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* Project Categories
* Funding Streams

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* Special Circumstances
* Project Timelines
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* Review and Assessment Process & Timelines

* Selection Criteria

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* Audits and Site Visits

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* Events and Communications

* Freedom of Information

* Conflict of Interest/Confidentiality

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Applying to the Program

* How to Apply
   * Learn about the Program
   * Confirm your Eligibility
   * Complete the Application Form

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BC Rural Dividend
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Mandatory Documents

* Certification Form
* Board or Council Resolution
* Articles of Incorporation
* Audited Financials
* Five Year Plan
* Partner Letters
* Support Letters

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Optional Supplementary Documents

* Quotes

* Other Materials – Business Plans/ Feasibility Studies

* Details of Consultation

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Chapter 4 – Understanding Submission Requirements

BC Rural Dividend
Submission Requirements

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BC Rural Dividend
Submission Requirements

* Board or Council Resolution
* Applicant Certification
* Community Engagement
* Partner & Stakeholder Support Letters
* Business Plans
* Feasibility Studies
* Incorporation Documents
* 5 Year Plan
* Quotes

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Natural Resource Operations

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COLUMBIA

BC RURAL DIVIDEND PROGRAM | RESOLUTION FORM

IMPORTANT NOTE: This form is a mandatory document to be included with all application submissions to the BC Rural Dividend Program along with the Application Form and all other Mandatory Supporting Documents.

This form is to be filled out electronically.

BOARD OR COUNCIL RESOLUTION

Applicant Name:	
Resolution: (*Please see sample resolution below)	
Moved by:	
Seconded by:	
Date of Resolution:	

Please email this Form with the completed Application Form, other Mandatory Supporting Documentation and Optional Supplementary Documentation to ruraldividend@gov.bc.ca.

Information collected is subject to provincial freedom of information legislation. All documents received by the Program will be treated as confidential, however, security of the email during email transfer to the Program is not guaranteed.

* 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.

BRITISH COLUMBIA | Ministry of Forests, Lands and Natural Resource Operations   BC RURAL DIVIDEND PROGRAM | CERTIFICATION FORM

IMPORTANT NOTE: This form is a mandatory document in applications submitted to the BC Rural Dividend Program.

This form is designed to be filled in electronically. Complete and print, then sign and scan this Certification Form.

APPLICANT CERTIFICATION

The information contained in the Application Form for _____ ,
                                                                (Organization Name)

submitted on_____ , is to the best of my/our knowledge, correct and complete
                    (Date)

and has been submitted with Board or Council concurrence, as authorized by a resolution

dated _____ .
         (Date)

Project Manager Signature*: _____   Name: _____

              Title: _____   Date: _____

Financial Officer Signature*: (if different from Project Manager):

          Signature: _____   Name: _____

              Title: _____   Date: _____

*Signature(s) must be hand-written; please print, sign and scan this document.

Email the signed Certification Form with the completed Application Form, other Mandatory Supporting Documentation and Optional Supplementary Documentation to ruraldividend@gov.bc.ca.

Information collected is subject to provincial freedom of information legislation. All documents received by the Program will be treated as confidential; however, security of the email during email transfer to the Program is not guaranteed.

BC Rural Dividend
Submission Requirements
Application Timeline Graph

Start Application Process

Deadline to Submit

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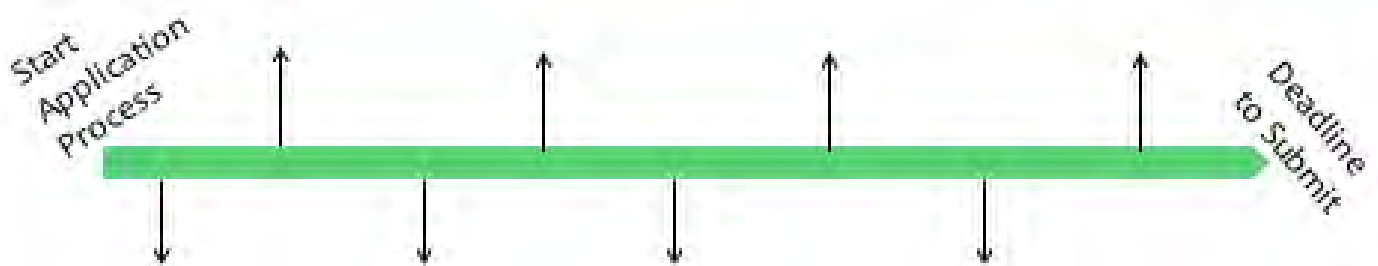
BC Rural Dividend
Submission Requirements

Potential Application Timeline Graph
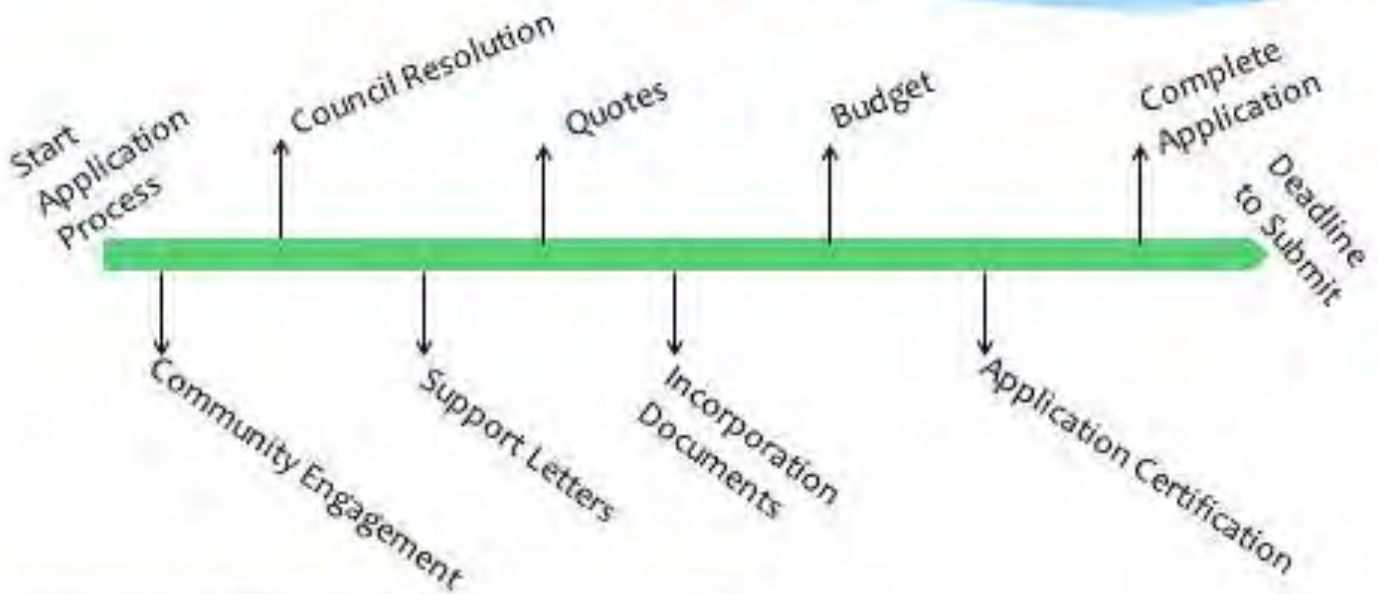
Start Application Process   Council Resolution   Quotes   Budget   Complete Application   Deadline to Submit

Community Engagement   Support Letters   Incorporation Documents   Application Certification

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BC Rural Dividend
Submission Requirements

Partner & Community Members and Other Support Letters

* Letters of Support from Partners

* Community Engagement

* Other Interested Parties

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Chapter 5 - Ensuring "Your Project" Fits Funding Criteria

Things Projects Need to Have

* Has to have a Start and End date

* Must be a Distinct Activity

* Must have Goal(s) - SMART

* Normally has a Team Structure

* Normally has Reporting Requirements

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S.M.A.R.T. Goals Defined

- **S**pecific (Clear, concise, tangible)

- **M**easurable (Dollars, volume, time, experiences)

- **A**ctionable (You can do something to actually make this happen

- **R**ealistic (50% realistic is fine)

- **T**imed – (Deadlines announced, committed to)

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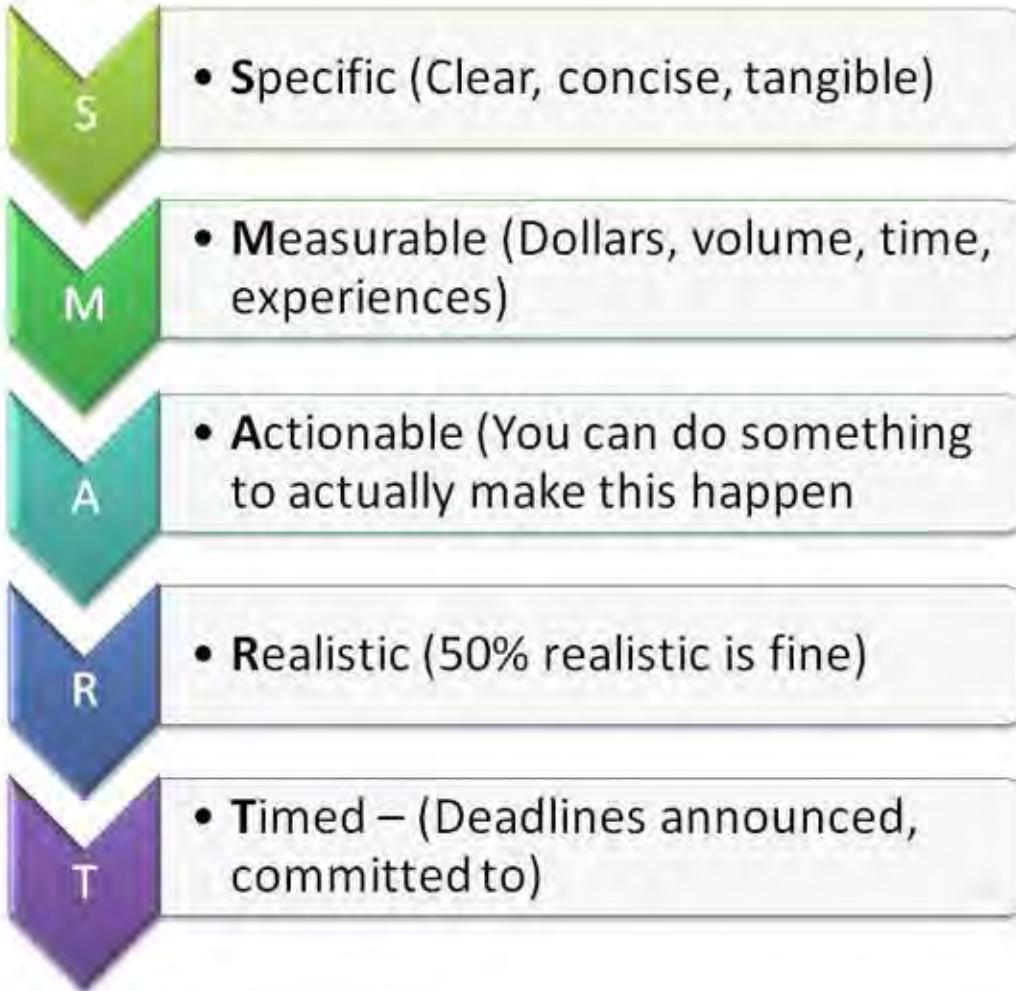
Things Projects Need to Have

* Champion – Executive Team

* Lead – Project Manager

* Problem/Issue/Need Identified– Goal(s)

* Specific Time Frame - start & end

* Resources – Human, Materials

* Budget – Administration, Material, Labour

* Engagement – Community & Others

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Potential Project Sources

* Council
* Organization needs
* Community
* Partners

Proposal and Grant Writing Training Course   99

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Chapter 6 – How to Develop A Budget

Chapter 6

How to Develop a Budget

Generic Budget Template

* **Revenue**
  * External Contributions
  * Internal Contributions
  * In-Kind Contributions

* **Expenses**
  * Operational
  * Capital

Proposal and Grant Writing Training Course   78

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Generic Budget Template

	Budget	Actual
Revenue		
External Contributions		
Internal Contributions		
In-Kind Contributions		
Expense		
Operational		
Capital		

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Generic Revenue Types

External Contributions

* Government Funding
* Private Funding
* Non-profit/Charitable Donations

Internal Contributions

* Budget allocation from Organization
* Revenue potential from project

In-Kind Contributions

* Human Resources
* Materials

Proposal and Grant Writing Training Course   404

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Generic Expense Types

* Hard Costs

* Soft Costs

* Dealing with Firm Quotes

* Dealing with Estimates

Proposal and Grant Writing Training Course   75

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Generic Expense Types

Operational Expenses

* Staff Cost
* Professional Fees
* Consulting Costs
* Materials
* Communication & Marketing
* Travel

Proposal and Grant Writing Training Course   78

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Generic Expense Types

Capital Expenses

* Land
* Building
* Equipment

Proposal and Grant Writing Training Course   83

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Communication & Marketing

* Cost of doing Community and Other Engagement

* Cost of doing Communications

Proposal and Grant Writing Training Course   79

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Generic Audit Requirements

* General Audit Requirements

* Records Retention

* Expense receipts

* Budget Tracking

Proposal and Grant Writing Training Course   85

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Chapter 7 – Completing BC Rural Dividend Program Application form

Proposal and Grant Writing Training Course   86

Ministry of
Forests, Lands and
Natural Resource Operations
BRITISH COLUMBIA

BC Rural Dividend Program | Application Form

Instructions

1 Please fill in all fields marked with a red asterisk (*).
2 Use the "Tab" key to move from field to field in order, or the mouse to select any available (white-filled) field.
3 To paste copied information into a cell, you must double-click in the cell before pasting.
   Note: do NOT use "Cut" (or Control-X) to remove information from a cell as this may make the application form unreadable.
   Use the Delete key to remove information; use "Copy" (or Control-C) to copy information for pasting in another location.
4 Some boxes have drop-down lists where you can select a value; for these boxes, click on the arrow that appears when your cursor is in the box, and select from the list.
5 To put a new paragraph in a text box, hold down the "Alt" key while you press "Enter".
6 Please email the completed Application Form, all mandatory supporting documentation, and any optional supplementary documentation to: RuralDividend@gov.bc.ca

This application is not ready to be submitted. Please complete all fields indicated with a red asterisk (*).

Applicant Information

Legal Name of Applicant
_____ * e.g. Timberlake Chamber of Commerce

Address
_____ * e.g. 123 Main Street, Suite 3B

Town/City
_____ * e.g. Timberlake

Phone
_____ * e.g. 604-555-1234 extension 123

Email
_____ * e.g. mary.smith@timberlake.ca

Primary Contact Name
_____ * e.g. Mary Smith

Primary Contact Title
_____ * e.g. Project Manager

Physical Address/Geographic Location of Project
_____ * e.g. 255 Main St. Timberlake, BC

1. Project Information

1.1 Identify the Project Category:
_____ * Using the Program Guide definitions, select a project category from the list

1.2 Identify the Project Funding Stream:
_____ * Using the Program Guide definitions, select a funding stream from the list

2. Eligibility Screening

2.1 Identify the Eligible Applicant organization type:
_____ * Using the Program Guide definitions, select an applicant organization type from the list

2.2 Identify the Eligible Community/Communities that will be supported by the project:

Community	Population (max 25,000)

2.3 Identify any eligible project partners (required for Partnerships Project)

Partner	Contact Name	Contact phone/email

Completing the BC Rural Dividend Application Form

* Application Information
    * Note the "*"
* Project Information
    * Project Category – Program Guide Page 6
    * Project Funding Stream – Program Guide Page 7
* Eligibility Screening
    * Eligible Applicant – Program Guide Page 5
    * Eligible Project Partners – Program Guide Page 6

Proposal and Grant Writing Training Course   89

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2.4 **Mandatory** supporting documentation included with this application:

Document	Included (Yes or No)?	
1. Signed Certification Form certifying the veracity of the information submitted		*
2. Resolution Form confirming board of directors or band council support for the project		*
3. Letter(s) from stakeholders indicating support		*
4. Articles of incorporation or similar evidence of legal status		*
5. Most recently audited financial statements		*
6. Letter(s) from partners confirming role and commitment to the project		
7. Approved five-year financial plan		*

2.5 **Optional** supplementary documentation included with this application:

Document	Included (Yes or No)?
1. Business plans/feasibility studies or other documentation that supports the need for the project	
2. Applicable information from project consultation and community engagement (First Nations, Stakeholder, Public)	
3. Copies of relevant management plans and/or community plans (please note the section(s) in the plan which relate directly to the project)	
4. Copies of any required federal or provincial licenses, approvals or permits	
5. Other relevant information (please specify)	

Other relevant information details (maximum 1500 characters):   *Number of characters: 0*

---

3. Project Description

3.1 Project Title
*

3.2 Provide a project description, including project-specific expected benefits and outcomes (maximum 2500 characters):   *Number of characters: 0*

3.3.1 Indicate the estimated start and end dates of the project (maximum project duration is two years):

Estimated start date:

*   Enter the date the project will start, e.g., 2016-11-07

Estimated end date:

*   Enter the date the project will finish, e.g., 2017-10-21

Full project duration (months):

Project months will be calculated when start and end dates are entered

3.3.2 Indicate the key milestones and dates in the completion of the project (maximum 1500 characters):   *Number of characters: 0*

3.4 Describe the community need that the project is addressing. Demonstrate the degree of community need.
Include any need tied to loss or reduction in the community's key economic drivers (maximum 2500 characters):   *Number of characters: 0*

Completing the BC Rural Dividend Application Form

* **Mandatory Documents**
  * Certification Form
  * Board or Council Resolution
  * Articles of Incorporation
  * Audited Financials
  * Five Year Plan
  * Partner Letters
  * Support Letters

Proposal and Grant Writing Training Course   119

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Completing the BC Rural Dividend Application Form

* Optional Supplementary Documents

* Business Plan/Feasibility Study
* Project Consultation & Community Engagement
* Management/Community plans
* Licenses/Approvals/Permits

Proposal and Grant Writing Training Course

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Completing the BC Rural Dividend Application Form

*Project Description

* Title

* Description

* Start/End Date

* Key Milestones

* Community Need

Proposal and Grant Writing Training Course   93

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3.5 Describe how the project supports the community/communities increased resiliency, and increases the community/communities strength. Include the breadth of the project's impact across the community or multiple communities (maximum 2500 characters):　　　　　*Number of characters: 0*

3.6 Identify what is required before the project can proceed:

Project is ready to commence immediately upon receipt of funding: 　　[　　] *　　*Please select "Yes" or "No"*

If "No", then some steps (e.g. obtaining permits, completing consultation, securing additional funding) must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines (maximum 1500 characters).　　　　　*Number of characters: 0*

3.7 Community Plan:

Does the community/communities in which the project will be implemented have a current community plan?　　[　　] *　　*Please select "Yes" or "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) (maximum 1500 characters).　　　　　*Number of characters: 0*

3.8 Describe the resources and skills of the applicant to manage and complete the project,
including project management experience implementing similar projects (maximum 1500 characters):　　　　　*Number of characters: 0*

3.9 Outline the role(s) of any project partners identified in section 2.3. Describe how the project
creates or further develops partnerships and shared prosperity between partners. (maximum 2500 characters):　　　　　*Number of characters: 0*

3.10 Physical Infrastructure

Will the project include physical infrastructure?　　[　　] *　　*Please select "Yes" or "No"*

If "Yes", please answer these two questions:

Who will own the infrastructure?

Who will be responsible for any ongoing associated costs (maintenance/operational) after project completion?

Completing the BC Rural Dividend Application Form

* Project Description – con't

* Community Increased Resiliency

* Need before Commencement

* Community Plan

* Resources and Skills

* Roles of Project Partners

* Infrastructure

Proposal and Grant Writing Training Course   136

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3.11 Job Retention and Creation

Will the project retain or create jobs? [   ] * *Please select "Yes" or "No"*

If yes, provide details on jobs retained and new jobs created in the tables below:

Nature of Positions	# of Existing Positions	Average hours of employment per week	Average total person-months employed annually	FTEs	Positions/Titles
Direct Permanent Full-Time Jobs			12.00	0.00	
Direct Permanent Part-Time Jobs			12.00	0.00	
Direct Permanent Seasonal Jobs				0.00	
			Total FTEs	0.00	

Current Employment

How does the proposed funding help to retain the existing positions? (maximum 2500 characters): *Number of characters: 0*

New Employment

Nature of Positions	# of New Positions	Average hours of employment per week	Total Person-Months of Employment to be Created	FTEs	Positions/Titles
Direct Permanent Full-Time Jobs			12.00	0.00	
Direct Permanent Part-Time Jobs			12.00	0.00	
Direct Permanent Seasonal Jobs				0.00	
Direct Temporary Jobs (Construction or Consulting)				0.00	
			Total FTEs	0.00	

Total Proposed Full-Time Equivalent Job Creation (Current and New Positions)	0.00	Full-time equivalent (FTE) job creation is aggregated from information provided above. One FTE is equal to one position working 35 hours/week for 12 months/year.

3.12 Outline any project risks to completion and describe risk mitigation measures to ensure project success (maximum 1500 characters): *Number of characters: 0*

3.13 Describe how the project will be sustained (long-term financial, social and environmental sustainability) after project completion (maximum 1500 characters): *Number of characters: 0*

3.14 Describe the existing community support for the project. Indicate how support has been demonstrated within the community/communities (maximum 1500 characters): *Number of characters: 0*

Completing the BC Rural Dividend Application Form

*Project Description – con't

* Job Retention/Creation
* Risks
* Sustainability
* Existing Community Support

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4. Financial Information

4.1 Financial Information - Funding

Complete the funding details in the following sections. Totals will be auto-calculated and added to section 4.3.1 Project Funding Summary.

4.1.1 If in-kind contribution is included in Project Funding, complete the In-kind Contribution Details below:

In-kind Contribution Details

Type of In-kind Contribution	Details (e.g., hourly rate and total hours, or monthly rental rate and total months)	Amount
	Total $	-

4.1.2 If other government funding is included in Project Funding, complete the Other Government Funding Details below:

Other Government Funding Details

Government funding (level of government, program)	Confirmed (Yes/No)	Amount
	Total $	-

4.1.3 If other funding is included in Project Funding, complete the Other Funding Details below:

Other Funding Details

Description of other funding	Confirmed (Yes/No)	Amount
	Total $	-

4.2 Financial Information - Costs

Complete the funding details in the following sections. Totals will be auto-calculated and added to section 4.3.2 Project Costs Summary.

4.2.1 If salary and wages are included in Project Costs (above), complete the Salary and Wages Details below:

Salary and Wages Details

Job Title	Eligible Salary & Wages		Other Salary & Wages		Totals	
	Hourly Rate	Number of Hours	Hourly Rate	Number of Hours	Eligible Costs	Other Costs
				Totals	$ -	$ -
				Grand Total	$	-

Completing the BC Rural Dividend Application Form

* Financial Information - Funding

* In-Kind Contributions
* Government Funding
* Other Funding

* Financial Information – Costs

* Salary Wages

Proposal and Grant Writing Training Course   133

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4.2.2 If consulting or professional fees are included in Project Costs, complete the Consulting and Professional Fees Details below:

Consulting and Professional Fees Details						
Description of Work	Eligible Salary & Wages		Other Salary & Wages		Tot	
	Hourly Rate	Number of Hours	Hourly Rate	Number of Hours	Eligible Costs	
			Totals	$	-	
			Grand Total	$		

4.2.3 If travel and meetings costs are included in Project Costs, complete the Travel and Meetings Costs Details below:

Travel and Meetings Costs Details	Eligible Costs	Other Costs
Description (travel locations, type of travel, number of trips and costs per trip, type of meeting costs, number of meetings)		
Totals	$ -	$ -
Grand Total	$	-

4.2.4 If equipment and supplies are included in Project Costs, complete the Equipment and Supplies Details below:

Equipment and Supplies Details	Eligible Costs	Other Costs
Description		
Totals	$ -	$ -
Grand Total	$	-

4.2.5 If infrastructure costs are included in Project Costs, complete the Infrastructure Costs Details below:

Infrastructure Costs Details	Eligible Costs	Other Costs
Description		
Totals	$ -	$ -
Grand Total	$	-

4.2.6 If training costs are included in Project Costs, complete the Training Costs Details below:

Training Costs Details	Eligible Costs	Other Costs
Description		
Totals	$ -	$ -
Grand Total	$	-

Completing the BC Rural Dividend Application Form

*Financial Information – Costs con't

* Consulting And Professional Fees
* Travel/Meeting Expenses
* Equipment & Supplies
* Infrastructure Costs
* Training Costs

Proposal and Grant Writing Training Course

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4.2.7 If marketing and promotion costs are included in Project Costs, complete the Marketing and Promotion Costs Details below:

Marketing and Promotion Costs Details		
Description	Eligible Costs	Other Costs
Totals	$ -	$ -
Grand Total	$	-

4.2.8 If other costs are included in Project Costs, complete the Other Costs Details below:

Other Costs Details		
Description	Eligible Costs	Other Costs
Totals	$ -	$ -
Grand Total	$	-

4.3 Financial Information – Summary

4.3.1 Complete the Project Funding Summary, below:

Project Funding	Amount	
Enter Funding Stream (Section 1.2) before entering Funding Request amount.		✳
b. Applicant Financial Contribution		✳
c. Partner(s) Financial Contribution		
d. In-kind Contribution	$ -	Auto-total from step 4.1.1
e. Other Government Funding	$ -	Auto-total from step 4.1.2
f. Other Funding	$ -	Auto-total from step 4.1.3
Total	$ -	

4.3.2 Project Costs Summary

Project Costs	Eligible Costs	Other Costs	
a. Salary and Wages	$ -	$ -	Auto-totals from step 4.2.1
b. Consulting and Professional Fees	$ -	$ -	Auto-totals from step 4.2.2
c. Travel and Meetings	$ -	$ -	Auto-totals from step 4.2.3
d. Equipment, Capital and Supplies	$ -	$ -	Auto-totals from step 4.2.4
e. Infrastructure	$ -	$ -	Auto-totals from step 4.2.5
f. Training	$ -	$ -	Auto-totals from step 4.2.6
g. Marketing and Promotion	$ -	$ -	Auto-totals from step 4.2.7
h. Other Costs	$ -	$ -	Auto-totals from step 4.2.8
Totals	$ -	$ -	
Grand Total	$	-	

Completing the BC Rural Dividend Application Form

* Financial Information – Costs con't

* Marketing & Promotion
* Other Costs

* Financial Information – Summary

* Project Funding
* Project Costs

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Chapter 8 – Administration and Record Keeping

Administration & Record Keeping

Hard Copies - Current State

* Where are paper files currently kept

* Who is responsible for records management

* How are files set up

* What file taxonomy (naming) system do you have

* What is kept in physical files

* When are physical files put in storage (if at all)

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Administration & Record Keeping

File Taxonomy (Naming)

* Year

* Project Title

* Project "Owner" Initial

Examples:

2016 Language Program - Elementary AP

2015 Language Program - Intermediate BD

Proposal and Grant Writing Training Course   102

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Administration & Record Keeping

Types of Documents to be Retained

* Applications

* Correspondence

* Estimates/Quotes

* Service Contracts

* Marketing and Communication pieces

* Budget/Receipts

* Reports

Proposal and Grant Writing Training Course   103

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Administration & Record Keeping

Types of Emails to be Retained

* Funders

* Suppliers/Contractors

* Community Members & Others

Proposal and Grant Writing Training Course   134

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Administration & Record Keeping

Example of File Set Up

* Front Cover – Checklist

* Grant Documents (Funder Correspondence)

* Reports (Funders, Executives)

* Contracts & Agreements (Supplier/Contractor Correspondence)

* Communication & Marketing (Stakeholder Correspondence)

* Back Cover - Budget & Expense Tracking

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Administration & Record Keeping

Example of a Check List

Activity	Deadline	Responsible	Completed
Council Resolution	mm/dd/yr	AB	
Application Certification	mm/dd/yr	CD	
Business Plan	mm/dd/yr	EF	
Budget Draft	mm/dd/yr	AB	
Support Letters	mm/dd/yr	CD	
Community Event	mm/dd/yr	EF	

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Administration & Record Keeping

* Importance of Record Keeping

* Importance of Records Management

* Importance of Accessibility

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Administration & Record Keeping

* Fire Proof Storage

* File Redundancy

* File Copy Management

* Records Management Responsibility

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Administration & Record Keeping

Hard Copies – Future State

* Consistent File Taxonomy (naming)
* All documents filed in Chronological Order
* All Final Drafts of documents clearly marked
* All documents filed in appropriate section of file folder
* All Funding Files kept in Central Location in Fire Safe Filing Cabinets
* Records kept a minimum of 7 Years

Proposal and Grant Writing Training Course   139

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Administration & Record Keeping

Computer files – Current State

* Where are computer files currently kept

* Who is responsible for records management

* What computer file taxonomy (naming) system do you have

* What is kept in computer files

* When are computer files backed up

* When are computer files deleted

Proposal and Grant Writing Training Course

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Administration & Record Keeping

Computer File Structure

* Year

  * Project Title

    * Action Items, Checklists, Reports

    * Budget Information

    * Communication & Marketing

    * Contracts

    * Grant Application

Proposal and Grant Writing Training Course   160

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Computer File Structure

File	Home	Share	View

← → ∨ ↑ 📁 › This PC › Documents › Ann's Documents › CECA ›

> ☁ OneDrive

∨ 🖥 This PC

  > 🖥 Desktop

  ∨ 📄 Documents

    > 📁 2016

      > 📁 Language Program Elementary

        📁 Action Items Checklists and Reports

        📁 Budget Information

        📁 Communication and Marketing

        📁 Contracts

        📁 Grant Application

      ∨ 📁 Language Program Intermediate

        📁 Action Items Checklists and Reports

        📁 Budget Information

        📁 Communication and Marketing

        📁 Contracts

        📁 Grant Application

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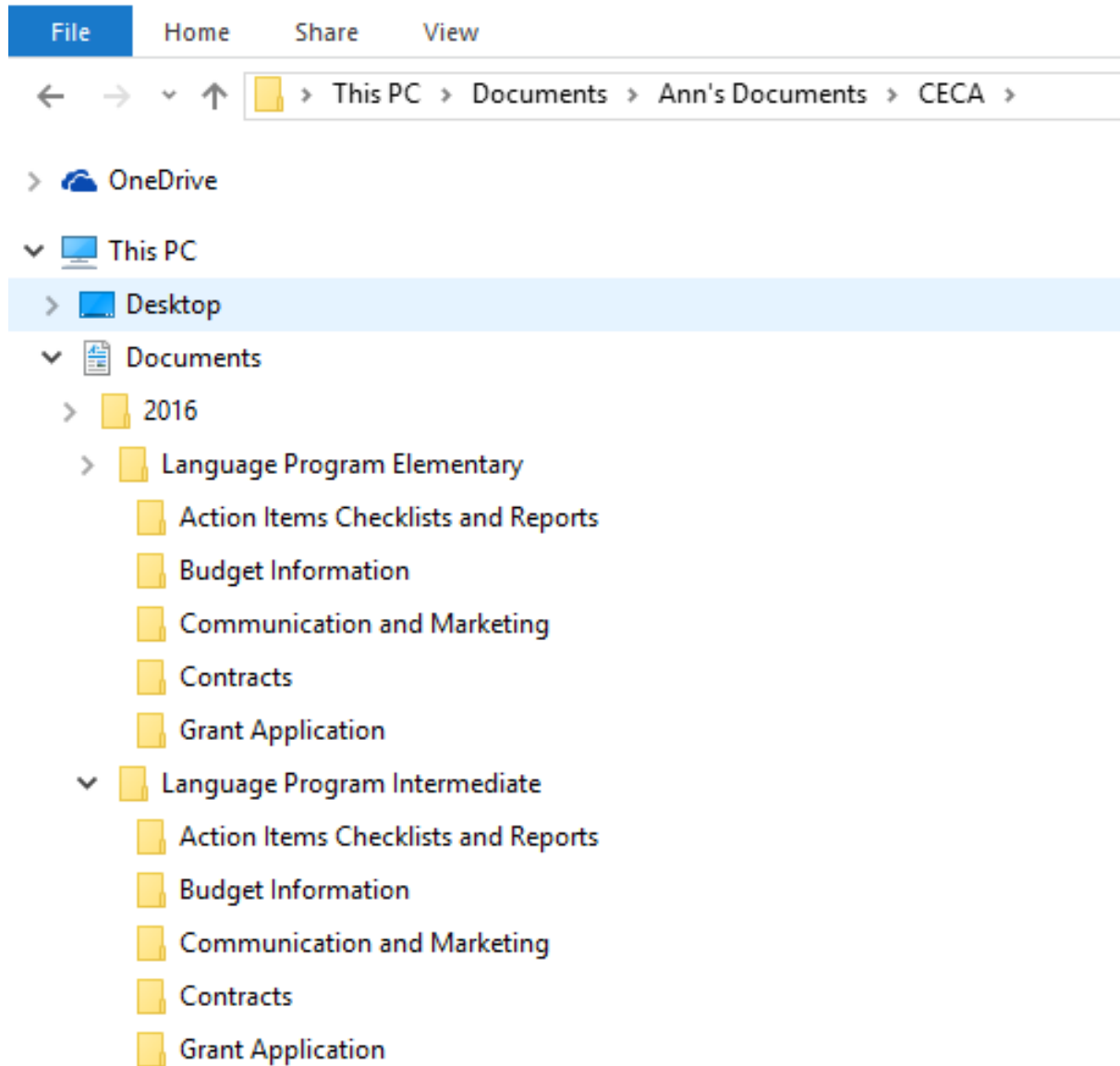
Administration & Record Keeping

Computer File Structure

* Year
    * Number always first order
* Project Title
    * Consistency is important
* Sub-Folders
    * Don't have too many
    * Keep them consistent for each Project

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Administration & Record Keeping

Computer Document Naming

Example
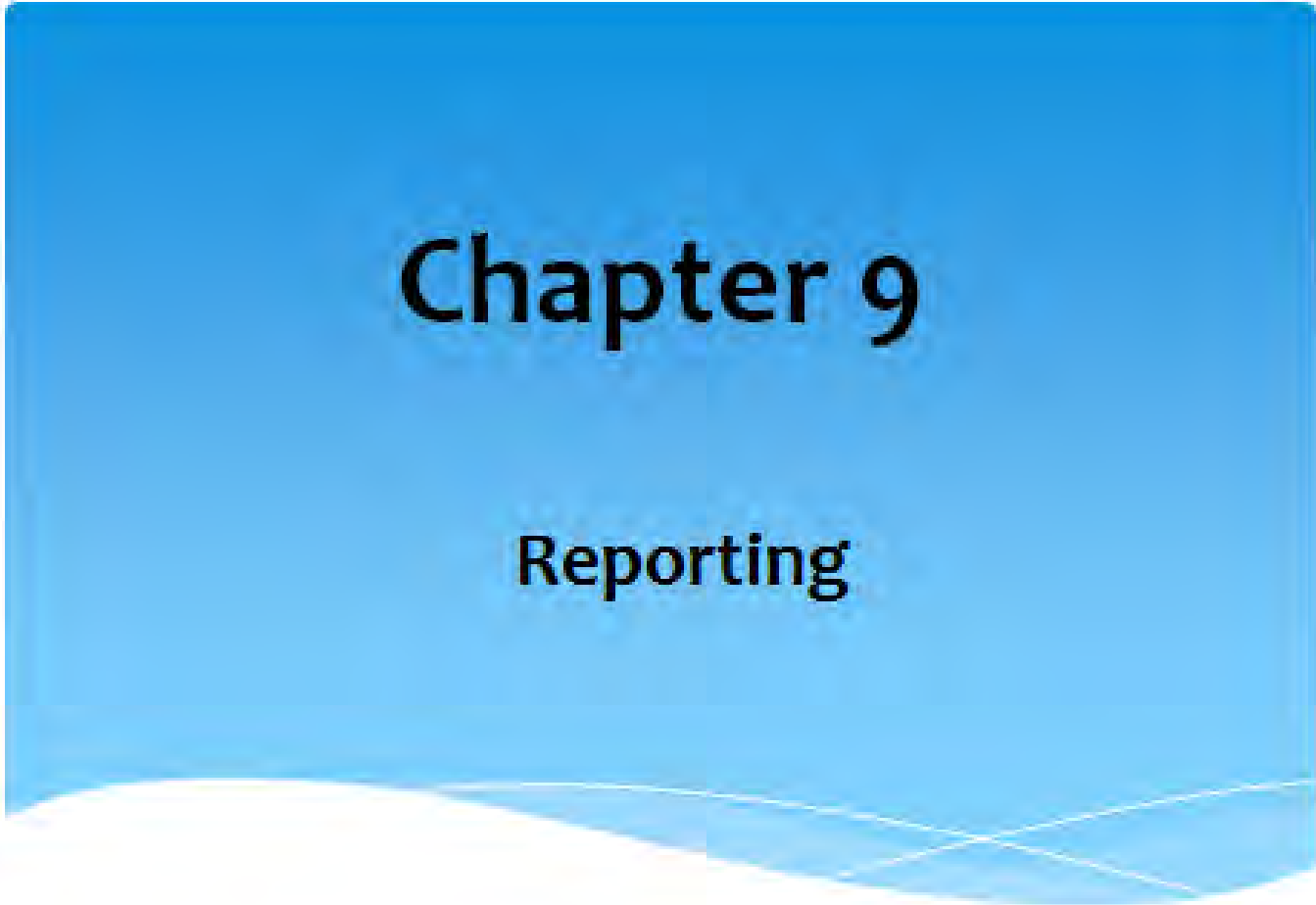
* Year (2016)
  * Project Title (Language Program Elementary)
    * Action Items, Checklists, Reports
      * Action Item July 30 2016
      * Checklist July 4 2016
      * Executive Status Report August 3 2016
    * Budget Information
      * Budget Draft May 5 2016
      * Budget **Final** Draft July 5 2016

Proposal and Grant Writing Training Course   136

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Administration & Record Keeping

Computer files – Future State

* Consistent File Folder Taxonomy (naming)

* All Final Drafts of documents clearly marked

* All documents filed in appropriate folders

* Correspondence, Contracts, Agreements received from other sources should be retained (scanned to appropriate file folders)

* Periodic Back Ups

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Chapter 9 – Reporting

Reporting

Various Types of Reports

* Milestone Reports

* Progress Reports

* Executive Reports

* Budget Reports

* Project/Funder Wrap Up Reports

Proposal and Grant Writing Training Course   143

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Reporting

Milestone Reports

* Defines completed tasks

* Defines budget spent to date

* Defines tasks that are delayed/late and remediation actions

* Identifies critical risks to project success

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Milestone Status Report

Project:

Project No:

Project Manager:

Reporting Period: Month to Month, Year

Colour Coding Guide

No significant issues	Possible significant issues	Significant issues exist

Overall Status[1]					
Scope	Colour	**Budget**	Colour	**Schedule**	Colour

Performance Measures				
	Targeted Measure	Actual Result	Status	Description
Milestone 1			Colour	
Milestone 2			Colour	
Milestone 3			Colour	
Milestone 4			Colour	

Budget Status				
Account	Budget	Total Spend to Date	% of Work Completed	Comments

Significant Issues

-

Completed Steps

-

Next Steps

-

Reporting

Progress Reports

* Very similar to Milestone Report but adds a high level summary of the entire project to date

* Much more descriptive in its reporting structure

* Deals with Risk Management

Proposal and Grant Writing Training Course　　　　　　　　145

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Project Progress Report

Project:

Project No:

Project Manager:

Reporting Period: Month to Month, Year

Overall Status[1]

Project Overview:
-

Scope:
-

Schedule:
-

Budget Status				
Account	Budget	Total Spend to Date	% of Work Completed	Comments

Significant Issues
-

Completed Steps
-

Next Steps
-

Project Progress Report Page 2

Colour Coding Guide

No significant issues	Possible significant issues	Significant issues exist

Risk Mitigation		
Risks	Status	Issues & Impacts/Mitigation Strategy
Risk 1	Colour	Issue: Impact: Mitigation Strategy:

Performance Measures				
Performance Measure	Targeted Measure	Actual Result	Status	Description
Performance Measure A			Colour	
Performance Measure B			Colour	
Performance Measure C			Colour	
			Colour	

Reporting

Executive Reports

* High Level

* Provide General Overview of Project

* Provides Summary Budget Information

* Provides Risk Assessment

* Provides General Progress Report

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Executive Summary Report

Date:

Project:

Project Manager:

Reporting Period: Month to Month, Year

Overall Status[1]

Project Description:
-

Project Deliverables:
-

Budget Status				
	Budget	Total Spend to Date	% of Work Completed	Comments
Staff Costs				
Professional Fees				
Contractors				
Capital Costs				

Achievements
-

Challenges
-

Decisions Required
-

Reporting

Budget Reports

* Normally Budget to Actual numbers

* Can be done on a monthly basis

* Normally captures Revenue and Expenses at a high level

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Budget Report
Budget VS Actual

	Draft 2016 Budget	Actuals to May 31, 2016	% of budget
REVENUE			
Private Funding			
XYZ Co	$60,000.00	$30,000.00	50%
Government Funding			
Federal Gov't	$45,000.00	$5,000.00	11%
Provincial Gov't	$70,000.00	$1,000.00	1%
Municipal Gov't	$25,000.00	7000	28%
In-Kind			
Materials	$5,000.00	$2,000.00	40%
Staffing	$5,000.00	$1,251.72	25%
TOTAL REVENUE	$210,000.00	$46,251.72	22%
EXPENSE			
Operating Expenditures			
Accounting & Legal	$12,000.00	$2,000.00	17%
Advertising & Promotions	$8,500.00	$2,500.00	29%
Bank Charges & Fees	$1,500.00	$500.00	33%
Community Engagement Events	$15,000.00	$2,500.00	17%
Consulting Fees	$70,000.00	$10,000.00	14%
Education Materials	$10,500.00	$3,000.00	29%
Insurance	$3,500.00	$3,500.00	100%
Office Supplies/Rentals	$3,000.00	$2,039.23	68%
Postage	$1,000.00	$570.00	57%
Printing	$5,000.00	$2,714.12	54%
Salaries	$70,000.00	$14,000.00	20%
Travel	$10,000.00	$2,000.00	20%
Total General & Admin. Expenditures	$210,000.00	$45,323.35	
TOTAL EXPENSE	$210,000.00	$45,323.35	
NET INCOME	$0.00	$928.37	

Reporting

Project/Funders Wrap Up Report

* Provides an overview of the Project as per the description from the Application Contract/Agreement

* Provides measurable achievements

* Provides budget information, use of funds

* Provides impact analysis

* Provides acknowledgement of support

Proposal and Grant Writing Training Course   179

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Reporting

Project/Funders Wrap Up Report

* Provides an overview of the Project as per the description from the Application Contract/Agreement
* Provides measurable achievements
* Provides budget information, use of funds
* Provides impact analysis
* Provides acknowledgement of support

Proposal and Grant Writing Training Course   179

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Reporting

Project/Funders Wrap Up Report

* Provides measurable achievements
    * Identifies main objective of the project
    * Reports how objectives achieved
    * Reports what positive impacts to end users were achieved

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Reporting

Project/Funders Wrap Up Report

* Provides budget information, use of funds

    * Budget vs actual reporting on spend

    * May require expense receipts to be included

    * May require copies of Professional Services Contracts to be included

    * May require copies of Supplier Contracts to be included

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Reporting

Project/Funders Wrap Up Report

* Provides impact analysis
    * Community Engagement Activities
    * Communication Activities
    * Benefits achieved for the Community or Organization
    * Empirical or Anecdotal feedback from End Users

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Reporting

Project/Funders Wrap Up Report

* Provides acknowledgement of support
    * Identify how Funders were acknowledged for their support
    * Provide examples of how Funders were promoted through Community Engagement

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Reporting

Suggested Inclusions

* Pictures of Events

* Pictures of Community Involvement

* Letters of Commendation

* Pictures of End Users involved in Programs or Activities specifically supported by Project

* Thank you cards from End Users

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Reporting

Project/Funders Wrap Up Report Assignment

* Project Description – build a Jungle Gym for the School Yard

* Project Budget - $25,000

* Project Funder – Federal Government

* Project Timeline – 3 months

Write up a Project/Funders Wrap Up Report –
Be Creative!

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Course Wrap Up

Questions?

* Any clarification needed?

* Any further question on content?

* How did you find the pace of the course?

* How useful was the Participant Handout and Instructions?

* What would you like to see more of?

* What would you like to see less of?

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Course Feedback

Please complete the Feedback Survey so we know what we did well and what we need to improve on.

All comments are kept confidential. Your feedback will be a compilation of responses from everyone with no one individual being identified.

Feedback form

We want Participant's input so that we may better understand your needs and wants and identify potential areas we can improve the course. Pleas share your feelings and thoughts about how the course has been for you. Your input is greatly appreciated.

1. The materials and instruction were:
    (Please circle the number which best represents your opinion of each of the pairs of words below)

Clear	5	4	3	2	1	Unclear
Logical in sequence	5	4	3	2	1	Illogical in sequence
Well paced	5	4	3	2	1	Poorly paced

2. The Instructor was:
    (Please circle the number which best represents your opinion of each of the pairs of words below)

Organized	5	4	3	2	1	Disorganized
Knowledgeable	5	4	3	2	1	Not knowledgeable
Prepared	5	4	3	2	1	Unprepared

3. Please provide comments on the following:

    I would like more information on the following: _____

    _____

    I would like additional training on the following: _____

    _____

    My suggestions for improving the course are: _____

    _____

    My suggestions for the Instructor are: _____

    _____

    General Comments: _____

    _____

    _____

    _____

_____   August 2016

Name* (optional):