



**Village of Valemount
 Community Initiatives and Affected Areas Programs (CIP/AAP)
 2015 Project Application Form**

Instructions

Please refer to the *2015 Guidelines for Submitting Project Application Forms* before completing this application. You may download, update and save this file on your own computer before editing and submitting your application. For more information, please visit the Village of Valemount website at www.valemount.ca, or contact Andrew Young, Corporate Officer at 1.250.566.4435 or co@valemount.ca.

Applications must be received at the Village of Valemount office by 12:00 p.m. (noon) local time on February 27, 2014. Acceptable forms of delivery include hand delivery, courier, mail, facsimile or email to co@valemount.ca.

Section A – General Information
1. Title of proposed project:
2. Funds requested from the CBT Community Initiatives and Affected Areas Programs:
3. Application date:
4. Applicant/Organization (<i>must be a registered non-profit organization</i>) <ul style="list-style-type: none"> a) Legal Name of Organization: b) Mailing Address: c) Postal Code: d) Main Contact: e) Telephone: f) Email: g) Certificate of Incorporation Number:
5. Sponsored Organization (<i>if applicable</i>) <ul style="list-style-type: none"> a) Legal Name of Organization: b) Mailing Address: c) Postal Code: d) Main Contact: e) Telephone: f) Email:
6. Please briefly state the mission/goals of your organization:
7. How long has your organization been active in the Village of Valemount?



Section B – Project Screening Information		
All projects must meet the following requirements to be considered for funding. Check to show that your project meets the requirements and give details where indicated.		
	Yes/True	No/False
1. The project is consistent with the mission of Columbia Basin Trust: “to support efforts by the people of the Basin to create a legacy of social, economic and environmental well-being and to achieve greater self-sufficiency for present and future generations.”	<input type="checkbox"/>	<input type="checkbox"/>
2. The project does not relieve any level of government of its normal obligations. If the project supports/augments a government project/program, please provide details. <i>Details:</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. The project does not duplicate an existing community service or activity. If there is overlap with another community service or activity, please describe how you are partnering with the organization responsible for the other community service or activity. <i>Details:</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. The project meets a community/public need rather than a private need.	<input type="checkbox"/>	<input type="checkbox"/>
5. The project is technically feasible (attach a technical evaluation if appropriate).	<input type="checkbox"/>	<input type="checkbox"/>
6. If the project requires government approval, license or permit (municipal, provincial or federal), is the approval, license or permit in place or do you have a clearly outlined process for securing the approval, license or permit? Leave blank if a government approval, license or permit is not required. <i>Details:</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. The project does not cause environmental degradation.	<input type="checkbox"/>	<input type="checkbox"/>
8. The project proposal has been developed in consultation with affected individuals/organizations.	<input type="checkbox"/>	<input type="checkbox"/>
9. The project does not promote any form of discrimination. This could include, but is not limited to, discrimination based on religion, politics, gender or race.	<input type="checkbox"/>	<input type="checkbox"/>



<p>10. The project proposal is submitted by a registered non-profit organization. (Proposals submitted by any other organization must be sponsored by a registered non-profit organization and must clearly demonstrate direct community benefits.)</p> <p><i>Details:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. The project will be completed and the Final Project Report will be received by Friday, January 29, 2016.¹</p> <p><i>Details:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. The project proposal is not for ongoing operational costs.²</p> <p><i>Details:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

¹ If the project is expected to go longer than January 29, 2016, the project should be broken down into distinct phases. A separate application should be prepared for each distinct phase of the project. Only applications for projects - or phases of projects – which will be completed by January 29, 2016 will be received at this time.

² Exceptions may be made to this requirement if the requested funds for ongoing operational costs meet one of the following conditions:

- a. Designated as start-up costs for an organization, providing that there is a clear plan/timeframe for securing longer term operational funding in the future and that this plan/timeframe is outlined in the proposal.
- b. Designated as emergency funding for a period of no more than the given calendar year. An organization applying for emergency funding for ongoing operational costs must: (i) include financial statements from the last three years, (ii) include proof of loss of expected/typical source(s) of funding, (iii) seek an amount of funds no greater than the amount of funds lost from other funding sources (plus inflation), and (iv) include a clear plan and timeframe for seeking/applying for other sources of funding for subsequent years.
- c. Designated as operational costs for no longer than 3 years, providing that there is very clear evidence of community support and that there is a clear exit strategy outlined in the proposal (when the project will be completed and when the Village of Valemount may expect that funding will no longer be required).



Section C – Project Evaluation Information
1. Name of organization:
2. Title of the proposed project:
3. Funds requested from the CBT Community Initiatives and Affected Areas Programs:
4. Location of the proposed project:
5. Anticipated project start date:
6. Anticipated project end date:
7. Please provide a brief summary statement (1-2 sentences max.) of your project:
8. How will your project benefit the citizens of Valemount?
9. Please <i>list</i> the specific goals and objectives of your project:
10. What is the anticipated outcome(s) of the proposed project and what are the indicators you will use to measure success?
11. Who are the project partners? Please list groups or individuals cooperating in this project and their contributions.



12. Is this project a onetime event or a part of a continued initiative? If the project is part of a continued initiative, how will it be sustained through other funds or support?

13. Without this funding, how would you accomplish this project?

14. Project Management Capacity: Please identify the project manager(s) for this project and describe their project management experience/skill set. Please also describe other projects that your organization has successfully completed.

15. Please describe the project work plan. What will be done and when? This could include start date, key phases, significant milestones, roles and responsibilities, and completion date. In Section E – Attachments, you must include a detailed project work plan. An example template of a detailed project work plan can be found in the *2014 Guidelines for Submitting Project Application Forms*.



Section D – Project Budget Information / Previous Funding

Project Budget Breakdown (Please duplicate this table if more space is required)					
Expense (with Description)	Requested CBT Funds (\$)	Other Funds (\$)	Source of Other Funds	Is Funding from Other Source(s) Secured?	Total Cost/Value of Expense (\$)
Salary/Benefits (<i>Wages and salaries must be project specific and contracted for a specific time period.</i>)					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Professional Fees					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Purchases					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
In Kind Donations (e.g. volunteer labour, donated supplies/tools). Even though your organization will be receiving the labour/supplies/tools free of charge, please include the actual value of each item below.					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Totals					

↑ Use this amount to complete #2 of Section A and #3 of Section C

CBT Funding History

Has CBT provided funds to your organization in the past? Yes. No. If yes, please outline below.

Year Granted	Name of Project	Funds Awarded	Year Completed



Section E – Attachments

The following documents must be included in your application:

- Letters of support for the project from all project partners and affected stakeholders
- A letter of support from the Chairperson of your Board or, in section F, your Board Resolution approving the application
- The most recent Financial Statements adopted by your Board (signed by your President and Treasurer). The financial statements should show your organization’s current financial position, as well as your organization’s revenue and expenses for both the previous and current fiscal year.
- A detailed project work plan
- A copy of your organization’s most recent “Society Annual Report (Form 11)” or equivalent documentation (dated no earlier than one year prior the date on this application). Form 11, and further information, can be found at the following link:
<http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page>

Additional attachments may include, but are not limited to, the following:

- Technical evaluation of the project
- Proof of government approval, license(s) or permit(s)
- Additional financial details
- Research or studies supporting the project
- Documents demonstrating organizational capacity required for the project
- Other (specify):

Section F – Resolution and Signature

Attach a letter of support from the Chairperson of your Board OR include Board Resolution here:

I certify that this application for funds has been approved by the Board of my Organization. (Digital signatures will be accepted.)

Name:	Signature:	Date:
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