

Please ensure you use the [free Adobe Reader](#) program to complete this form.



We invite you to contact us before you submit a funding application. By sharing your organization’s internal project plan with us, we can support you in the development of your funding application. Please see [our program webpage](#), or call us at 250-871-7797.

APPLICANT AND PROJECT SUMMARY

Project Title	Date Submitted (dd mmm yyyy)

Application Information	
Organization (Legal Name):	Website:
Street Address or PO Box:	City/Town/Village:
Postal Code:	Incorporation/Society Number:

Primary Organizational Contact	
Name:	Position:
Phone:	Email:

Project Start Date (dd mmm yyyy)	Project End Date (dd mmm yyyy)

ABOUT YOUR PROJECT

Executive Summary

Please provide a brief description of your project how it will contribute to developing a new or emerging sector.

Rationale for the Project

Please explain why your envisioned project should be implemented and the specific needs it will address.

Impact Focus

Please identify the primary area of impact that your project will focus on ([learn more about each Impact Focus](#)):

Food Security and Agrifood

Entrepreneurs and Local Businesses

Cultural and Nature Based Tourism

Transportation and Logistics

Innovation and Technology

Training and Advanced Education

Renewable and Low Carbon Energy

Regenerative Forestry

Please tell us about the impact focus of your project.

Project Deliverables

Please identify the key project deliverables of your regional collaboration initiative? e.g. comprehensive business case, partnership agreements, business engagements, economic impact analyses, infrastructure development plans, etc.

1.

2.

3.

Collaboration

Please explain the collaboration for this project between the private sector, governments, and First Nations.

PROJECT FUNDING

Funding Request and Disbursement Schedule

Please identify the total funding you are requesting from the Trust and the dates you would prefer to receive funds.

Requested Date (dd mm yyyy)	Project Milestone:	Amount:
	Advance Disbursement (60% is typically provided upon signing the contribution agreement)	\$
	Final Disbursement (40% is typically provided once the Final Report is approved)	\$
Total Funding Requested from Island Coastal Trust:		\$

Funding Source(s):	Type:	Status:	Amount:
Island Coastal Economic Trust	Grant	Pending Decision	\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total Other Funding:	\$
		Total Project Funding:	\$

PROJECT BUDGET

Please provide an update for each completed Work Plan Activity. Copies of invoices greater \$10,000 must be attached when the report is submitted.

Workplan Activity	Responsibility	Budget	Expense Type	Planned Start Date	Planned End Date
The following are the key activities in the project work plan have been approved for funding.					
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			
6.		\$			
Contingency if applicable (up to 10%).		\$			
Total Budget Costs		\$			

STRENGTHENING WELLBEING

Our vision is that island and coastal communities are thriving with a resilient economy that strengthens the wellbeing of all people and the environment. To strengthen wellbeing, we invest in projects that create measurable outcomes on a sustained, long-term basis across four bottom lines: **Economic Prosperity, Social Empowerment, Climate Resiliency, and Cultural Vitality.**

In the following pages, please complete all fields where your project will strengthen wellbeing. Simply complete the fields that are relevant to your project – if a field does not apply, feel free to leave it blank. We assess each project based on the information you provide, and we will ask you to report on the actual outcomes achieved across the following at the end of your project.

PROJECT IMPACT: ECONOMIC PROSPERITY

Please estimate the businesses or social enterprises that might be directly created or expanded from the sector development project.	
Number of new businesses:	Number of expanded businesses:
Number of new social enterprises:	Number of expanded social enterprises:

What partnerships will be formed through this project?
We are particularly interested in collaborations involving private sector, First Nations, local governments, educational institutions, non-profits, and sector-focused organizations. Please list the project partners and their responsibilities.

<u>Organization</u>	<u>Project Relationship</u>	<u>Description</u>

How have you engaged First Nations government(s) through the development of this project?

Please specify the mechanisms and processes you will use to ensure meaningful participation and input throughout the strategy formation process.

PROJECT IMPACT: SOCIAL EMPOWERMENT

How will this sector build inclusive economic opportunities for all people?

Please select all applicable and describe each area your project will contribute to.

Stimulate socioeconomic advancement of low-income people and/or underserved communities.
Support the upward mobility of workers.
Employ people from underserved, vulnerable, and equity deserving communities.
Reduce barriers for low-income entrepreneurs, start-ups, and alternative business models.
Leverage capacity in the community to improve the economic livelihood of residents.
Create opportunities for people through upskilling programs that enable career transitions and development.
Remove barriers and improve accessibility for persons with disabilities?
Does your organization’s procurement policy (or equivalent) include social value considerations?

Please provide an estimate of the employment this sector development project will create.

Job Type	Estimated new jobs	Hours of employment per week (average)	Total months worked per year
Direct temporary jobs (e.g. consulting):		hours/week	months
Please list the job titles/roles for the new employment positions that will be created:			

Please provide an estimate of the new employment this sector can be anticipated to create.

Anticipated permanent full-time jobs:	Anticipated permanent part-time jobs:
Anticipated seasonal jobs	

Is your organization or project led by an individual from an equity-deserving group?

Equity-deserving groups include, but are not limited to Indigenous Peoples, Black Peoples, and Peoples of Colour, individuals who identify as 2SLGBTQI+, persons with disabilities, and women. If applicable, please identify.

PROJECT IMPACT: CLIMATE RESILIENCY

How will development of the sector strengthen climate resiliency within the community and/or region?

Please describe the specific strategies and technologies to achieve the key outcomes.

This project will enable construction of adaptable, low carbon infrastructure.
If applicable, please describe.

Will this sector contribute to avoiding and/or reducing carbon emissions? *Please select all applicable.*

Carbon emissions will be avoided.

Carbon emissions will be directly reduced.

Energy consumption will be reduced from the local electricity grid.

Will this sector help transition to a low-carbon or circular economy?
Please select all applicable and describe.

Water consumption will be minimized.

Materials will be diverted from landfills through reusing, recycling, repairing, and refurbishing.

Power will be generated from one or more renewable energy sources:

Hydro	Solar	Wind	Geothermal
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Uses sustainably sourced/certified materials.

Will this sector enhance, protect, and interrelate with nature? *Please select all applicable and describe.*

Enhance nature, foster biodiversity, and/or restore ecological values.

Increase peoples' understanding of our relationship with nature.

Protect discrete natural assets or values.

Reinvest revenues into environmental stewardship.

PROJECT IMPACT: CULTURAL VITALITY

The project will build inclusive community place(s) and space(s)?

If applicable, please describe.

The project will express unique arts and histories?

If applicable, please describe.

The project will support the expression and revitalization of language.

If applicable, please describe.

The project will support Elders and knowledge keepers to transfer knowledge and skills to youth.

If applicable, please describe.

REQUIRED ATTACHMENTS

Please ensure that each of the following are attached with your complete funding application:

Project Plan for development of the proposed sector, inclusive of:

- Identification and analyses of financial, regulatory, supply chain, distribution, logistics, workforce availability, land and infrastructure, natural resource stewardship, target markets, and more that are key factors in developing the sector.
- An outline of the innovative approaches that will promote sustainable practices.
- How development of the sector will create new employment opportunities for community members through workforce development and skills training.
- A detailed work plan and budget (incl. quote(s) from qualified contractors and suppliers).
- Letter(s) of support from partners, rights-holders, and key stakeholders (incl. local businesses or industry association(s) identifying the sector as a priority for development).

Most recent financial statements (audited if available).

Letter(s) of confirmation from participating partners.

For first-time non-profit or community-owned company applicants – Constitution, Bylaws, and the society’s current list of directors.

AUTHORIZATION

I/we certify that the information provided in this Application Form and attached documents are, to the best of my/our knowledge, complete, true, and accurate.

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 the Trust deems necessary, 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 may be shared with the appropriate regional advisory committee(s), Board of Directors, Trust staff and consultants.

I/we agree that once funding is approved, any change to the project proposal will require prior approval of Island Coastal Economic Trust.

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

I/we agree to submit reporting materials as required by the Trust, and where required, financial accounting for evaluation of project expenditures.

By entering my name here electronically, I authorize all the above for this application:

Name of Signing Authority for your Organization:	Title:	Date: (mm dd yyyy)

Thank you – we look forward to collaborating with you to prepare your application for decision.