



ECONOMIC
INFRASTRUCTURE
& INNOVATION
PROGRAM

APPLICATION GUIDELINES



CONTENTS

3 ECONOMIC INFRASTRUCTURE & INNOVATION PROGRAM

- ↘ Who can apply
 - ↘ Where projects can be located
 - ↘ Program overview
-

6 ECONOMIC INFRASTRUCTURE FUNDING

7 TOURISM FUNDING

8 INNOVATION FUNDING

9 FUNDING TERMS

- ↘ Eligible expenses
-

11 APPLICATION PROCESS

- ↘ Submission
 - ↘ Application support and program enquiries
-

12 APPENDIX A: Downtown Revitalization additional guidelines

13 APPENDIX B: Destination Trail additional guidelines

14 APPENDIX C: In-Kind policy guidelines

15 APPENDIX D: Matching Funding guidelines

ISLAND COASTAL ECONOMIC TRUST

#108-501 4th Street, Courtenay, BC V9N 1H3

TELEPHONE: 250-871-7797 EMAIL: info@islandcoastaltrust.ca

ECONOMIC INFRASTRUCTURE AND INNOVATION PROGRAM

The Economic Infrastructure and Innovation Program supports the development of a wide range of projects in targeted sectors, with non-repayable matching funding contributions up to a maximum of \$400,000.

The program enables local governments, Indigenous communities, non-profits and other eligible applicants to develop the infrastructure required to support strategic economic development initiatives. Projects should be consistent with local, regional and provincial strategic priorities or meet unique local or regional needs.

All projects must demonstrate incremental economic benefits in the short to medium term (3-5 yrs). Benefits may include new investment attraction, business, industry or sectoral growth, creation of new employment, new business startup, new visitor or resident attraction, emerging sector development or any other tangible, measurable economic benefits to communities and their residents.

Priority will be given to projects that:

- **Provide broad regional benefits**

- **Demonstrate long term economic and environmental sustainability**

- **Demonstrate collaboration between local governments, Indigenous communities and other community or regional partners**

- **Integrate barrier-free design principles**

- **Demonstrate innovative approaches or new ways of doing things**

- **Demonstrate high standards of financial management, accountability and transparency**

WHO CAN APPLY

- **Local and Regional Governments**

- **Indigenous Communities**

- **Non-profit societies**

- **Community Contribution Companies (C3)**

- **Other non-profit organizations involved in economic development such as airport authorities, harbours authorities, industry associations, sectoral organizations or educational institutions**

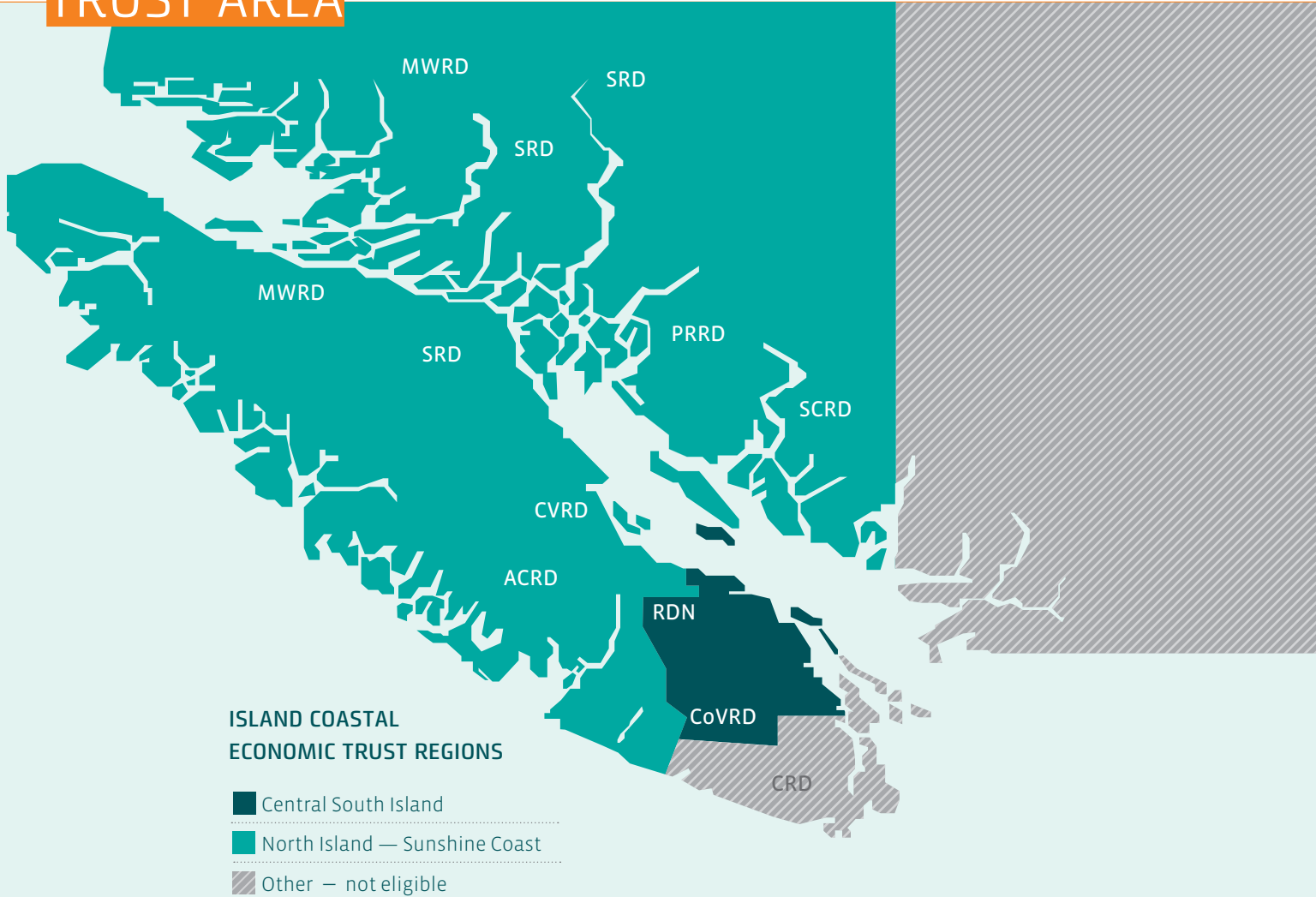
Individuals and businesses are not eligible as sole applicants.

Applicants must demonstrate that they have legal capacity to enter into legal agreements with ICET.

WHERE PROJECTS CAN BE LOCATED

Applicant organization may be located outside of the Trust area, but must demonstrate that the project and its key benefits are in the ICET region. This area includes the North Island Sunshine Coast Region and the Central South Island Region, as indicated in the map on the next page.

TRUST AREA



REGIONAL DISTRICTS IN TRUST REGIONS

ACRD – Alberni Clayoquot Regional District

CVRD – Comox Valley Regional District

CoVRD – Cowichan Valley Regional District

MWRD – Mount Waddington Regional District

RDN – Nanaimo Regional District

PRRD – Powell River Regional District

SCRd – Sunshine Coast Regional District

SRD – Strathcona Regional District

PROGRAM OVERVIEW

ECONOMIC INFRASTRUCTURE AND INNOVATION PROGRAM

ECONOMIC INFRASTRUCTURE FUNDING		MAXIMUM FUNDING	ONE STEP LESS THAN \$50,000	TWO STEP OVER \$50,000	ADDITIONAL GUIDELINES
INDUSTRY AND BUSINESS SUPPORT	<ul style="list-style-type: none"> Public infrastructure to support sectoral or business growth and productivity Addresses a need not being met by the private sector 	\$400,000	✓	✓	
DOWNTOWN REVITALIZATION	<ul style="list-style-type: none"> Traditional downtown core revitalization or development of new “gathering places” Collaboration and/or financial contributions from business community Encourages new business attraction or growth, complementary investment and/or new activity to increase vitality and diversity 	\$250,000	✓	✓	✓
TOURISM FUNDING		MAXIMUM FUNDING	ONE STEP LESS THAN \$50,000	TWO STEP OVER \$50,000	ADDITIONAL GUIDELINES
STRATEGIC TOURISM INFRASTRUCTURE	<ul style="list-style-type: none"> Addresses documented gaps or needs Demonstrates capacity to attract new visitors/visitor markets to the region Demonstrates environmental sustainability 	\$400,000	✓	✓	
DESTINATION TRAILS	<ul style="list-style-type: none"> Addresses a gap in the tourism trails market Capacity to attract provincial, national, or international visitors as a destination trail Integrates barrier-free trail design where practicable 	\$400,000	✓	✓	✓
INNOVATION FUNDING		MAXIMUM FUNDING	ONE STEP LESS THAN \$50,000	TWO STEP OVER \$50,000	ADDITIONAL GUIDELINES
INNOVATION INFRASTRUCTURE	<ul style="list-style-type: none"> Public infrastructure designed to support sustainable long-term innovation initiatives Fosters new approaches/partnerships to develop transferable innovation Leads to a positive change, growth or increased competitiveness for industry or new and emerging economic diversification sectors 	\$400,000	✓	✓	
INNOVATION SUPPORT	<ul style="list-style-type: none"> New services or programs that pioneer a new approach Public demonstration/validation of new regionally developed technology Must not compete with existing commercial services or businesses Results and methods must be public or shareable/transferable to industry or business 	\$100,000	✓	✗	

ECONOMIC INFRASTRUCTURE FUNDING

There are a number of factors that may affect business and industry productivity, some of which are beyond the control of the individual business or industry. Eligible applicants may access funding for projects which support business growth, improve business and industry productivity and increase community vitality. This may include projects such as air or marine transportation infrastructure improvements to allow for more efficient movement of goods, harbour productivity infrastructure to support marine industry growth and sustainability, downtown revitalization, or other strategic investments which open the region to new markets or attract new business or industry development.

In rural and remote communities this could include investments in critical basic infrastructure, such as internet connectivity, community owned amenities such as public markets or other non-profit business support infrastructure.

INDUSTRY AND BUSINESS SUPPORT INFRASTRUCTURE

- Public infrastructure to support sectoral or business growth and productivity
- Addresses a need which is not being met by the private sector
- Provides the infrastructure required for new business development, new business attraction, development of sectoral hubs or other forms of job creation and growth

MAXIMUM FUNDING ALLOCATION:

\$400,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Traditional municipal infrastructure such as water or waste treatment, community halls, parks and recreation facilities, roads and highways, privately owned facilities, non-profit facilities which compete with or adversely impact existing businesses, projects with a primary focus on social, environmental or other objectives (ie: childcare facilities, housing, environmental rehabilitation, medical facilities).

DOWNTOWN REVITALIZATION

- Traditional commercial area revitalization initiatives, development of new downtown “gathering places” or other innovative uses of public space
- Demonstrates planning collaboration and/or financial contributions from business community
- Creates new opportunities for business growth, business attraction or new development, and/or attracts new activity to increase vitality and diversify use of the downtown core. See additional guidelines for more details.

MAXIMUM FUNDING ALLOCATION:

\$250,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Municipal services, utilities or other underground works, “above ground works” such as sidewalks, landscaping, artworks or other improvements which are not part of a broader revitalization plan.

TOURISM FUNDING

Tourism plays a significant role in the economy of the Island and Coastal region and has become a key source of economic diversification for many rural, remote and resource-based communities.

Strategic tourism infrastructure investments help to create new community-based business opportunities and jobs in hospitality, service and other tourism related sectors. These new and revitalized tourism assets – remote tourism hubs, trails, waterfront amenities, transient boater facilities, aquariums and wildlife visitor centres, museums and more – also improve the quality of life for residents, support new business development and business relocation as well as attract new residents from around the globe.

STRATEGIC TOURISM INFRASTRUCTURE

- Addresses documented gaps or needs
- Demonstrates capacity to attract new visitors/visitor markets to the region
- Demonstrates environmental and financial sustainability
- Demonstrates community/regional capacity to address new visitor needs such as hospitality, workforce, housing or demonstrate how the project will spur sustainable new development to address those needs

MAXIMUM FUNDING ALLOCATION:

\$400,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Amenities designed for local use such as waterparks, local moorage or boat launch, private business development, non-profit facilities which compete with existing private facilities, community marketing

DESTINATION TRAILS

- Addresses a documented gap in the tourism trails market
- Capacity to attract provincial, national or international visitors as a stand-alone attraction
- Integrate barrier-free trail design where practicable
- Should meet all of the specific Trails Criteria, such as value for cost, regulatory approvals, proper access and parking, proper signage, wayfinding, interpretation and sustainable maintenance plan. See additional guidelines for more details.

MAXIMUM FUNDING ALLOCATION:

\$400,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Commuter trails, local use trails, community park trails and high cost or high alpine or remote trails which do not demonstrate significant visitor attraction or incremental economic benefit potential.

INNOVATION FUNDING

Innovation leadership is required to ensure our regional economy is positioned to respond to global change and new advancements in technology. Innovation funding will help drive and support growth of the technology sector and tech related projects across industry sectors. Innovation funding may also support industry and business support organizations to increase the level of innovation, productivity, and competitiveness in key sectors such as agri-food, forestry or aquaculture. This could also include funding which supports pioneering of “new ways of doing things” to enable communities, business or industry to seize innovation opportunities or adapt to change and new technology.

INNOVATION INFRASTRUCTURE

- Public facilities or other infrastructure designed to support sustainable long-term innovation initiatives
- Fosters new approaches or partnerships to develop transferable innovation or applied research
- Leads to a positive change, growth or increased competitiveness for business and industry or new opportunities for growth of emerging economic diversification sectors

MAXIMUM FUNDING ALLOCATION:

\$400,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Coworking spaces with no growth-focused business support services, academic research facilities, projects primarily focused on social, environmental or other forms of innovation not related to technology, business or key regional economic sectors.

INNOVATION SUPPORT

- Develop programs or services which pioneer a new approach
- Incremental to the organization's existing day to day business
- Services developed must not compete with existing commercial services or businesses
- Business support programs or services should focus on growth-oriented businesses and include financial contributions from participants
- May be used (by eligible applicants) for demonstration of new regionally developed technology
- Methods and results must be public/shareable/transferable to industry or business
- Demonstrates strong potential for long term sustainability
- Lead to short to medium term economic benefits (3-5 years)

MAXIMUM FUNDING ALLOCATION:

\$100,000

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS:

www.islandcoastaltrust.ca/projects

NOT ELIGIBLE:

Academic research, short term pilot projects with no long-term vision and sustainability plan, private sector initiatives

FUNDING TERMS

Eligible applicants may receive non-repayable grants for up to 50% of total project costs, up to a maximum of \$400,000 (subject to eligibility and funding stream).

All funding allocations require matching funding. ICET recognizes that some communities may face more financial challenges than others and has developed three levels of matching funding:

- 1:1 (up to 50%)**, which is intended for smaller, remote and formerly resource dependent communities;

- 1:2 (up to 33.3%)**, which is intended for rural and smaller urban communities that are experiencing relative growth and economic prosperity;

- 1:3 (up to 25%)**, which is intended for larger, urban communities, communities experiencing advantageous economic and growth opportunities and for community contribution companies and public private partnerships.

In addition:

- Applicants are encouraged to maximize and diversify their sources of funding to meet ICET's overall funding leverage goal of 1:3 (three dollars of matching funding for every ICET dollar invested).

- Applicants should demonstrate local buy-in for the project through applicant equity, community and/or private sector investment.

- Preference will be given to projects that meet or approach ICET's strategic goal of at least 25% of funding from non-government sources.

The list of matching funding ratios for each community can be found in Appendix A. Or, go to:

www.islandcoastaltrust.ca/matching-funding-guidelines

All funding approvals are subject to the execution of a funding agreement. Once approved, payments will be disbursed on a progressive basis, based on paid expenses. A holdback of 10% will be placed on the project until it is deemed complete and all final reports have been submitted.

ELIGIBLE EXPENSES

Direct project implementation costs will be reimbursed. These costs must be reasonable, accurately assessed in the budget and occur after the approved project start date (usually signing of the Contribution Agreement). Projects that are already underway will not be considered.

In-kind contributions may form a portion of applicant equity or matching financial resources to an ICET requested contribution, provided certain criteria is met. All **in-kind donations** must be fully detailed in the project application budget and comply with the In-kind policy guidelines detailed in Appendix C.

FUNDING TERMS

ECONOMIC INFRASTRUCTURE AND INNOVATION INFRASTRUCTURE

ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
CAPITAL COSTS: <ul style="list-style-type: none"> ✎ Materials and supplies ✎ Incremental third party labour costs required to implement the project ✎ Permits, fees or other charges ✎ Acquisition of fixed assets and equipment 	<ul style="list-style-type: none"> ✎ Operating or administrative costs and office supplies ✎ Maintenance or repair costs or related expenses ✎ Land and/or building acquisition ✎ Vehicles, rolling stock, vessels and equipment ✎ Cost overruns ✎ Non arms' length transactions ✎ Costs incurred or work started prior to approved project start date
CONSULTING FEES AND "SOFT COSTS": <ul style="list-style-type: none"> ✎ Professional and contracting fees ✎ Post approval design and engineering ✎ Incremental project management fees ✎ Pre-approved travel costs ✎ Construction or project-related insurance costs 	<ul style="list-style-type: none"> ✎ Business plans, feasibility studies and project development ✎ Concept designs, cost estimations ✎ Financing costs and interest charges ✎ Legal fees, organization insurance fees ✎ Association memberships, conference costs, meeting fees, board or staff travel ✎ Hospitality
LABOUR COSTS: <ul style="list-style-type: none"> ✎ Direct third party labour costs, including travel 	<ul style="list-style-type: none"> ✎ Existing staff salaries ✎ Board travel or other Board expenses
COMMUNICATIONS: <ul style="list-style-type: none"> ✎ Advertising costs for project procurement ✎ Necessary project signage ✎ Planned project interpretive signage ✎ Pre-approved project related web development 	<ul style="list-style-type: none"> ✎ Project publicity or announcement costs ✎ Printing costs ✎ Website development and social media ✎ Fundraising and capital campaigns ✎ Road or community signage
IN KIND CONTRIBUTIONS (see Appendix C for more details): <ul style="list-style-type: none"> ✎ In-kind labour ✎ Donated materials, equipment, or services from third parties 	<ul style="list-style-type: none"> ✎ Board of Directors' volunteer time or any costs associated to Board activities ✎ Staff volunteer time

INNOVATION SUPPORT

ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> ✎ Renovation of leased facilities (min. 3-5 yr lease term, up to max of 50% of project costs) 	<ul style="list-style-type: none"> ✎ Academic research, business plans, feasibility studies
<ul style="list-style-type: none"> ✎ Startup program development costs and materials 	<ul style="list-style-type: none"> ✎ Capital costs, equipment costs and maintenance
<ul style="list-style-type: none"> ✎ Start-up staff costs (new only) 	<ul style="list-style-type: none"> ✎ General organization or administrative overhead costs (rent, insurance, accounting, legal etc)
<ul style="list-style-type: none"> ✎ Third party professional expertise 	<ul style="list-style-type: none"> ✎ General office supplies, equipment or expenses
<ul style="list-style-type: none"> ✎ Pre-approved specialized equipment or new technology costs 	<ul style="list-style-type: none"> ✎ All project development or fundraising costs
<ul style="list-style-type: none"> ✎ New website development and social media (required for effective project implementation) 	<ul style="list-style-type: none"> ✎ Existing staff and Board travel costs
<ul style="list-style-type: none"> ✎ Pre-approved project travel expenses 	<ul style="list-style-type: none"> ✎ Project publicity, announcement or printing costs
<ul style="list-style-type: none"> ✎ In-kind: Donated materials, equipment or new technology 	<ul style="list-style-type: none"> ✎ In-kind: staff, consultant or labour contributions

APPLICATION PROCESS

The Economic Infrastructure & Innovation Program offers two ways to access EIIP funding.

ONE STEP APPLICATION PROCESS

FOR FUNDING REQUESTS UP TO \$50,000 AND ALL INNOVATION SUPPORT PROJECTS

The one step process is designed to simplify and accelerate the application process for projects requiring \$50,000 or less in funding and all Innovation Support projects. The application is reviewed by the Regional Advisory Committee and then by the Board of Directors. The final decision is usually provided within 60 days of the application intake deadline.

TWO STAGE APPLICATION PROCESS

FOR FUNDING REQUESTS FROM \$50,000 - \$400,000

STAGE ONE

This is a summary process to evaluate project concepts, community support and potential benefits. Approved projects are invited to submit a Stage 2 application, within 6 months of Stage 1 approval. Denied projects are invited to address deficiencies and reapply.

STAGE TWO

This is a more detailed process that evaluates the specifics of the project business case. If approved, projects must provide proof of matching funding and begin implementation within six months of approval. Stage two applications that are denied, may appeal the Board decision by providing a written submission within 30 days of notification of the denial.

The full two stage process will generally take from four months to more than one year, depending on the quality of the application and/or how quickly the stage two application is submitted after stage one approval.

SUBMISSION

Applications must include the following documentation:

- Completed Application form, Funding and Budget Worksheet
- Additional project guidelines where required
- Organization's strategic plan, annual report and latest financial statement
- Indication of community support – stakeholder letters of support
- Additional information as may be relevant, such as feasibility studies, business plans

The application form and all supporting documents should be submitted electronically to: info@islandcoastaltrust.ca. DO NOT mail or submit hard copies or faxed copies.

APPLICATION SUPPORT AND PROGRAM ENQUIRIES

PHONE:

250-871-7797

EMAIL:

info@islandcoastaltrust.ca

WEBSITE:

www.islandcoastaltrust.ca

APPENDIX A: DOWNTOWN REVITALIZATION ADDITIONAL GUIDELINES

Downtown revitalization funding is designed to support small business by creating new opportunities for business development or attraction, encouraging concurrent private sector investment and the creation of new partnerships through the revitalization of existing downtown core areas. Funding may also be used to create new vitality in areas experiencing retail and service sector decline by developing alternative ways to attract residents, visitors and business with new amenities such as markets, gathering spaces or other innovative use of public space.

To ensure that downtown revitalization projects achieve the greatest effect, guidelines have been modeled on the Main Street Approach, a community-driven framework for comprehensive revitalization. The approach is based on a transformation strategy organized around four points: Economic Vitality, Design, Promotion and Organization.

Downtown Revitalization funding applications must address:

ECONOMIC VITALITY

The downtown revitalization project should be integrated into broader community economic development strategies to retain and strengthen existing downtown businesses, attract new economic activity into the downtown core, and to diversify the business mix. This should focus on capital incentives and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

PROFESSIONAL DESIGN

A focus on design enhances the physical elements of downtown while capitalizing on the unique physical and visual assets that set the commercial district apart. The project should include professional design assistance grounded in community values, heritage value and historical fact which optimizes existing local assets and resources.

MARKETING AND PROMOTION

The project should position the downtown or commercial district as the centre of the community and the hub of economic activity, while creating a positive image that showcases a community's unique characteristics. The project plan should demonstrate how the new amenities and investment opportunities will be promoted, preferably through a community validated marketing plan and tactics.

ORGANIZATION AND COMMUNITY INVOLVEMENT

The project should demonstrate strong community engagement in the development and design of the revitalization initiative, as early as possible in the process. This will create the community buy-in required to encourage complementary business investment and the long-term collaborative relationships that are essential to sustainable downtown renewal. Projects should demonstrate ongoing business sector leadership in the project development and/or financial contributions of 25% or more.

In addition, applications are subject to the following:

REVITALIZATION BUDGET CAP

The total lifetime allocation to all Downtown Revitalization projects and programs will be limited to \$3,000,000.

MAXIMUM ICET CONTRIBUTION PER APPLICATION AND COMMUNITY

The maximum financial contribution per community (for one or more projects) will be limited to \$250,000. The community matching policy applies to Downtown Revitalization applications.

APPENDIX B: DESTINATION TRAIL ADDITIONAL GUIDELINES

The development of trails is recognized as a key opportunity for economic diversification in rural areas. Well-developed and maintained trails can be used to develop new regional visitor markets, attract more visitors to rural and remote communities and encourage longer stays. The development of trails can also accelerate growth in visitor services and tourism hospitality business growth resulting in job creation, new opportunities for business investment and resident attraction.

Destination trails may include a wide range of experiences including interpretive strolls, excursions or adventure trails, and include multiple user types such as hikers, mountain bikers, horseback riders and ATV riders.

Trails Projects Guidelines have been developed in alignment with the Draft Trails Strategy for British Columbia.

Trail projects must demonstrate:

PROMOTE TOURISM ATTRACTION AND INCREMENTAL ECONOMIC BENEFITS

Eligible trail developments should document their potential to attract new visitor markets to the area, retain tourism for longer periods or provide incremental economic benefits to area businesses and communities.

Preference will be given to projects that complement broader regional and provincial tourism attraction strategies and those which address gaps in the regional marketplace.

SIGNIFICANCE OF THE TRAIL

The significance of a trail and its ability to gain international, national or provincial recognition will be a primary consideration. The trail should have the potential to become a stand-alone destination tourism attraction. Destination trails usually include appropriate interpretation information at the trail gateway and at key attractions along the trail. Some cultural or educational destination trails or strolls may require significant interpretive experience development and signage.

COLLABORATIVE PLANNING

The planning process should include engagement and collaboration with key stakeholders, including Indigenous communities on whose traditional territories the trail is located or those in close proximity to the trail. Preference will be given to projects that proactively engage stakeholders in the development and implementation of the initiative.

VALUE FOR COST

Trail projects should include an accurate assessment of all trail costs including a breakdown per metre. These costs will be evaluated in relation to the location, terrain, costs of similar trails and the direct and indirect benefits which will be generated.

QUALITY ACCESS POINT

The trail access point should be located close to communities or key tourism assets to facilitate the attraction of tourism and public access. The access point should also feature safe and adequate parking for the user public.

SUSTAINABLE MAINTENANCE AND MANAGEMENT STRATEGY

The trail project should address the issue of trail maintenance and management and ensure that a sustainable plan is in place to maintain the asset in a long-term basis.

SECURED LAND TENURE AND REGULATORY APPROVALS

Preference will be given to projects where land tenure and required regulatory and environmental approvals have been previously secured. At the very least, the land tenure and regulatory approval process should be underway and documented.

STRATEGIC MARKETING INTEGRATION

The trail project should address the issue of trail marketing and include a plan to market the trail in collaboration with local, regional and provincial tourism destination marketing organizations or other relevant organizations.

APPENDIX C: IN-KIND POLICY GUIDELINES

In-kind contributions may form a portion of applicant equity or matching financial resources to an ICET requested contribution, provided certain criteria is met.

All in kind donations must be fully detailed in the project application budget and comply with ICET in-kind policy guidelines. In-kind donations added after Stage 2 approval may not be eligible for reimbursement.

All donations must be unconditional. This means that donations cannot be subject to the allocation of a contract (ex: 10% discount on services if contract is obtained), in exchange for consideration (ex: construction material donation subject to right to occupy or control occupancy in the building) or any other condition which requires some form of promise, exchange, consideration or action to obtain the donation.

GUIDELINES:

1. In-kind donations cannot exceed 50% of the matching funding sources.

2. In-kind may consist of labour, services and materials required for project completion

3. Discounts on services or materials are not considered eligible in-kind donations.

4. Non specialized general labour costs will be valued at \$15.00/hr

5. All in-kind volunteer labour donations must be verified by timesheets indicating volunteer names, dates and hours worked.

6. Donations of specialized labour or materials must be supported by official business invoices documenting dates, description of work, itemization and value of labour hours/materials donated.

7. Board of Directors' volunteer time or any costs associated to Board activities are not eligible for reimbursement.

APPENDIX D: ICET MATCHING FUNDING GUIDELINES

ICET recognizes that some communities face more administrative, social and economic challenges than others. The matching funding ratios approach is intended to create a “level playing field” among all communities which have different levels of financial and technical resources.

The matching funding guidelines are based on empirical data and a community economic performance analysis which determines the appropriate level of matching funding for projects from each of the communities in the ICET region.

THERE ARE THREE LEVELS OF MATCHING FUNDING:

1:1 up to (50%), which is intended for smaller, remote and formerly resource dependent communities;

1:2 up to (33.3%), meaning that ICET funds no more than one third of the project cost, which is intended for rural and small to mid-size urban communities experiencing relative growth and economic prosperity;

1:3 up to (25%), meaning that ICET funds no more than one-quarter of the project cost, which is intended for larger, urban communities or communities experiencing advantageous economic and growth opportunities.

Projects involving Community Contribution Companies (C3) and are eligible for 1:3 (25%) funding only, regardless of where the project is located.

METHODOLOGY

The matching funding ratios are based on methodology and data from **ICET Matching Regime Analysis with Consolidated Local Areas** prepared by ICET’s consulting economist.

APPENDIX D: ICET MATCHING FUNDING LEVEL LIST

CONSOLIDATED LOCAL AREA	COMPONENTS	MATCHING LEVELS
ALBERNI-CLAYOQUOT RD RESERVES	Alberni-Clayoquot RD Reserves	1:1
ALERT BAY	Alert Bay	1:1
CAMPBELL RIVER AREA	Campbell River	1:1
	Sayward	1:1
	Strathcona D (Muchalat, Little Espinosa)	1:1
	Strathcona H (Bloedel)	1:1
COMOX VALLEY AREA	Comox	1:3
	Comox Valley A (Union Bay, Royston, Fanny Bay)	1:2
	Comox Valley B (Little River)	1:2
	Comox Valley C (Saratoga-Miracle Beach)	1:1
	Courtenay	1:3
	Cumberland	1:3
COMOX VALLEY RD RESERVES	Comox Valley RD Reserves	1:1
CORTES ISLAND	Strathcona I (Cortes Island)	1:1
COWICHAN VALLEY RD RESERVES	Cowichan Valley RD Reserves	1:3
DENMAN/HORNBY ISLANDS	Comox Valley K (Denman Island, Hornby Island)	1:2
DUNCAN AREA	Cowichan Valley A (Mill Bay)	1:2
	Cowichan Valley B (Shawnigan Lake)	1:2
	Cowichan Valley C (Cobble Hill, Arbutus Ridge)	1:2
	Cowichan Valley D (Cowichan Bay, Cherry Point)	1:2
	Cowichan Valley E (Koksilah/Eagle Heights)	1:2
	Cowichan Valley F (Honeymoon Bay/Mesachie Lake)	1:1
	Cowichan Valley G (Saltair)	1:2
	Cowichan Valley I (Youbou)	1:1
	Duncan	1:2
	North Cowichan	1:2
GABRIOLA/MUDGE ISLANDS	Nanaimo B (Gabriola Island, Mudge Island)	1:3
GIBSONS AREA	Gibsons	1:3
	Sunshine Coast D (Roberts Creek)	1:3
	Sunshine Coast E (area to west of Gibsons)	1:3
	Sunshine Coast F (Hopkins Landing)	1:3
GOLD RIVER	Gold River	1:1
LADYSMITH	Ladysmith	1:2
LAKE COWICHAN	Lake Cowichan	1:2
LASQUETI ISLAND	Powell River E (Lasqueti Island)	1:1
MOUNT WADDINGTON AREA A	Mount Waddington A (Sointula, mainland part of RD)	1:1
MOUNT WADDINGTON AREA B	Mount Waddington B (Quatsino, Holberg)	1:1
MOUNT WADDINGTON AREA D	Mount Waddington D (Telegraph Cove)	1:1
MOUNT WADDINGTON RD RESERVES	Mount Waddington RD Reserves	1:1

APPENDIX D: ICET MATCHING FUNDING LEVEL LIST

CONSOLIDATED LOCAL AREA	COMPONENTS	MATCHING LEVELS
NANAIMO AREA	Cowichan Valley H (North Oyster/Yellow Point, Diamond)	1:2
	Lantzville	1:2
	Nanaimo	1:3
	Nanaimo A (Cedar, Cassidy)	1:2
	Nanaimo C (Extension)	1:3
NANAIMO RD RESERVES	Nanaimo RD Reserves	1:3
PARKSVILLE/QUALICUM AREA	Nanaimo E (Nanoose Bay)	1:3
	Nanaimo F (Errington, Coombs, Hilliers)	1:3
	Nanaimo G (French Creek, Dashwood, Englishman River)	1:3
	Nanaimo H (Dunsmuir, Deep Bay/Bowser)	1:3
	Parksville	1:3
	Qualicum Beach	1:3
PORT ALBERNI AREA	Alberni-Clayoquot A (Bamfield)	1:1
	Alberni-Clayoquot B (Beaufort)	1:1
	Alberni-Clayoquot D (Sproat Lake)	1:1
	Alberni-Clayoquot E (Beaver Creek)	1:1
	Alberni-Clayoquot F (Cherry Creek)	1:1
	Port Alberni	1:1
PORT ALICE	Port Alice	1:1
PORT HARDY	Port Hardy	1:1
PORT MCNEILL AREA	Mount Waddington C (Hyde Creek, Coal Harbour)	1:1
	Port McNeill	1:1
POWELL RIVER AREA	Powell River	1:1
	Powell River A (Lund)	1:1
	Powell River B (Myrtle Point, Barney's Bar)	1:1
	Powell River C (Black Point, Lang Bay, Pinetree)	1:1
POWELL RIVER RD RESERVES	Powell River RD Reserves	1:1
SECHELT AREA	Sechelt	1:3
	Sechelt IGD (SCRD portions)	1:2
	Sunshine Coast B (Halfmoon Bay)	1:3
STRATHCONA AREA G	Strathcona G (Esperanza)	1:1
STRATHCONA AREA J	Strathcona J (Mainland/Islands areas except Cortes Island)	1:1
STRATHCONA RD RESERVES	Strathcona RD Reserves	1:1
SUNSHINE COAST AREA A	Sunshine Coast A (South Pender Harbour, Garden Bay)	1:3
SUNSHINE COAST RD RESERVES	Sunshine Coast RD Reserves	1:1
TAHSIS	Tahsis	1:1
TEXADA ISLAND	Powell River D (Texada Island)	1:1
TOFINO	Tofino	1:3
UCLUELET AREA	Alberni-Clayoquot C (Long Beach)	1:2
	Ucluelet	1:2
ZEBALLOS	Zeballos	1:1