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✦ **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

Project name:	Has this facility and/or footprint previously received financial support from Northern Development under this program?
Williams Lake Mountain Bike Trail Improvement Project	<input checked="" type="radio"/> Yes <input type="radio"/> No

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration number: <i>(if applicable)</i>
Williams Lake Cycling Club	BC Society Registration #: S0049058
Mailing address:	Telephone:
PO Box 4394 Williams Lake, BC	
Email:	Website (URL):
puddlebike@gmail.com	https://www.facebook.com/williamslakecyclingclub

3. Primary Contact Information

Primary contact (for this application):	Position/title:	
Russell Bobrowski	Vice President	
Email:	Primary Phone Number:	Secondary Phone Number:

4. Project Location and Resolution

Appropriate jurisdiction the project is located within:	Name of the appropriate local government or First Nations Band providing the resolution of support:
<input checked="" type="radio"/> Municipality (city, town, village or regional district):	Cariboo Regional District If regional district, electoral area: Area D
<input type="radio"/> First Nation reserve:	Cariboo Regional District
Has the resolution of support been secured? <i>★ Refer to the Application Guide for sample resolution wording.</i>	
<input type="radio"/> Yes; attached to application	<input checked="" type="radio"/> No; date resolution of support is expected to be secured: 12/08/20

5. Project Timeline

Stage of project:	Scheduled date (dd-mmm-yyyy):
Forecasted project start date	04/01/21
Forecasted project completion date	11/02/22

6. Project Overview

Will the applicant own and operate the asset?
<input checked="" type="radio"/> Yes <input type="radio"/> No <i>★ If the property/building is not owned by the applicant, please provide evidence of control (i.e. lease agreement for five years or more).</i>
Indicate the physical condition of the asset before investment. <i>★ Before photos required.</i>
<input type="radio"/> N/A <input type="radio"/> Very poor <input type="radio"/> Poor <input checked="" type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Very good
Enter a brief description of the project, including the scope and objective/outcome:
This project will provide an economic and social boost to the community of Williams Lake. Machine-built downhill trails have become exceptionally popular in other communities in B.C. and Williams Lake has experienced an introduction to this success with the rebuild of the 1.8 km Foxfire trail on Fox Mountain. Williams Lake is surrounded by one of the provinces largest trail networks and is a key element for the community to attract and retain people as described in the Gold Rush Trail Destination Development Strategy, however the desirable machine-built trails are mostly lacking in the network. The trails surrounding Williams Lake reached all time highs for usage in 2020 due to the COVID-19 pandemic. However, Williams Lake remains an attractive mountain biking destination which has resulted in increased tourism in recent years, however there is still tremendous room for growth. This project should provide a show-case trail to attract tourists. This project will also benefit residents. The site of the proposed project is in a legally established trail network accessible from city limits and the rural community of Fox Mountain. The trail network links to Williams Lake First Nation and three other First Nations communities (Deep Creek, Soda Creek, and Anaham) are within 30km. Mountain biking is a fun way to exercise and enjoy the outdoors and the proposed project will provide an exciting and enjoyable recreational amenity for local people of differing backgrounds to enjoy.

Explain the rationale for the project:

These wide, smooth trails are suitable for entry-level mountain bikes and riders allowing people from a range of economic status and abilities to participate. Observed user-types on a similar project in Williams Lake (Foxfire trail rebuild in 2019) has shown a variety of users (sex, gender, ethnicity, race, culture, language, age, ability, geography) which allows a diversity of people to be introduced to the sport. Hopefully these new users become more interested and explore the over 200 kilometers of other trails surrounding Williams Lake. The project is also readily accessible from City limits which allows for people of varying economics and ethnicities to participate. There is also no entry fee required, preventing economic discrimination. The existing trails used in this project have been legally established for over three decades for non-horse and non-motorized use, which reduces potential conflicts with non-mountain bike user groups. These trails are also used by hikers which is often compatible with mountain biking. A potential negative aspect is safety concerns associated with downhill mountain biking which will be mitigated through construction by using rounded dirt features and avoiding trail intersections and my signage by posting emergency muster points for safe egress of injured persons. Dates and responses from consulted stakeholders are included

7. Strategic Factors

Fill out all that are applicable. The following strategic factors will be considered in the application assessment.

Describe how the ongoing operating and maintenance of the new or improved asset will be managed over its life-span, paid for, and by whom:

WLCC has the resources to maintain the proposed trail. WLCC realizes this trail will be popular requiring regular maintenance. To address this, WLCC can pay for professional maintenance if needed using the Fee for Service agreement WLCC also successfully engages its members, which are approximately 200 annually, to voluntarily maintain trails, and this would be the preferred route.

Describe how the completion of the project will result in reduced operation, maintenance and related costs over the life-cycle of the asset:

Describe how the completion of the project will result in a reduced environmental footprint:

What systems, policies or practices are in place to ensure that funds to replace the asset at the end of its life will be available? *This must be demonstrated by a supporting document (e.g. Asset Management Plan). Please identify where in the document this can be found.*

How is the project is aligned with the long-term plans/vision of the community that can be demonstrated by a supporting document (e.g. Official Community Plan)? *Please identify where in the document this can be found.*

Describe any health and safety concerns the completion of this project will alleviate:

Safety concerns associated with downhill mountain biking will be mitigated through construction by using rounded dirt features and avoiding trail intersections and my signage by posting emergency muster points for safe egress of injured persons.

Describe any accessibility concerns the completion of this project will alleviate:

If any market research or a business case been completed, summarize the results:

Please attach the supporting document(s).

Describe how the project will support resident/workforce attraction and retention:

Employment of up to seven trail builders from April 2021 to November 2023. By increasing tourism, this project will result in indirect employment of service-industry staff beginning in 2021 as phase one is completed and lasting for decades.

How does the project result in the preservation/creation of an amenity that serves multiple uses?

8. Mandatory Key Deliverables

Current employment (baseline)

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year
Direct permanent part-time jobs:	0	0 hours/week	12 months/year
Direct permanent seasonal jobs:	1	5 hours/week	7 months/year

New employment

★ The applicant will be required to report on jobs after project completion 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:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	7	hours/week	months/year	Trail builders
TOTAL PROPOSED PERMANENT FULL-TIME EQUIVALENT (FTE) JOB CREATION:				0.0
★ 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.				
Direct temporary jobs: (construction and/or consulting)	7	40 hours/week	7 months/year	trail builders

Revenue generation

★ The applicant will be required to report on revenues after project completion to demonstrate the direct economic benefits of the project.

Current annual revenues:	Projected annual revenues:	
	Year 1:	Year 2:
\$ 3,000	\$ 3,500	\$ 4,000
INCREASED REVENUE EXPECTED OVER TWO YEARS:		\$ 1,500
Increased revenue expected is the sum of the projected annual revenues for the two years after the project minus the current annual revenues .		

Describe how the completion of this project influences your revenue projections:

This project should result in increased membership from current levels of ~\$3,000

9. Additional Key Deliverables

✦ Complete a minimum of two key deliverables sections. The applicant will be required to report on these after project completion to demonstrate the success and benefits of the project.

Facility traffic

Current annual traffic level:	Projected annual traffic level:	
	Year 1:	Year 2:
1,500	5,000	6,000
Describe how the project will result in increased usage of the facility upon its completion:		
The existing trails used in this project receive approximately 1,500 rides per year. After construction, the trails are anticipated to receive at least 25 rides per day, similar to the amount observed on Foxfire, with use increasing each year.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
Partner with recreation sites and trails BC to have traffic counters installed. This has been done in the past.		

Number of operating hours

Current operating hours annually:	Projected operating hours annually:	
	Year 1:	Year 2:
Describe how the project will result in increased availability of the facility:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Number of programs offered by the applicant

Current # of programs offered annually:	Projected # of programs offered annually:	
	Year 1:	Year 2:
Describe how the project will result in increased number of programs offered by the applicant:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Rentals, events and tournaments at the facility

Current # of rentals, events and/or tournaments hosted at the facility annually:	Projected # of rentals, events and/or tournaments annually:	
	Year 1:	Year 2:
Describe how the project will result in increased rental, events and tournaments hosted at the facility upon project completion:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

Membership

Current # of annual memberships:	Projected # of annual memberships:	
	Year 1:	Year 2:
200	250	300
Describe how the project will result in increased membership to the applicant organization:		
The trail is anticipated to be popular. Signs will let riders know the project was completed by WLCC and membership helps.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
membership is tracked annually and can be reported		

User satisfaction

Current overall user satisfaction level:	Projected overall user satisfaction level:	
	Year 1:	Year 2:
Describe how the project will result in improved user satisfaction:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

10. Project Budget, Funding Request, and Funding %

✦ Complete this section if the eligible budget \$200,000 or less.

Eligible project budget (as per Project Budget Template):	Funding request (grant):	Requested funding %:
\$	\$	%
✦ Applicants are required to use the Project Budget Template .	✦ Maximum \$100,000.	✦ Maximum 70%.

✦ Complete this section if the eligible budget greater than \$200,000.

Eligible project budget (as per Project Budget Template):	Funding request (grant):	Requested funding %:
\$ 253,055.00	\$ 30,000	% 11.86
✦ Applicants are required to use the Project Budget Template .	✦ Maximum \$300,000.	✦ Maximum 50%.

11. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Community Economic Recovery Infrastructure Project	\$ 253,085.00	Applicant contribution	<input type="checkbox"/> Approval letter attached <input type="checkbox"/> Date approval expected: Dec 2020
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 253,085.00		TOTAL PROJECT FUNDING: \$ 283,085.00 (Northern Development + Other Sources)	
✦ Eligible project budget must match total project funding ✦			

12. Attachments Check all documents that are applicable and attached to this application:

Document name:	
<input checked="" type="checkbox"/>	Detailed project budget using Northern Development's Project Budget Template (required; in excel format)
<input checked="" type="checkbox"/>	Detailed quotes
<input type="checkbox"/>	Funding approval confirmations (required prior to approval, except in the Northeast)
<input checked="" type="checkbox"/>	Local government or band resolution of support (required prior to the regional advisory committee meeting)
<input checked="" type="checkbox"/>	Society certificate of incorporation (required for not-for-profit applicants)
<input type="checkbox"/>	'Before' photo(s)
<input checked="" type="checkbox"/>	Most recent annual financial statements
<input checked="" type="checkbox"/>	Letters of support from community organizations
<input type="checkbox"/>	Lease agreement/or user agreement
<input type="checkbox"/>	Business case or other market research
<input type="checkbox"/>	Asset management plan
<input type="checkbox"/>	Community alignment document (OCP, council priorities, strategic plan, economic development plan etc.)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

13. Authorization

- I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.
- I understand that Northern Development has the right to discard incomplete applications.
- 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 to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.
- I also agree to submit reporting materials as required 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 acknowledge funding by Northern Development, where applicable.
- 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:
Russell Bobrowski	Vice President	October 31, 2020

14. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email to info@northerndevelopment.bc.ca.

✦ Please submit this Application Form and all attachments in one email; do not scan this form.