



## North Coast Regional District

### COMMUNITY WORKS FUND GRANT APPLICATION

<b>Title:</b>	NCRD Community Works Fund Grant Application Form	F-013
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#### **Community Works Fund Grant Application Information**

*The Regional District Board will consider applications for Community Works Funds (CWF) grant requests providing the following information is supplied.*

*Applications must be submitted by January 1<sup>st</sup> for consideration of Community Works Fund grant for that year.*

#### **Project Information**

Project Name: \_\_\_\_\_

CWF Project Category: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Funding Amount Request: \$ \_\_\_\_\_

#### **Organization Information**

Organization Name: \_\_\_\_\_

Society/Charity Registration Number: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

#### **Community Support**

Name of Director: \_\_\_\_\_ Area(s)/Municipality: \_\_\_\_\_

#### **Project Timeline (yyyy/mm/dd)**

Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## **Land Ownership**

*Information required for all parcels of land on which the proposed project work will take place.*

Legal Description of Land(s): \_\_\_\_\_

Registered Owner(s) of Land(s): \_\_\_\_\_

Crown Land Tenure/License No./Permit No.(s): \_\_\_\_\_

## **Compliance with Regulations**

*The applicant shall, in all respects, abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.*

Have you consulted with a building official?                      Yes                      No

Have you applied for and received a building permit?                      Yes                      No

If yes, please provide permit number: \_\_\_\_\_

If no, please explain:

## **Application Content**

1. Description of the Project including role of the organization, mission and mandate
  - 1.1. Description of how the Project meets the CWF criteria
  - 1.2. Description of how the Project is aligned with NCRD strategic priorities
  - 1.3. Project timeline and supporting documents
  - 1.4. Project impact
  - 1.5. Project outcome and benefits
  - 1.6. Project team and qualifications
2. Project budget
  - 2.1. Additional budget information
3. Accountability framework
4. Schedule of payments
5. Acknowledgment of requirements

**1. Description of the Project including role of the organization, mission and mandate:**

**1.1. Description of how the Project meets the CWF criteria:**  
*Identify how the Project is an eligible CWF project.*

**1.2. Identify how the Project is aligned with the NCRD strategic priorities:**

*The [2019-2022 Strategic Plan](#) identified six strategic priorities: (1) environment and climate change, (2) First Nations relationship building, (3) North Coast community; (4) governance, (5) Economy, and (6) NCRD Corporation. Identify how the proposed project is aligned with one or more of these priorities.*

**1.3. Project timeline and supporting documentation:**

*Examples of supporting documentation includes quotes, letters of support, permissions, licenses, tenures, permits or other project related documents.*

**1.4. Project Impact:**

*The Community Works Fund program aims to achieve three national objectives: (1) productivity and economic growth, (2) a clean environment, and (3) strong cities and communities. For example, many eligible project categories may result in “cleaner air, cleaner water, or reduced GHG emissions.” The applicant organization will have to provide quantifiable measurements before and after. For example, if insulating a building, provide kWh before implementation of the project. For the application, provide an estimate of the expected reduction. The applicant will have to provide a report on actual reductions as part of reporting requirements.*

**1.5. Project Outcomes and Benefits:**

*Provide a description of how the impacts described in section 1.4 will benefit the community. For example, “better insulation is expected to reduce GHG emissions and therefore contribute to mitigating climate change impacts”, or “new bicycle trail connecting two communities is expected to promote non-motorized travel, reducing GHG emissions and promoting more local recreation and tourism activity”.*

**1.6. Project Team and Qualifications:**

*Include the names of individuals overseeing the project and their qualifications, including hired consultants. The applicant is required to advise the NCRD if there are any changes to the project team following submission of this application.*

**2. Project Budget:**

*List anticipated and confirmed Project revenue and expenses that have been deemed necessary for the implementation of the Project. Attach a detailed budget as a separate document, if readily available.*

<b>PROJECT REVENUE</b>		
(Community works funding, other grants and donations, all other sources)		
<b>From who?</b>	<b>Description of Revenue</b>	<b>Amount (\$)</b>
<b>Total Project Revenue</b>		<b>\$</b>

<b>PROJECT EXPENSES</b>		
(Capital, professional, environmental assessment, labour, equipment, incremental, etc.)		
<b>Item</b>	<b>Description of Expense</b>	<b>Amount (\$)</b>
<b>Total Project Expenses</b>		<b>\$</b>
<b>Net Overage (Shortfall)</b>		<b>\$</b>

**2.1. Additional Budget Information:**

*If your budget exceeds the amount you are applying for, please provide a description of how the balance of the Project will be funded (i.e. savings, other donations or grants, etc.)*

**3. Accountability Framework:**

The eligible recipient will ensure that:

- Incremental capital spending is on infrastructure or capacity building only, as per the agreement;
- Funding is used for eligible project and eligible costs only;
- The Project is implemented in a diligent and timely manner;
- The NCRD is provided unfettered access to all Project related records;
- The Project complies with legislated environmental assessment requirements and implement environmental impact mitigation measures; and
- The Project Completion Report, including copies of all invoicing, is completed.

**4. Schedule of Payments:**

The NCRD shall pay eligible costs in accordance with the following schedule:

- Upon receipt of invoices for eligible project costs paid by the eligible recipient, plus reasonable processing time; or
- Upon being invoiced directly by contractors/suppliers for eligible project costs, if prearranged with the eligible recipient and in accordance with NCRD procurement policies.



- Funds will not be paid in advance of receipt of supporting invoices for goods or materials received.

## 5. Acknowledgement of Requirements

- Community Works Fund funded projects aim to achieve national objectives: a clean environment; strong cities and communities; and productivity and economic growth.
- By signing below, the applicant agrees to prepare and submit a Project Completion Report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above mentioned objectives. The Project Completion Report must include details of project revenues and expenses and copies of invoices or receipts that support eligible expenditures.
- In addition, an annual report (for 5 years) is to be submitted to the NCRD prior to October 31<sup>st</sup> of each year detailing the beneficial impacts on the community as a result of the completed Project.

I certify that I am an authorized signing officer of the organization and that the information provided in this application and supporting documentation is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

*Knowingly submitting an application or information that is not true or inaccurate may result in loss of eligibility.*

Please also read the North Coast Regional District Community Works Fund Allocation Policy (FIN-04) and Community Works Fund Program Guide. Policy FIN-04 will take precedence over any information supplied in this application form.

Further questions or comments on the Community Works Fund Grant Policy can be obtained through the office of the North Coast Regional District at 250-624-2002 or via email at [info@ncrdbc.com](mailto:info@ncrdbc.com).

**Please submit your application and supporting documentation by January 1<sup>st</sup> to:**

North Coast Regional District  
14, 342 3<sup>rd</sup> Avenue West  
Prince Rupert, B.C. V8J 1L5  
**Attn: NCRD Staff**  
**Email: [info@ncrdbc.com](mailto:info@ncrdbc.com)**

**FOR OFFICE USE ONLY**

Approved:  Yes                       No

Reason: