

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

1. Project Name

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
	Yes No

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Mailing address:	Telephone:
Email:	Website (URL):

3. Primary Contact Information

Primary contact (for this application):	Position/title:

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

4. Resolution of Support

✦ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the municipality or regional district that is providing a resolution of support for this funding application:
The resolution of support is:
Attached.
Not yet secured. The scheduled council meeting date is:

✦ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

✦ *Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).*

5. Project Overview

Identify the project’s primary investment area:				
Agriculture	Energy	Mining	Pine Beetle Recovery	Tourism
Economic Development	Forestry	Olympic Opportunities	Small Business	Transportation

✦ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

Explain the rationale for the project:

✦ *Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

6. Sustainability

Explain how funds will be generated to operate the facility for three years:

Describe how the project will support population growth or help sustain population in the community or region:

Describe how the project will contribute to environmental sustainability:

7. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	

9. New Employment (job creation)

✦ The following job creation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):		hours/week	months/year	
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				
<p>✦ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.</p>				

10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
INCREASED REVENUE EXPECTED OVER THREE YEARS: ✦ Incremental revenue expected is the sum of the projected annual revenues for the three years after the project, minus the current annual revenues over the same three year period.			\$
Describe how the revenue will be generated and the sources of revenue:			

11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
COST SAVINGS EXPECTED OVER THREE YEARS: ✦ Cost savings expected is the sum of the projected costs for the three years after the project, minus the current costs over the same three year period.			\$
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):			

12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date		
2)		
3)		
4)		
5)		
6)		
7)		
8) Project completion date		

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and all pre-tax costs.

Expense item:	Amount (\$):	Vendor:	Verification:
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
TOTAL PROJECT BUDGET: \$			

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.

14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	years (max 10)	
TOTAL REQUESTED:	\$	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Northwest or Cariboo-Chilcotin/Lillooet regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.

15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING:	\$	TOTAL PROJECT FUNDING:	\$ (Northern Development + Other Sources)

✦ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

16. Leveraging

Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p> <p>✦ <i>Northern Development provides funding up to a maximum of 70% of an eligible project budget.</i></p>	

17. Attachments

List all documents attached to this application:

Document name:
1) Required: Local government resolution
2) Required: Detailed quotes <i>(as outlined in section 13. Project Budget)</i>
3) Required (if applicable): Funding approval letters <i>(as outlined in section 15. Other Funding Sources)</i>
4) Required (if applicable): Society incorporation document <i>(not applicable for local governments or First Nations)</i>
5)
6)
7)
8)
9)
10)

18. Authorization

I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:
---	-----------------	-------

19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ Please do not scan this form (if possible).

Email: info@northerndevlopment.bc.ca