

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

### WHAT IS THIS PROGRAM ABOUT?

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: ʔaq'am, ʔakisq'nuk, Lower Kootenay (Yaqaṇ nuʔkiy), Tobacco Plains Indian Band (ʔakink'umtasnuqʔit) and the Shuswap Indian Band.

The 2018/2019 granting allocation for the Village of Valemount and the Fraser Fort George Regional District Rural Area H is \$250,561.22.

### WHO CAN APPLY?

Eligible applicants include registered organizations that are not-for-profit, first nations, 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 Final Report** from a previous year is **not eligible** to submit a proposal until the outstanding or incomplete Project Final Report is submitted to the Village of Valemount.

### WHEN IS THE APPLICATION DEADLINE?

Applications will be accepted until 12:00 pm (noon) local time on February 20, 2018. Late applications will not be accepted.

### PROJECT CRITERIA:

Project proposals must benefit either Village of Valemount or the Fraser Fort George Regional District Rural Area H.

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.

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

## WHAT TYPES OF PROJECTS / COSTS ARE NOT ELIGIBLE?

Funds received under this Program can only be used to pay for expenses incurred after the project application has been approved and funding agreement has been signed and returned to the Village of Valemount. Funds cannot be used for expenses incurred after December 31, 2018.

- Retroactive costs (**costs that have been incurred prior to funding approval**) are not eligible.
- Proposals requesting **multi-year funding** will not be considered – if your project is expected to extend beyond December 31, 2018 it must be broken into phases and only the phase ending in December can be considered at this time.

**Operational costs** are not eligible for funding except as described below. 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 to the guideline include:

- projects to be undertaken by the organization for a designated period of time for no more than 3 years;
- 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;
- 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.

If you feel your proposal meets one of the above exceptions, ensure that this is clearly identified in your application and that supporting information is provided.

## HOW MUCH CAN I APPLY FOR?

There is no project maximum, but note that the overall program budget is limited and there is an expectation that the program not be concentrated on a single project.

## HOW DO I APPLY?

Proposals are accepted and considered once per year.

Applications must be submitted on the ***Village of Valemount 2018 Project Application Form***. Applications must be typed; hand written applications will not be accepted. Answer each question by clicking on the grey boxes.

Up to five single-side pages or three double-side pages of additional information (this does not include required documentation) may be attached to the application form. Pages above this limit will be removed before evaluation.

All fields of the application form must be completed in full. Incomplete applications will not be accepted.

If your application includes a power point presentation for the public input night, **you must include the USB stick** with the prepared presentation on it **with this application**.

Applications must be submitted to the attention of Krista Etty, Grant Clerk, by one of the following methods:

- hand delivery or courier: 735 Cranberry Lake Road, Valemount, BC;
- mail: Village of Valemount, PO Box 168, Valemount, BC, V0E 2Z0;
- facsimile: 250-566-4249; or
- email: grantclerk@valemount.ca.

## WHAT IS THE PUBLIC MEETING PROCESS?

The community meeting will be held on March 5, 2018 to present the proposals to the public. Community meeting information will be advertised in the local newspapers and posted on the Village of Valemount website after the application deadline.

Applicants are expected to attend the community meeting to provide a brief, oral overview of their proposal and answer questions. The public will then have an opportunity to vote on each proposal. If you are presenting a PowerPoint you must include it on a memory stick with this application.

## WHEN WILL A DECISION BE MADE?

Between March 12, 2018 and March 16, 2018, the Village of Valemount Community Initiatives Committee will review and make recommendations on the applications. On March 28, 2018 the Village of Valemount Council will make the final funding decisions. Applicants will then be advised of the Council's decision.

## HOW WILL FUNDS BE DISTRIBUTED?

Successful applicants are required to sign an agreement with the Village of Valemount agreeing to the:

- Terms, method and time of payment; and
- Progress and final reporting (see Reporting Requirements).

Where an applicant is sponsoring an unregistered group or private sector proposal, the funds will be paid to the eligible applicant.

## WHAT ARE THE REPORTING REQUIREMENTS?

All project funds must be spent as outlined in the approved proposal and the project **must be completed by December 31, 2018**.

All successful proponents are required to, **voluntarily and without reminders**, submit a Project Final Report by January 31, 2019 using the template provided by the Village of Valemount.

A proponent with an outstanding or incomplete Project Final Report 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 Village of Valemount.

## NEED HELP?

If you should have any questions regarding the application process or require assistance developing your project and completing your application form, please contact Krista Etty, Grant Clerk with the Village of Valemount. Krista can be reached by telephone at: 250.566.4435 or by e-mail at [grantclerk@valemount.ca](mailto:grantclerk@valemount.ca).