



icet ISLAND
COASTAL
ECONOMIC
TRUST

Community Placemaking

Funding Program Application Guide

Together, we are working to build a sustainable and resilient coastal economy in reciprocal relationships with communities across the unceded territories of the Kwakwaka, Nuučaan̓, Éyájuuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Skwxwúmesh, Hul'q'umi'num', diitiid̓aatx, SENĆOŦEN, Lekwungen, and T'Sou-ke speaking peoples.

CONTENTS

- ABOUT THE PROGRAM** **4**
 - Program Overview 4
 - Program Objectives 4
 - Funding from the Trust 4

- ELIGIBILITY** **5**
 - Eligible Applicants 5
 - Eligible Projects 5
 - Ineligible Projects 6
 - Eligible and Ineligible Expenses 6

- APPLICATION PROCESS** **7**
 - Application Intake 7
 - Required Documents 7
 - How To Apply 7
 - Privacy and Confidentiality 10
 - Connect with Us 10

ABOUT THE PROGRAM

Program Overview

The Community Placemaking program empowers communities to collaboratively create and transform public spaces into vibrant, inclusive and thriving places. By offering financial assistance and guidance, the program encourages innovative initiatives that foster positive social, economic, and environmental impacts.

The guidelines have been modelled on principles outlined in the book “How to Turn a Place Around” by the [Project for Public Spaces](#). Rooted in community engagement, authenticity, and user-centred design, this resource emphasizes creating vibrant public spaces that reflect local identity and foster social interactions, economic vibrancy, and quality of life.

Program Objectives

The primary goals of the Community Placemaking program are to:

- Foster community-led initiatives;
- Enhance the quality of life for residents and visitors by transforming public space;
- Promote equity, inclusivity, and sustainability in urban and rural environments;
- Foster economic vibrancy for local businesses; and,
- Foster social cohesion.

Funding from the Trust

We invest up to \$40,000 towards projects to transform public spaces into vibrant and inclusive spaces. We have three matching levels based on community population size, with less matched funding required in the smallest and remotely located communities. See the section of this guide for more information on [Matched Funding](#).

Communities are encouraged to raise further funding and/or contribute their own funds to partner with the Trust on each project.

ELIGIBILITY

Eligible Applicants

- Local governments (municipalities, regional districts, incorporated areas);
- First Nations (governments and community-owned development corporations); and,
- Registered non-profit organizations (including Indigenous, local, sectoral, business and industry organizations)

Applicants must be located within the Island Coastal Economic Trust [service region](#).

Eligible Projects

Projects project must meet all of the following criteria:

- Be situated in the heart of a community where the public space will generate activity for multiple local businesses and organizations;
- Create or enhance a public space that will serve as a center of community and local economic activity;
- Demonstrate community collaboration that aligns with local assets, strengths and priorities — demonstrated through a feasible project plan with achievable goals, resourcing, and partnerships; and,
- Demonstrate long-term sustainability through a revenue plan addressing operations (incl. programming) and maintenance.

Examples of eligible projects include but are not limited to:

- Outdoor gathering spaces: creating inviting plazas, seating areas, or pocket parks with comfortable seating, shading, and greenery;
- Outdoor performance areas: creating spaces for outdoor concerts, theatre performances, and cultural events and programming; and
- Public market spaces: developing spaces for farmers' markets, artisanal fairs, or pop-up markets that promote local entrepreneurship and community engagement.

Ineligible Projects

Examples of ineligible projects include:

- Roadworks, sidewalks, bike paths, paving, parking, playgrounds, bathrooms, playing fields or other standard municipal and recreation works;
- Stand-alone elements (such as banners, murals, benches, artwork, landscaping etc.) that are not an integral part of a broader public space concept; and,
- Projects that only benefit private interests or are implemented on private property without a long-term agreement that ensures enduring public access and benefits.

Eligible and Ineligible Expenses

Eligible costs are direct costs that are reasonable and accurately assessed in the budget supplied within the Funding Application form. Any expenses incurred prior to the date a complete funding application has been received by the Trust will not be considered.

Eligible Expenditures	Ineligible Expenditures
<ul style="list-style-type: none"> ▪ Fees for professional services. ▪ Construction costs, installation costs, or required professional labour. ▪ Purchase or installation of technology integral to the project. ▪ Materials and supplies such as: <ul style="list-style-type: none"> ○ Interpretive signage ○ Public space furniture and other functional elements that encourage people to linger and enjoy public spaces and that can accommodate different types of gatherings and activities. ○ Interactive play elements such as musical installations, interactive sculptures, or kinetic installations that engage people’s senses and creativity. ▪ Other reasonable administrative costs directly associated with the project. 	<ul style="list-style-type: none"> ▪ Project development, grant writing, or other planning costs. ▪ Operational costs (e.g. delivery of programming) or maintenance costs. ▪ Internal organization staffing, administration or overhead. ▪ In-kind contributions. ▪ Repair, maintenance of existing assets. ▪ Costs incurred prior to approval. ▪ Taxes for which the recipient is eligible for a tax rebate. ▪ Cost overruns or if the project or element(s) of the project are cancelled.

APPLICATION PROCESS

Application Intake

Funding applications are accepted on continuous basis until the annual program budget is fully subscribed each year.

Required Documents

- A project concept document that has been internally approved by your organization that encompasses the following:
 1. A clear overview of the project.
 2. The biographies of the project team.
 3. An outline of the community engagement process that's been undertaken.
 4. A capital expenditure plan for the project and its financing.
 5. An operational plan demonstrating the financial sustainability and asset management plan for the project.
 6. A status list for the permits and approvals that are required for the project.

If you do not already have a project concept, you can refer to "[Placemaking Concept Questions](#)" as a helpful reference for your organization's internal planning.

- A complete [Funding Application](#) form.
- Quotes from qualified vendors and/or suppliers are recommended.
- Letters of support from key project partners; agreement(s) with site owner if the public space is situated on a property the applicant organization does not wholly own.
- The most current financial statements for the applicant organization.

How To Apply

Assisting Your Project Development

Before you fill out a funding application, we encourage you to reach out to us to see if your project concept is eligible. We can assist you with the development of your project and connect you with other funders.

Apply for Funding

Submit your funding application to us — we'll review it and respond to you within 3 business days. If the application is not yet complete, we'll advise you and work with you to prepare a complete application.

Please submit your complete funding application documents by email to info@islandcoastaltrust.ca.

Matched Funding

We fund a proportion of the total project budget based on the population size of the community the project is located in.

Rural and remotely located communities	Small, urban communities	Larger communities, regional initiatives, and public-private partnerships
Population ≤ 5,000	Population 5,000 to 20,000	Population > 20,000
1/2 of eligible project costs	1/3 of eligible project costs	1/4 of eligible project costs

The maximum funding provided by the Trust will be based on the lesser of either the Matched Funding level for the community above, or \$40,000. For example, a project with a \$80,000 budget that's located in a community of 12,000 people would be eligible for up to \$26,400, not \$40,000.

Project Review

Our staff will review the complete application and fulfill their due diligence responsibilities in order to make a recommendation for funds to be approved. Through the course of the project review process, our staff will work with you transparently to ask questions, identify components of the project that may need additional development, or work with you to mitigate project-related risks that are identified.

Funding Decisions

Once our staff complete their due diligence, they will recommend a funding decision to our CEO. The funding recommendation will include the following assessment and scoring:

Component	Our staff will assess:	Score
Project Implementation and Readiness	The project concept you provide as well as the workplan, timelines, and budget.	15%
Community Involvement	The input of local residents, businesses, and organizations in the design, implementation, and use of the proposed public space.	15%
Place and Creativity	The creativity and effectiveness of the design in capturing the essence of the community and fostering a unique sense of place.	20%
Economic Impact	The extent to which the project creates or facilitates economic opportunities for local businesses and organizations.	20%
Social Interaction and Inclusivity	How the project encourages social interactions among diverse community members to creates an inclusive and interactive place for all people.	15%
Long-term Sustainability	The financial plan for community stewardship, programming, operations, and maintenance in the years to come.	15%

Should funding be approved by our CEO, we will follow-up with you with a letter of approval (noting any pre-conditions attached to the Trust’s funding approval¹), and then a funding agreement for review and signature.

Project Starts

All approved projects are subject to the execution of a funding agreement, which will include the terms and conditions of approved funding. Direct costs will be reimbursed on a progressive basis.

Project should start within 90 days of the Trust’s funding approval.

¹ For instance, all funding must be confirmed for the full project budget before the Trust will enter into a funding agreement.

Project Reporting

The applicant is responsible for completing the project within the scope provided in the approved funding application. If there is a subsequent event that occurs impacting the project, or an internal decision by your organization to alter the project, an amendment to the funding application must be submitted to the Trust and approved prior to changes in the project occurring.

Applicants are required to contact us to request a Final Report template within 30 days of project completion.

Privacy and Confidentiality

Documents submitted to the Trust are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of due diligence and administration for each project investment.

All documents received by the Trust are treated as confidential.

Once a project is approved, the name of the applicant organization, community, date of approval, funding amount, total project budget, project purpose, and a project description will be published by the Trust in keeping with our commitment to transparency and accountability for all funding decisions.

Connect with Us

Do you have any questions or feedback on this guide? We'd love to hear from you — especially about a project idea and an opportunity to develop a fundable project with you.

Please don't hesitate to call or email us any time.

Our primary contact for the Community Placemaking program is:

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