

## PRE-APPLICATION WORKSHEET

This worksheet is an optional tool for preparing your application entries and/or collaborating with others involved in your project. This worksheet will not be accepted as your application to the Program. You must apply using the online application form.

All the questions you will be asked to complete on the online application form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

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### APPLICANT INFORMATION

#### Registered Applicant/Organization Information

(See [Application Guide](#) for details on who is eligible to apply)

#### Organization Legal Name

#### Registration Number

*Registered non-profits must be in good standing with BC Registry Services. Enter your number here.*

#### Mailing Address

#### City Province Postal Code

#### Signing Authority at the Registered Applicant/Organization

#### Signing Authority Name

#### Phone Number

#### Email Address

#### Primary Contact at the Registered Applicant/Organization – if different from above

*Identify the person who will lead the project. If they are not in place at this time, identify someone in your organization who can be contacted about your project at the application stage or if your application is successful.*

#### Primary Contact Name

#### Phone Number

#### Email Address

Is the **Registered Applicant/Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Project Lead/Sponsored Organization**.

If you are sponsoring an ineligible organization, the application must be completed and submitted by the eligible **Registered Applicant/Organization**.

yes  no

*\*the following section will only appear if the applicant indicates yes, above*

## Project Lead/Sponsored Organization

Organization Legal Name

Mailing Address

City Province Postal Code

## Primary Contact at Project Lead/Sponsored Organization

*Identify the person who will lead the project. If they are not in place at this time, identify someone in your organization who can be contacted about your project at multiple stages of the project, including application, awarding of funds and completion.*

Primary Contact Name

Phone Number

Email Address

## Organization Mandate

*Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver, and your operating budget.*

## Section B - Screening Information

*You must answer this to be considered for funding.*

**All partners involved in the project have been consulted.**

True  False

*If you do not have any other partners, indicate "True".*

## PROJECT DETAILS

### Project Title

*Your project title should be descriptive and no longer than five words.*

### Project Location

*You will be asked to select location(s) from a drop-down menu which represents applicable Municipalities and Rural Areas, please choose all that are relevant.*

### Estimated Start Date

*Tell us when the project will take place and when it will be completed. Grant funds can't be used for any project expenses incurred before you have received funding approval, so it is recommended that your start date is no earlier than May 16, 2025.*

### Estimated End Date

*The end date should be when you anticipate all expenses will be paid for and final reports are ready, this should be no later than 2026.*

**What is the project? What will the project do? How will this be achieved? (220 words)**

*Describe your project and the shorter-term impacts or effects it aims to achieve. List the services or activities to be developed, delivered or completed.*

**What issues or opportunities will be addressed? How were they identified? (150 words)**

**Where will this project take place? (100 words)**

**Who will be involved in implementing the project? (100 words)**

*Describe the organizations, staff, consultants, partners or individuals, and the relevant experience and expertise that they bring to the project.*

**Why is this project important to your community? Who will benefit from the project? (150 words)**

*“Community” may refer to a community of interest, specific sector, professional community or geographic location. Explain why this project is important to your community and highlight how you identified it as a priority. Describe how your community will support or participate in your project’s development or delivery.*

**How will the project be evaluated and how will you know if it has been successful? (150 words)**

*Indicate a clear plan for evaluating and reporting on results related to the shorter-term impacts or effects that your project aims to achieve.*

**Why is your organization best suited to deliver the project, and does it have the capacity to do so? (150 words)**

*Describe past successes of your organization that relate to this project. Projects that have received previous funding should summarize results to date, either here or through a supporting document.*

**Is this project a one-time event or part of an ongoing initiative? If the project is part of an ongoing initiative, how will it be sustained after the grant ends? (150 words)**

*Outline your plan for continuing the project into the future.*

**Is this project, or a component of the project, viable if the full funding request is not approved? (y/n)**

**Which area will your project work toward?**

- Cultural
- Social
- Environmental
- Economic
- Other \_\_\_\_\_

**Will minors be working on this project?**

Yes  No

*If “yes,” you will need criminal record checks for those working with minors.*

**Is the project labour 100% volunteer?**

Yes  No

If no, the proponent, contractor or sub-contractor **MUST** be able to provide proof of current Workers Compensation Board (WCB) coverage.

## Work Plan

Provide brief descriptions of your proposed project activities along with timelines for each.

List all activities you plan to complete during the project's term. Click the **+Add** button to add another row.

Indicate who will take the lead on each proposed activity. All components of the project should be delivered or managed by someone with relevant experience or expertise.

Activity	Overseen by	Start Date	End Date

## PROJECT EXPENSES

List specific budget items under each heading to identify your project's total expenses. In the final column, indicate the amount of funding from ReDi Grants you wish to allocate against each budget line.

- Round up values to the nearest dollar.
- Click the **+Add** button to add another row.
- Do not include any items that will be provided to the project as in-kind contributions; there is space to enter this further down.
- In the final column, indicate the amount of funding from ReDi Grants you wish to use for each budget item. Ensure that all items ReDi Grants will be used for are eligible for funding.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

If successful in attaining ReDi Grants funding, you must use the funding according to the information presented in this application. Upon completing the project, you must submit a final report and include supporting documents showing project expenditures. We maintain the right to audit projects at any time.

### Administration

Examples include overhead costs to deliver the project, such as office expenses and supplies and administrative wages. Any costs that would be incurred even if the project did not proceed, or otherwise not directly attributable to the project, are ineligible.

Budget Item	Total Amount Required	Requested from ReDi Grants

**Contract Fees and/or Staff Wages**

*Each line item should include the position's title and hourly rate multiplied by the number of hours for the whole project. Do not include administration wages (see above). Any costs that would be incurred even if the project did not proceed, or otherwise not directly attributable to the project, are ineligible.*

Budget Item	Total Amount Required	Requested from ReDi Grants

**Capital Purchases and Equipment Rentals**

*These items are eligible if they're necessary to the project and the costs are reasonable. Capital and equipment purchases need to be justified to be eligible for funding.*

*If your organization already owns the equipment required to undertake the project, we don't fund the cost of renting this equipment. However, rental costs may be eligible if your organization has to rent the equipment from another organization.*

Budget Item	Total Amount Required	Requested from ReDi Grants

**Other Project Costs (be specific)**

*If there are other project-specific costs not included elsewhere, add them here with a specific description. Include items like advertising, brochure printing and distribution costs. Eligible travel expenses include mileage and necessary accommodation specific to your project.*

Budget Item	Total Amount Required	Requested from ReDi Grants

**TOTAL PROJECT EXPENSES \$**

**TOTAL REQUESTED FROM ReDi Grants**

**\$**

**PROJECT EXPENSES EXAMPLE**

Budget Item	Total Amount Required	Requested from ReDi Grants
Administration		

Administrative costs of project	\$3,060	\$500
Project travel expenses	\$1,060	\$1,000
<b>Contract Fees and/or Staff Wages</b>		
Project coordinator: 50 hrs/month @ \$28/hr for 12 months	\$16,800	\$5,000
<b>Capital Purchases and Equipment Rentals</b>		
Laptop and projector	\$1,500	
Renovation of storage room for office space	\$2,300	\$2,000
Office furniture	\$1,500	
Building permits	\$190	
<b>Other Costs (be specific)</b>		
Advertising campaign	\$750	\$500
Refreshments for workshop	\$200	
Workshop supplies and materials	\$1000	\$1,000
Recognition event for volunteers and project wind-up	\$200	
<b>TOTAL PROJECT EXPENSES</b>	<b>\$28,560</b>	<b>\$10,000</b>

A

B

## PROJECT REVENUE

Enter the funds received or requested from other sources. Your *Total Project Expenses* should equal your *Total Project Revenue* to show you have enough funds to complete your project.

*We recommend that your organization seeks funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.*

*The Trust has a directory of grants that may be applicable to your work; see the resource section of its Non-profit Advisors Program: [ourtrust.org/nonprofit](http://ourtrust.org/nonprofit).*

*The first revenue line will auto-populate with your Total Requested From ReDi Grants. In the lines below, identify your other sources of revenue. These may include other grants, cash donations or workshop registration fees. Click the **+Add** button to add another row.*

*Indicate whether or not the contribution is confirmed at the time you submit this application. If the funder has confirmed that it will be committing resources to your project, select "yes." If you*



have applied for funding but haven't heard back, select "no."

Source Name	Confirmed (Y/N)	Amount
ReDi Grants	No	Will auto-populate with TOTAL REQUESTED FROM ReDi Grants

**TOTAL PROJECT REVENUE** \$

## FUNDING REQUESTED

Enter the amount of ReDi Grants funding you are requesting from each municipality or electoral area. This should equal your *Total Requested from ReDi Grants* above.

- Registered non-profits and not-for-profit organizations may request any value of funding from each electoral area and municipality.
- Each rural electoral area and municipality in the RDCK receives a share of ReDi funding to be awarded. Some areas pool their funding and others may conduct community involvement together.
- If a Registered Applicant/Organization is applying on behalf of an unregistered organization, they may request any value of funding from each electoral area and municipality.
- Non-registered organizations may only request funding support from electoral areas and municipalities to an overall maximum of \$4,999 per project.

<b>ReDi Grants</b>			
Electoral Area A	\$	City of Castlegar	\$
Electoral Area B	\$	Town of Creston	\$
Electoral Area C	\$	City of Nelson	\$
Electoral Area D/Kaslo	\$	Village of New Denver	\$
Electoral Area D - Lardeau Valley	\$	Village of Silverton	\$
Electoral Area E	\$	Village of Slocan	\$
Electoral Area F	\$	Area K - Arrow Park	\$
Electoral Area G/Salmo	\$	Area K - Burton	\$
Electoral Area H	\$	Electoral Area K – Fauquier	\$
Electoral Area I	\$	Area K -Bayview / Nakusp / Rural Nakusp	\$
Electoral Area J	\$	Area K - Edgewood	\$
<b>Total Request</b>			<b>\$</b>

**FUNDING REQUESTED EXAMPLE**

<b>ReDi Grants</b>			
Electoral Area A	\$	City of Castlegar	\$2,000
Electoral Area B	\$	Town of Creston	\$
Electoral Area C	\$	City of Nelson	\$7,000
Electoral Area D/Kaslo	\$	Village of New Denver	\$
Electoral Area D - Lardeau Valley	\$	Village of Silverton	\$
Electoral Area E	\$500	Village of Slocan	\$
Electoral Area F	\$	Area K - Arrow Park	\$
Electoral Area G/Salmo	\$	Area K - Burton	\$
Electoral Area H	\$	Area K - Fauquier	\$
Electoral Area I	\$500	Area K - Bayview / Nakusp / Rural Nakusp	\$
Electoral Area J		Area K - Edgewood	\$
<b>Total Request</b>			<b>\$10,000</b>



**IN-KIND SOURCES & CONTRIBUTIONS**

*What contributions are being made to the project other than cash?*

**SUPPORTING DOCUMENTS**

**Are you providing additional material that provides further evidence to support your project idea (such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc)?**

*Supporting documents provide additional evidence that the project is viable and important. These help us to evaluate and assess your project idea.*

*Ensure your supporting documents add value to your application. We will look at the strength of the document, not the quantity.*

*List what you are submitting. Click the **+Add** button to add another row.*

*We prefer that you upload only **two one-page, single-sided documents** (but you may upload up to five one-page, single-sided documents if necessary—any additional ones will be deleted).*

*Before uploading your supporting document, ensure the file name is clear and identifies the content. The documents must be in PDF or picture formats (JPG, GIF, PNG, BMP).*

*File size may not exceed 3MB per document.*



**List what you are submitting:**

- 1.
- 2.
- 3.
- 4.
- 5.

**ADDITIONAL INFORMATION**

**Is there anything else you would like to add that has not already been mentioned?**

**DECLARATION**

*Read this section, click the box next to "I agree," and then type in your name and title.*

1. I represent the Registered Applicant/Organization and I am authorized to submit this Application.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. I will comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the ReDi program grants.
4. I will use the funding received from the ReDi Grant program substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
5. I agree that the RDCK's responsibilities with respect to the Project are limited to providing financial assistance to the Recipient towards the cost of the Project.
6. I agree that by submitting this application that the RDCK is not a partner or joint venturer in this project, and nothing herein shall be construed to make them partners or joint venturers or impose any liability as such on either of them.
7. I agree that my organization, its volunteers, personnel, subcontractors and agents are not employees, servants, partners or agents of the RDCK.
8. The RDCK and the Recipient understand that the Recipient has control over the Project and is responsible for the outcomes and products of the Project, and that the RDCK's role is limited only administering funds on behalf of the Columbia Basin Trust.
9. I agree to submit a report to the RDCK which details how the funds were expended, by December 31<sup>st</sup> of the following calendar year. Loss of eligibility for future ReDi Program grants may result from failure to submit required reports.
10. Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK. The Regional District of Central Kootenay and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fully, partially or not fund any application submitted. By submitting this application, I hereby acknowledge that the Regional District of Central Kootenay and its agents may disclose this application, and the information contained herein—including but not limited to name, budgets, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.

11. I further agree that the Regional District of Central Kootenay and its agents may proactively disclose to the public my name and location and the amount and nature of funding granted.  
12. Any questions regarding such may be directed to: [foi@rdck.bc.ca](mailto:foi@rdck.bc.ca)

I have read and agree to the declaration above. \*

I Agree

Date

Applicant Name

Applicant Title

WORKSHEET