COMMUNITY INITIATIVES AND AFFECTED AREAS PROGRAMS

A PROGRAM OF

Columbia Basin **trust**

ADMINISTERED & MANAGED BY

2018/2019 Program Policies & Guidelines
Community Initiatives and Affected Areas Programs

WHAT ARE THE COMMUNITY INITIATIVES AND AFFECTED AREAS PROGRAMS?

The Community Initiatives and Affected Areas Programs (CIP/AAP) are intended to be flexible and incorporate community-based funding decisions. The programs support local projects that provide additional value to Basin communities and that benefit the broad community and public good. Program funds are distributed annually to the Trust's local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary, the City of Revelstoke, Town of Golden, Village of Valemount, and to our Indigenous partners: ʔaqʼam, ʔakisqʼnuk, Lower Kootenay (Yaqan nuʔkiy), Tobacco Plains Indian Band (ʔakinkʼumɫasnuqtiʔit) and the Shuswap Indian Band

The 2018/2019 granting allocation for Regional District of Central Kootenay (RDCK) is $1,411,902.

WHO CAN APPLY?

Eligible applicants include registered and non-registered non-profits, Indigenous organizations, registered schools, and local government. In general, program funds are for meeting community/public needs rather than private needs. Any private sector proposal that comes forward must be sponsored by an eligible organization and must clearly demonstrate community benefits. If sponsored, the proposal and financial report must be submitted by the eligible organization on behalf of the sponsored group.

An organization with an **outstanding or incomplete Project Financial Report** as of December 31, 2017 from a previous year is **not eligible** for 2018 funding consideration.
Exception: a project extension has been granted.
Outstanding or incomplete **Project Financial Reports** need to be submitted to the RDCK.

WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of proposals to the RDCK is
4:30 p.m. PST, Tuesday, February 28, 2018 - Late submissions will not be accepted.

Project proposals must be submitted using the 2018/2019 Project Proposal (Attachment A) available on the RDCK website at http://rdck.ca/cip-aap.

WHAT IS THE PROJECT CRITERIA?

Project proposals must benefit one or more of the following RDCK electoral areas:

MUNICIPALITIES
City of Castlegar
City of Nelson
Town of Creston
Village of Kaslo
Village of Nakusp

Village of New Denver
Village of Salmo
Village of Silverton
Village of Slocan

RURAL ELECTORAL AREAS: A, B, C, D, E, F, G, H, I, J, K

Proposals need to adhere to the spirit of programs provided by the Trust and support efforts by the people in the Basin for meeting community and public need rather than private needs.

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CIP/AAP funding is to be used to support proposals that provide additional value for the public good and to assist communities in achieving their collective priorities.

Applicants are encouraged to seek funding from other sources to assist with their projects and not to rely solely on Columbia Basin Trust funding.

Projects within the City of Nelson
The City of Nelson has specific criteria regarding Nelson's Sustainability Goals and Community Priorities. Please contact Sarah Winton at Swinton@nelson.ca or 250-352-5511 for more information regarding your proposal. All proposals need to be submitted to the attention of the RDCK and supporting documentation for City of Nelson consideration may total five (5) pages.

Project Period
The 2018/2019 project period is recognized as the day following the May 2018 RDCK Board meeting to June 30, 2019. Eligible project expenses incurred following the date of the May 2018 RDCK Board meeting can be utilized to satisfy reporting requirements. Projects are expected to be completed within this one year period and expenses pertaining to the project must be incurred no earlier than the start date of the project period.

WHAT TYPES OF PROJECTS AND COSTS ARE NOT ELIGIBLE?
The Columbia Basin Trust Act requires that Trust funding not relieve any level of government of its normal obligations. Program funds should not be used to fund basic infrastructure activities that are normally funded through the government tax base such as roads, sewers, municipal water systems and fire protection.

Proposals requesting **multi-year funding** will not be considered.

Operational costs are not eligible for funding. On-going operational costs are those costs which are intended to support staff positions and regular payments expected to be made by the organization to ensure the continuity of its operations. These include costs such as rent payments, utilities, levies, and other contractual obligations.
Exceptions:
- Affected Area Program (AAP) funding
- Start-up costs for an organization, with a clear plan for on-going support of the operations in the future and that the time frame for the longer term operational funding is outlined in the proposal

HOW MUCH CAN I APPLY FOR?
There is no maximum amount registered on-profits may apply for.

Unregistered non-profit, not-for-profit groups or organizations may only request funding support to an overall proposal maximum of $4,999 regardless of which electoral area or municipalities they apply to.

An individual, private sector group or unregistered non-profit, not-for-profit groups or organizations may ask a registered non-profit for sponsorship. The sponsoring agency assumes responsibility, including financial responsibility, for the project outlined in the proposal.

HOW DO I APPLY?
Proposals are accepted once per year, January 1 thru February 28, 2018.

The proposal form (Attachment A) is available on the RDCK website at http://rdck.ca/cip-aap and will also be available in hard copy from; Area Directors; RDCK Services at the Creston Library; the

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Lardeau Community Center; City, Town and Village offices throughout the Regional District; and at the RDCK head office in Nelson.

Submit One (1) Project Proposal per Project
Email submissions must include in the subject line:
"2018 CIP/AAP Proposal" – and include "Name of Organization"
Email submission <u>must only include</u> documents pertaining to the proposal being submitted. Do not mail a paper copy if the original proposal was submitted by email.

Revised proposals must be clearly marked "REVISED" and received at the RDCK Nelson office by the submission deadline date. Confirmation of the receipt of the proposal will be provided by email by March 9, 2018, in the event confirmation by email has not been received please contact the RDCK as noted below.

Project Proposal—Required fields
All fields are mandatory with the exception of Section A - Sponsored Organizations items 2a–8a if not applicable. **Proposals <u>must include a balanced project budget</u> (item 17)**.

Project Proposal—Attachments
Maximum two (2) pages
Exception: proposals for City of Nelson consideration, maximum five (5) pages

Proposal Submissions
It is preferred proposals be submitted by email however, typed or handwritten proposals can be delivered to this office by fax, post, courier, or hand by February 28, 2018.

Inquiries and submissions:

Regional District of Central Kootenay
Attention: Judy Madelung, Grants Coordinator
Box 590, 202 Lakeside Drive, Nelson BC V1L 5R4
Email: jmadelung@rdck.bc.ca or fax 250-352-9300

2018 CIP/AAP Project Proposals will be accepted until 4:30 p.m. PST February 28, 2018

WHAT IS THE PUBLIC INPUT MEETING PROCESS?
Community meetings will be conducted throughout the RDCK electoral areas and proponents will be given the opportunity to provide a proposal presentation and respond to inquiries regarding their proposal.

WHEN WILL THE PUBLIC INPUT MEETING BE HELD?
Meeting dates and times will be made available prior to public consultation meetings in April on the RDCK website and in local newspapers throughout the RDCK electoral areas.

DO PROPONENTS NEED TO ATTEND THE PUBLIC INPUT MEETING?
Proponents are **expected to attend** the public meeting for each electoral area funding is requested from. Not attending may factor regarding funding consideration in some RDCK areas.

WHAT IS THE COMMUNITY'S INVOLVEMENT IN THE PUBLIC INPUT MEETING?
The CIP/AAP Programs are intended to be flexible and incorporate community-based funding decisions. Community members are encouraged to attend meetings and be involved with the proposal selection process.

WHEN WILL A DECISION BE MADE?

Once community meetings are completed the local selection committees and/or Councils will provide their recommendations to the RDCK Board of Directors.

The RDCK Board of Directors will make the final project funding decision at the May 2018 board meeting and the results will be made available on the RDCK website at http://rdck.ca/cip-aap

HOW DO I LODGE A COMPLAINT?

In the event an organization or individual wishes to lodge a complaint about the process used regarding the administration of the program or the public consultation meeting a written complaint containing the complainant's name, contact information, and a detailed description of the issue must be submitted to the RDCK Board of Directors no later than five (5) working days after the public consultation meeting.

HOW WILL FUNDS BE DISTRIBUTED?

Project Period

The 2018-2019 project period is recognized as the day following the May 2018 RDCK Board meeting to June 30, 2019.

Release of Funding

The RDCK will disperse funding payments during the month of June 2018.
Where an applicant is sponsoring an unregistered group or private sector proposal, the funds will be paid to the sponsoring agency.

Funding Agreements

Proposals receiving $5,000 or more from a supporting area(s) must sign a funding agreement with the RDCK prior to the release of funding.

WHAT ARE THE REPORTING REQUIREMENTS?

Final Financial Reports for Proposals funded in 2018 are due June 30, 2019.

All project funds must be spent as outlined in the approved proposal and the project **must be completed by June 30, 2019**.

All successful proponents are required to, **voluntarily and without reminders**, submit a Project Financial Report by June 30 2019 using the template provided by the RDCK. Incomplete projects as of June 30 are advised to obtain an authorized extension or authorized change of scope by October 31 in order to remain in good standing.

A proponent with an outstanding or incomplete Project Financial Report as of December 31, 2018 is not eligible to submit a proposal in the future until the outstanding or incomplete Project Financial Report is submitted to and approved by the RDCK.

NEED HELP?

All questions regarding this application should be directed to Judy Madelung with the RDCK. Judy can be reached by telephone at: 250.352.8170 or by e-mail at jmadelung@rdck.bc.ca.

2018-2019 Community Initiatives and Affected Areas Program – Project Proposal (Attachment A)

Section A	Project Proposal – General Information
1. Date of Proposal	**Sponsored Organization**
2. **PROJECT PROPONENT** (Organization responsible for project)	2a. Sponsored organization's name
3. Society Registration No.	3a. Need for sponsorship (please provide reason)
4. Mailing Address	4a. Sponsored organization's mailing address
5. City, Province, Postal Code	5a. Sponsored organization's City, province, postal code
6. Phone No.	6a. Sponsored organization's phone number
7. Name of Project Contact	7a. Sponsored organization's contact
8. Email for Organization *Office Use Only Receipt of Proposal Confirmed by Email Confirmation*	8a. Sponsored organization's email

9. **PROJECT TITLE**

10. **REQUEST for FUNDING**

Please indicate the amount requested from each area, the total amount requested and the total project budget.
Proponents applying for project funding from more than one electoral area/municipality must be aware that the TOTAL AMOUNT REQUESTED CAN Not EXCEED THE TOTAL PROJECT BUDGET.

Community Initiative Funds (CIP)					
Electoral Area A	$	Electoral Area G/Salmo	$	Town of Creston	$
Electoral Area B	$	Electoral Area H	$	City of Nelson	$
Electoral Area C	$	Electoral Area I	$	Village of New Denver	$
Electoral Area D/Kaslo	$	Electoral Area J	$	Village of Silverton	$
Electoral Area E	$	City of Castlegar	$	Village of Slocan	$
Electoral Area F	$				

Affected Areas (AAP)		Initiatives and Affected Areas Combined (CIP/AAP)			
Electoral Area D (AAP)	$	K-Arrow Park	$	K-Bayview/Nakusp/Rural Nakusp	$
Electoral Area J (AAP)	$	K-Burton	$	K-Edgewood	$
		K-Fauquier	$		

TOTAL AMOUNT REQUESTED	$
TOTAL PROJECT BUDGET	$

Registered non-profit/not-for-profit organizations may request any value of funding from each electoral area per project proposal however; non-registered non-profit/not-for-profit organizations may only request funding support from electoral areas to an overall maximum of $4,999 per project proposal.

11. **Project Viability**

Is this project or a component of this project viable if the full funding request is not supported? ___Yes ___No

NOTE: *If a decision of a community involvement process results in a project being supported for less than 20% of the applicant's requested funding, and if the applicant indicates that the project cannot proceed with that 20%, that allocation will be returned to the supporting area for allocation for the following funding year.*

2018-2019 Community Initiatives and Affected Areas Program – Project Proposal (Attachment A)

Section A	Project Proposal – General Information

12. Description of Project (Provide a brief description of your project)

13. Anticipated Outcome (Provide a brief description of outcome)

14. Needs Assessment (Explain why this project is needed in your community)

15. Project Goals

Cultural   Social   Environmental   Economic   Other

Other project goals and objectives:

16. Project Period (Item L)

Anticipated Project Commencement Date   Anticipated project completion date

Additional work plan details:

17. Location of project (provide physical address and city or legal property description)   List Electoral Areas that project will operate in:

18. Additional Information:

Section B   Project Proposal – Project Budget Information

19.   **PROJECT BUDGET** (Provide details for a balanced budget.)

If successful in attaining CIP/AAP funding, the proponent must use funding according to information presented in this proposal and upon completion of the project the proponent must submit a final financial report and include supporting documents supporting project expenditures. RDCK and the Trust maintains the right to audit projects at any time.

Expense Item	Expense Details	Expense Amount
	Total Expenses	

Revenue Item	Revenue Details	Revenue Amount
	Total Revenue	

20. Has funding been requested from other grant programs? ___ Yes (If Yes, please provide details) ___ No

21a. List all project partners

21b. Are you aware of any organization with a vested interest in this project proposal (if so, please provide details)

22. Is this project being funded with Federal &/or Provincial Financial Aid? ___Yes (If Yes, please provide details and amounts)

___ No

23. Will minors be working on the project: ___ Yes   ___ No

Is the project labour 100% volunteer?   ___ Yes   ___ No

(If No, the Proponent, contractor or sub-contractor MUST be able to provide proof of current WCB coverage.)

2018-2019 Community Initiatives and Affected Areas Program – Project Proposal (Attachment A)

Section C	Project Proposal – Evaluation Information

24. All Parties involved in the project have been consulted?____ Yes____ No (If No, please explain)

Section D	Project Proposal – Acknowledgment and Signatory Authority

26. The proponent requesting consideration for funding under the CIP/AAP programs acknowledges that the information provided on this proposal meets the Trust and RDCK requirements.

The project outlined in this proposal is consistent with the mission of Columbia Basin Trust and supports 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.

The project will NOT
- relieve any level of government of its Normal obligations
- promote any form of discrimination
- cause environmental degradation
- duplicate existing services

The proponent of the project is responsible for:
-Acquiring required government approval(s) and/or permit(s) (local, provincial or federal authorities such as RDCK, Interior Health, Ministry of Transportation, Ministry of Environment or Fisheries).
-Providing copies of permits
-Consulting with all parties involved in the project
-Maintaining appropriate Liability Insurance
-Financial accountability as defined in Section A item 2

The proponent must comply with:
-Federal, Provincial Government, and Local Government Acts and Regulations including those that apply to the hiring of employees and subcontractors required to carry out the Program and its Projects. This includes, but is NOT limited to, the Criminal Records Review Act (pertaining to any person working with minors) and the Workers' Compensation Act
-Freedom of Information and Protection of Privacy Act (FOIPPA). The collection, use and disclosure of personal information are subject to the provisions of the FOIPPA. By submitting this funding proposal, you hereby acknowledge that the Trust and RDCK may disclose this proposal and the information contained herein, including but NOT limited to your name, budget, location and the amount and nature of any related funding to the public, individuals or any other entity to the extent allowed by FOIPPA. You further agree that the Trust and RDCK may pro-actively disclose to the public your name, location, amount and nature of funding granted. Any questions regarding such may be directed to: Regional District of Central Kootenay, Attention: Records and Information Management Analyst, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

In submitting this project proposal the Proponent acknowledges the information provided is true and submitted in good faith.*

_____   _____

     Proponent Signature   Date of Signature

*Provide E-signature or name of authorized individual submitting proposal.
If E-signature is not provided the individual submitting proposal by email is deemed to be the
authorized signatory.

Submissions to be forwarded to:

Regional District of Central Kootenay

Attention: Judy Madelung, Grants Coordinator
Box 590, 202 Lakeside Dr., Nelson BC V1L 5R4
Email jmadelung@rdck.bc.ca or info@rdck.bc.ca Phone 250-352-8170 or 1-800-268-7325 Fax
250-352-9300 **Deadline for Submissions- Tuesday, February 28, 2018 4:30pm PST**

Regional District of Central Kootenay
Electoral Area. Rural Communities, and Director Contact Information

Electoral Area A		**Electoral Area B**	
Director: **Garry Jackman**		Director: **Tanya Wall**	
Phone: 250-223-8463		Phone: 250-428-1993	
Email: gjackman@rdck.bc.ca		Email: twall@rdck.bc.ca	
• Boswell	• Riondel	• Arrow Creek	• Kingsgate
• Sirdar	• Crawford Bay	• Canyon	• Huscroft
• Sanca	• Kootenay Bay	• Erickson	• Rykerts
• Wynndel	• Kuskanook	• Lister	• Kitchener
• Gray Creek	• Twin Bays	• Yahk	• Glenlily
• Pilot Bay		• Goatfell	• Lower Goat River
			• Lower Kootenay Band

Electoral Area C		**Electoral Area D**	
Director: **Larry Binks**		Director: **Aimee Watson**	
Phone: 250-428-9577		Phone: 250-304-5842	
Email: lbinks@rdck.bc.ca		Email: awatson@rdck.bc.ca	
• Duck Lake		• Meadow Creek	• Howser
• South Reclamation		• Lardeau	• Woodbury Village
• Lakeview		• Cooper Creek	• Marblehead
• West Creston (Flats)		• Argenta	• Fletcher Creek
• Wynndel (part)		• Johnson's Landing	• Allen Division
		• Poplar Creek	• Pine Ridge
		• Ainsworth	• Schroeder Creek
		• Mirror Lake	• South Fork
		• Shutty Bench	

Electoral Area E		**Electoral Area F**	
Director: **Ramona Faust**		Director: **Tom Newell**	
Phone: 250-229-5222		Phone: 250-509-1277 (c)	
Email: rfaust@rdck.bc.ca		Email: tnewell@rdck.bc.ca	
• Blewett	• Balfour	• Beasley	• Crescent Beach
• Harrop/Procter	• Queens Bay	• Taghum	• Sproule Creek
• Sunshine Bay	• Longbeach	• Willow Point	• Six Mile
• Bealby/Horlicks	• Nelson to	• Nasookin	• Bonnington
• Taghum Beach	Cottonwood Lake	• Grohman	

Electoral Area G		**Electoral Area H**	
Director: **Hans Cunningham**		Director: **Walter Popoff**	
Phone: 250-357-9996		Phone: 250-359-7455	
Email: hcunningham@rdck.bc.ca		Email: wpopoff@rdck.bc.ca	
• Hall Siding	• Erie	• South Slocan	• Appledale
• Ymir	• Porto Rico	• Crescent Valley	• Hills
• Ross Spur	• Nelway	• Slocan Park	• Summit Lake
• Airport Road	• Salmo North	• Passmore	• Krestova
		• Winlaw	• Brandon
		• Red Mountain	• Lemon Creek

Regional District of Central Kootenay
Electoral Area. Rural Communities, and Director Contact Information

	• Vallican • Sandon • Perry Siding • Rosebery • Playmor Junction • New Settlement
Electoral Area I Director: **Andy Davidoff** Phone: 250-304-8233 Email: adavidoff@rdck.bc.ca	**Electoral Area J** Director: **Rick Smith** Phone: 250-365-7273 Email: rsmith@rdck.bc.ca
• Pass Creek • Thrums • Tarrys • Shoreacres • Glade • Brilliant	• Ootischenia • Shields • Robson • Raspberry • Renata • Syringa • Deer Park • Fairview • Brooklyn • Hudu Valley
Electoral Area K Director: **Paul Peterson** Phone: 250-265-4451 Email: ppeterson@rdck.bc.ca	
• Applegorve • Whatshan Lake • Edgewood • Brouse/Glenbank • Fauquier • Box Lake • Burton • Needles • Arrow Park • Halcyon • Crescent Bay • Inonoaklin Valley	
City of Castlegar Director: Lawrence Chernoff (Mayor) Phone: 250-365-7227 (City) Email: mayor@castlegar.ca	**Town of Creston** Director: **Ron Toyota** (Mayor) Phone: 250-428-2214 (ext. 227) (Town) Email: rtoyota@rdck.bc.ca
Village of Kaslo Director: **Suzan Hewat** (Mayor) Phone: 250-353-2311 (Village) Email: mayor@kaslo.ca	**Village of Nakusp** Director: **Karen Hamling** (Mayor) Phone: 250-265-3689 (Village) Email: khamling@nakusp.com
City of Nelson Director: **Deb Kozak** (Mayor) Phone: 250-352-5511 (City) Email: dkozak@nelson.ca	**Village of New Denver** Director: **Ann Bunka** (Mayor) Phone: 250-358-2316 (Village) Email: abunka@rdck.bc.ca
Village of Salmo Director: **Stephen White** (Mayor) Phone: 250-357-9433 (Village) Email: Mayor.White@salmo.ca	**Village of Silverton** Director: **Leah Main** (Councillor) Phone: 250-358-2472 (Village) Email: leahmain@rdck.bc.ca
Village of Slocan Director: **Jessica Lunn** (Mayor) Phone: 250-355-2277 (Village) Email: mayor@villageofslocan.ca	