

**ECONOMIC INFRASTRUCTURE AND INNOVATION PROGRAM
STAGE ONE - APPLICATION FORM**

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***For funding requests over $50,000.***

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

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# APPLICANT INFORMATION

## Applicant Information

|  |  |
| --- | --- |
| **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

## PROJECT DESCRIPTION and activities

Project Rationale

*Explain what issue or opportunity your project addresses.*

Project Description and Activities

Provide a clear description of the project for which funding is being requested. Describe the specific activities that the project funding will be used for. If the project is a component of a larger project, please provide a brief overview of the larger project

## 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 TIMELINES

**Project Start Date:**

**Project Completion Date:**

### Implementation Plan

*Provide a summary timeline and work plan that highlights key milestones.*

## project benefits

*Please address how the project will provide local or regional economic benefits? Your response should address some or all these questions: How will this project create new employment, support the growth of existing businesses, attract new business or industry to the region, attract new visitors or residents, diversify the existing economy, and/or spur economic opportunities.*

## COMMUNITY engagement AND SUPPORT

*Provide a summary of any engagement processes undertaken and community/regional support and partnerships. Please include all letters of support.*

## ORGANIZATIONAL CAPACITY

*Provide a brief summary of how the project will be managed, your experience with similar projects and your financial capacity to manage cashflow requirements.*

## PROJECT SUSTAINABILITY

*Describe how the facility or project will be sustainable in the long term.*

## 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.*

## FUNDING AND BUDGET

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

# Supporting Documentation

[ ]  Completed Funding and Budget Worksheet

[ ]  Completed Schedule A/Schedule B (if downtown revitalization or trail project)

[ ]  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.

## **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 Board, staff and consultants.

I/we 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.*