

This information is designed to assist applicants in successfully preparing their applications for the Single Applicant (up to \$100,000) and Partnerships (up to \$500,000) funding streams to the BC Rural Dividend Program. A thorough review of the Program Guide is encouraged prior to completing your application.

This document is a resource for convenience and guidance; it is not intended to replace official documents such as the online application form, available on the Rural Dividend Program website: www.gov.bc.ca/ruraldividend.

This is not an official application form and should not be submitted to the program. The information entered here must be transferred to the online application form available at: <https://grantstream.com/RuralDividend/form/default/en/> and submitted through the online system.

Instructions:

- This document contains the same questions, fields and character limits as the online application form.
 - Questions may not be in the same order as they are in the online application form.
- Instructions for filling out the form are provided in **red**.

Saving the Form:

- It is recommended that you first download/save this PDF form to your computer or network drive, and then open it with Adobe Reader prior to completing any of the sections.
 - We do not recommend using any web browser to open and complete the form.
 - Adobe Reader can be accessed here: <https://www.adobe.com/ca/>

In this document:

Overview	2
Organization profile	4
Details	6
Budget.....	17
Documents.....	23

Overview

Think about the direct activities related to your proposed project.

Direct activities are:

- Actions, steps or events that must be undertaken to complete the proposed project.

Examples of direct activities (this is not an exhaustive list):

- Providing training workshops for community members;
- Implementing recommendations from a completed business case for a tourism initiative;
- Building or upgrading destination trails.

Select the [BC Economic Development Region](#) where the majority of the direct activities will take place:

- | | | | |
|--------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Cariboo | <input type="checkbox"/> Kootenay | <input type="checkbox"/> Mainland / Southwest | <input type="checkbox"/> Nechako |
| <input type="checkbox"/> North Coast | <input type="checkbox"/> Northeast | <input type="checkbox"/> Thompson / Okanagan | <input type="checkbox"/> Vancouver Island / Coast |

Select the Regional District where the majority of the direct activities will take place:

Based on your selection above, a list of Regional Districts will appear.

Provide the name(s) of the municipality(ies), reserves and/or electoral area(s) where the majority of the direct activities will take place:

(Maximum length 200 characters)

Think about the direct benefits of your proposed project.

Describe the geographic area that will directly benefit from your proposed project:

Direct benefits are:

- Positive change(s) that a specific community (or group of communities) experience as a direct result of actions or events undertaken in the implementation of the proposed project.

Examples of direct benefits (this is not an exhaustive list):

- Estimated number of training workshops provided and number of community members who receive training;
- Additional recreation tourism opportunities due to the planning and construction of destination trails in the community;
- Increased supports for local businesses through the implementation of a business attraction and retention project.

(Maximum length 350 characters)

Which project funding stream are you applying for?

- ☐ Project Development ☐ Single Applicant ☐ Partnerships

Eligible Applicant Organization Type:

- ☐ Local Government ☐ Indigenous Communities & Organizations ☐ Not-for-Profit Organizations

If you selected Indigenous Communities & Organizations please select one of the following:

- ☐ First Nations band councils ☐ Indigenous Not-for-Profits or First Nations Corporation

Select the project category that best reflects the focus of your proposed project:

- ☐ Community Capacity Building ☐ Workforce Development ☐ Community and Economic Development ☐ Business Sector Development

Is your application for a Destination Trails project?

- ☐ Yes ☐ No

Organization profile

What is the legal name of the Applicant?

Enter the organization's registration number

Required for Indigenous and non-Indigenous not-for-profit organizations and First Nations corporations.

What is the mailing address of the applicant organization?

Address 1

Address line 2 (optional)

City

Province

Postal code

Contact information

Who is the primary contact for the project?

First name

Last name

Title

Telephone number

Extension (if available)

Mobile phone (if available)

Email address (required)

Please re-enter the email address

Who is the signatory for the organization?

First name

Last name

Title

Telephone number

Extension (if available)

Mobile phone (if available)

Email address (required)

Please re-enter the email address

Do you have any project partners working with you on your proposed project?

Please note that a minimum of one partner is required for the Partnership Grant

**Please refer to the Program Guide- Section 6, Eligible Partners for additional information on partner eligibility.*

☐ Yes

☐ No

IF YOU SELECTED YES, PLEASE COMPLETE THE FOLLOWING TABLE:

Partner name	Contact name	Contact phone	Contact email

Important

The online application form allows you to add multiple partners. This form has a maximum number of 5 partners. If your project has more than 5 partners, please list them in a separate document and add them when completing your online application.

Details

Project Title

(Maximum length 200 characters)

In 2-3 sentences please describe your proposed project.

(Maximum length 350 characters)

Describe your proposed project:

Your description should include:

- What direct actions you are taking;
- Why (the rationale for the proposed project); and
- What you hope to accomplish (the anticipated outcomes).

(Maximum length 2,500 characters)

Applications for Destination Trails projects need to provide information as to how your proposed project relates to the [Trails Strategy for British Columbia](#).

If this is a Destination Trails project, please provide a description of how the proposed project supports and is linked to the Trails Strategy for British Columbia.

(Maximum length 2,000 characters)

1

The following four questions relate to the objectives of the Rural Dividend Program.

If a stated objective is not relevant to your proposed project, please type "N/A" in the response box. Your application will not be penalized if your proposed project is not linked to every objective.

Where applicable, include any details related to the innovative aspects of your proposed project.

Objective 1): Increase community resilience and support economic development and diversification through enabling rural communities to implement their vision for long-term vibrancy, as well as prepare and respond to economic disruptions.

Describe how your proposed project will support economic diversification resulting in a more resilient community:

(Maximum length 2,000 characters)

Objective 2): Support Indigenous communities and organizations to develop and lead traditional and/or emerging economic opportunities, including in the natural resource sector.

Describe how your proposed project will support Indigenous communities to develop and lead both traditional and emerging economic opportunities:

(Maximum length 2,000 characters)

Objective 3): Strengthen the capacity of small and remote communities to address unique challenges in realizing their economic potential.

Describe how your proposed project will 1) strengthen the capacity of the communities involved and 2) use the additional capacity to benefit the local economy:

(Maximum length 2,000 characters)

Objective 4): Assist rural communities to pursue innovative economic opportunities that support climate mitigation and/or adaptation for a cleaner future for BC.

Describe how your proposed project will investigate and pursue economic opportunities that support a cleaner future.

(Maximum length 2,000 characters)

Will the project directly create any additional jobs?

☐ Yes

☐ No

IF YOU SELECTED YES, PLEASE RESPOND TO THE FOLLOWING FOUR QUESTIONS:

Direct full time jobs?

Direct part time jobs?

Direct temporary/seasonal jobs?

Describe in detail the above positions and how the project helps create employment:

(Maximum length 2,000 characters)

Describe potential indirect employment (not in the project itself) created as a result of the project.

(Maximum length 2,000 characters)

Please indicate the components (key steps or elements) of your proposed project as well as the associated deliverables (to enter more than one component, use the “Add another component” link).

Important

The online application form allows you to add multiple components. This form only includes space for **THREE** components and the related deliverables. If your project has more components, please write them down in a separate document and add them when completing your online application.

COMPONENT 1

Please describe the component of your proposed project:

(Maximum length 3,000 characters)

Please describe the associated deliverables for this component:

(Maximum length 3,000 characters)

COMPONENT 2

Please describe the component of your proposed project:

(Maximum length 3,000 characters)

Please describe the associated deliverables for this component:

(Maximum length 3,000 characters)

COMPONENT 3

Please describe the component of your proposed project:

(Maximum length 3,000 characters)

Please describe the associated deliverables for this component:

(Maximum length 3,000 characters)

Does the community/communities in which the project will be implemented have a current community and/or economic development plan?

Yes

No

IF YOU SELECTED YES, PLEASE ANSWER THE FOLLOWING QUESTION:

Please note the section(s) in the plan which relate directly to the project and describe how the project supports the plan(s).

(Maximum length 2,000 characters)

Describe the existing support for your proposed project. Indicate how support has been demonstrated within the community/communities and where applicable, outcomes from formal or informal discussions with indigenous communities:

(Maximum length 2,000 characters)

Budget

Important

Please fill out the separate **Rural Dividend Budget Form**, available on the [Rural Dividend website](#), to complete the following section.

Please note that if the amounts listed in the application differ from the completed Budget Form, the Program will assess the project utilizing the information in the Budget Form.

Funding Request:

What is the total project cost:

Indicate the estimated start and end dates of the project (maximum project duration is two years)

Estimated start date

Estimated end date

Full project duration (months)

Is the project ready to commence immediately upon receipt of funding?

☐ Yes

☐ No

IF YOU SELECTED NO, PLEASE ANSWER THE FOLLOWING QUESTION:

List the steps (e.g. obtaining permits, completing consultation, securing additional funding) that must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines:

(Maximum length 2,000 characters)

Think about your project components and deliverables. Detail your project timeline from start to completion using each component and deliverable as a milestone.

(Maximum length 2,000 characters)

Will your proposed project establish any on-going activities or staff positions that will continue or be completed after the estimated project end date?

☐ Yes

☐ No

IF YOU SELECTED YES, PLEASE ANSWER THE FOLLOWING QUESTION:

Describe how these on-going activities or staff positions will be sustained, either in the long term or until their completion:

(Maximum length 2,000 characters)

Describe the resources and skills of the applicant to manage and complete the project, including project management experience and/or implementing similar projects:

(Maximum length 2,000 characters)

Outline the role(s) of any project partners identified (Required for Partnership Projects):

(Maximum length 2,000 characters)

Outline project risks to completion and describe risk mitigation measures to ensure project success:

(Maximum length 2,000 characters)

Will the project include physical infrastructure?

☐ Yes

☐ No

IF YOU SELECTED YES, PLEASE ANSWER THE FOLLOWING THREE QUESTIONS:

Please explain how the infrastructure will support economic development and diversification initiatives, in alignment with other community plans and priorities. If the program contribution is required to leverage other funding for infrastructure, please outline here.

(Maximum length 2,000 characters)

Who will own the infrastructure?

(Maximum length 200 characters)

Who will be responsible for any ongoing associated costs (maintenance/operational) after project completion?

(Maximum length 200 characters)

For Destination Trails projects, please describe the status of any required permits and identify all relevant jurisdiction/ownership of the land on which the trail project will take place (ex. provincial crown land, BC Parks, Municipal Parks, Regional District land, Reserve, other, etc.).
(If the project is not a Destination Trails project, please enter “N/A”).

(Maximum length 2,500 characters)

Please ensure that your project start and end dates accommodate the potential six month review period (from the day the intake closes) for funding requests.

Documents

On the online application form, you will be prompted to attach the following REQUIRED and OPTIONAL documents:

Most recent financial statements (required).

Letter(s) from partners confirming role and commitment to the project.

Required for all applicants in the Partnerships funding stream

Articles of incorporation or similar evidence of legal status.

Required for Indigenous and non-Indigenous not-for-profit organizations and First Nations Corporations.

Rural Dividend Budget Form (required).

Board or Band Council Resolution

Resolution:

Moved by:

Seconded by:

Date of Resolution:

Do you have any other documents that should be attached to support your application?

Additional documents can be attached to the online application form.

Thank you for preparing your application to the BC Rural Dividend Program.

You may complete and submit your online application form here:

<https://grantstream.com/RuralDividend/form/default/en/>

The online application form will be open from June 15, 2019 until midnight, August 15, 2019.

Please ensure that all responses completed in this document are transferred into the correct space in the online application form.

Additionally, please ensure when completing the online application form that all mandatory and supporting documentation is complete and uploaded to the application form.