

**ECONOMIC INFRASTRUCTURE AND INNOVATION PROGRAM  
ONE STEP AND INNOVATION SUPPORT - APPLICATION FORM**

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***For funding requests up to $50,000 and Innovation Support projects up to $100,000.***

# Project Title *(Please provide a short concise title that captures the essence of the project)*

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# APPLICANT INFORMATION

## Applicant Information

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| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Street Address or PO Box:** |  | | |
| **City/Town/Village:** |  | **Postal Code:** |  |
| **Email:** |  | | |
| **Website:** |  | | |
| **Incorporation/Business/Society Number** |  | | |

## Designated Officer (Signing Authority)\*

|  |  |
| --- | --- |
| **Officer’s Name &** **Title:** |  |
| **Street Address or PO Box:** |  |
| **City/town/Village:** |  |
| **Phone:** |  |
| **Email:** |  |

## Primary Contact\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** |  | | |
| **Street Address or PO Box:** |  | | |
| **City/Town/Village:** |  | **Postal Code:** |  |
| **Phone:** |  | | |
| **Email:** |  | | |

**\*Contact names cannot be consultants**

# PROJECT INFORMATION

1. **EXECUTIVE SUMMARY**

*Briefly describe your project, amount requested, sources of funding and summary of the benefits. You may find it easier to complete this section after you have completed the full application form.*

## Investment/sector area

Specify which area of investment/sector you are applying under.

Industry and Business Support

Downtown Revitalization

Strategic Tourism Infrastructure

Destination Trails

Innovation Infrastructure

Innovation Support

## PROJECT DESCRIPTION and activities

Project Rationale

*Briefly describe why the project is needed and how need was assessed.*

Project Description

*Provide a general description of the project (attach any concept designs or other technical information that will help clarify project objectives).*

### Project Activities

Provide a detailed list of project works (bullet point list of activities, aligned with expense categories).

## PROJECT TIMELINES

**Project Start Date:**

**Project Completion Date:**

### Implementation Plan

*Provide a detailed timeline that specifies when key milestones will be achieved.*

## ALIGNMENT WITH ECONOMIC DEVELOPMENT PRIORITIES

*Explain how your project aligns with local, regional, provincial or industry economic development priorities and strategies. Please refer to specific strategic documents.*

## project benefits

**Estimated temporary jobs (during construction/implementation):**

**Estimated direct permanent jobs (once project is complete):**

Incremental Economic Benefits

*Please address how the project will provide local or regional economic benefits? Detail all new, incremental economic benefits.*

## Performance Measurement

*Describe how you intend to measure success in achieving project benefits. Identify indicators that will be used to measure the success of your project.*

## COMMUNITY engagement AND SUPPORT

Detail any engagement processes undertaken and detail community/regional support and partnerships Please attach letters of support.

## ORGANIZATION CAPACITY

### Project Management

*Please indicate how the project will be managed.*

### Organization Expertise

*Please detail your organization’s previous experience with similar projects and/or technical capacity and expertise to manage the project.*

### Financial Capacity

*Indicate how your organization will finance project costs pending reimbursement.*

## PROJECT SUSTAINABILITY

*Describe how the facility or project will be sustainable in the long term. How will you fund your proposed project’s ongoing operating and maintenance costs?* *Describe your long-term planning activities that will ensure that there will be funds to support the project through the project’s full lifecycle (asset management plan).*

## innovative practices

*Is any type of innovation being incorporated into this project? Please highlight any innovative practices being duplicated or adapted for your project or highlight any “new ways of doing things” which will be pioneered by your project. Describe how the methods and/or results will be shared.*

## MARKET ASSESSMENT AND COMPETITIVE IMPACT

*Describe the market the project is seeking to serve and identify any issues related to competition with other organizations or businesses or impacts on adjacent communities or region.*

## MARKETING AND COMMUNICATIONS PLAN

*Describe how you will market your project/facility in the short term and long term to ensure optimal results.*

## RISKS

*Identify any project risks and include your evaluation and proposed mitigation for each risk (example: cost overruns, tenure, unconfirmed matching funding,* *seasonal limits to construction, environmental assessment impacts, changes to the economy etc.). List any approvals and permits required to complete the project.*

## FUNDING AND BUDGET

*Please download and complete the Funding and Budget Excel worksheet.*

# Supporting Documentation

Completed Funding and Budget Worksheet

Organization’s latest financial statement (audited if available)

Organization’s annual report

Formal letter(s) of support (recommended)

Supplementary Information

# SUBMISSION

Application Form and all supporting documents should be submitted electronically, by email to [info@islandcoastaltrust.ca](mailto:info@islandcoastaltrust.ca).

## **ALL DOWNTOWN REVITALIZATION PROJECTS MUST INCLUDE SCHEDULE A.**

## **ALL DESTINATION TRAIL PROJECTS MUST INCLUDE SCHEDULE B.**

# AUTHORIZATION

I/we certify that the information provided in this Application Form is to the best of my/our knowledge, complete, true and accurate and the proposal including plans and budgets is fairly presented.

I/we authorize the Island Coastal Economic Trust to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization’s field of activities, to collect and share information with them, as Island Coastal Economic Trust deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate results after project completion.

I/we agree that the information provided in this application form will be shared with the appropriate Regional Advisory Committee and Island Coastal Economic Trust staff and consultants.

I understand that the information in this application may be accessible under the Freedom of Information and Protection of Privacy Act (FOIPPA).

I/we also understand that all Trust correspondence, relative to our Application, must be kept confidential and that any breach whatsoever of confidentiality will immediately result in the annulment of the Application.

I/we also understand that ICET will not be responsible for any costs incurred in the preparation of this application, or any subsequent application for funding from the Trust, and this application is being prepared entirely at my/our own risk and cost.

I/we certify that this application has not been prepared subject to a promise of future payment or other form of compensation to be derived directly from ICET project funds or indirectly built into project management or other project costs, should this application be approved.

|  |  |
| --- | --- |
| Signature of Authorized Representative(s): |  |
| Printed Name(s): |  |
| Title(s): |  |
| Date: |  |

# SCHEDULE A – DOWNTOWN REVITALIZATION PROJECTS

### *If you are requesting funding for a Downtown Revitalization project, please complete the following section.*

## Economic vitality

*Describe how your project activities will result in a more attractive and usable Downtown commercial space while retaining and strengthening existing Downtown businesses, attracting new economic activity into the Downtown, and diversifying the business mix. Please detail any complementary incentive programs or investment.*

## professional Design

*Describe how your design integrates the unique physical, cultural, or historic assets of the community.*

## Marketing and promotion

*Describe how your marketing plan will promote the Downtown as a focal point of community life, a unique, appealing shopping environment, and as a viable and attractive location for business investment.*

## Organization and community involvement

*Describe how the project will engage the community in the initiative and build long-term, collaborative relationships essential to sustainable Downtown renewal.*

## Results within Three to Five Years

*Describe how you plan to measure progress related to your downtown economy. If possible, please provide baseline information (pre-project condition) and the anticipated results within three to five years.*

## Involvement of business community

*Describe how the local business community will be involved in the project.*

**SCHEDULE B – destination TRAIL PROJECTS**

### *If you are requesting funding for a trail project, please complete the following section.*

## Promote tourism attraction and incremental economic benefits

*Describe the potential to attract new tourism to the area, retain tourism for longer periods or provide incremental economic benefits to area businesses and communities.*

## Significance of Trail

*Describe the significance of the trail and its ability to gain international, national or provincial recognition.*

## Collaborative planning

*Describe how the planning process includes engagement and fosters collaboration with key stakeholders.*

## Value for Cost

*Provide an accurate assessment of all trail costs including a breakdown per metre.*

## Quality Access Point

*Describe in detail the trail access point and its location with respect to communities or key tourism assets to facilitate the attraction of tourism and public access. Describe the parking planned for the public user.*

## Sustainable Maintenance and Management Strategy

*Describe how ongoing trail maintenance will be managed and funded on a long-term basis.*

## Secured Land Tenure and Regulatory Approvals

*Indicate if land tenure and required regulatory and environmental approvals have been secured, and if not, describe the process undertaken thus far.*

## Strategic Marketing Program

*Describe how the trail project addresses 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.*