# Capital and Innovation
Funding Application Form

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**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 mm yyyy)* | Project End Date *(dd mm yyyy)* |
|---|---|
| | |

## ABOUT YOUR PROJECT

### Executive Summary
Please provide a brief description of your proposed project.

### Rationale for the Project
Please explain why this project should be implemented including the long-term community or regional needs it addresses.

### 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 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 | $ |
| | Progress Disbursement | $ |
| | Final Disbursement *(10% is typically provided once the Final Report is approved)* | $ |
| | **Total Funding Requested from Island Coastal Trust:** | $ 0 |

| Funding Source(s): | Type: | Status: | Amount: |
|---|---|---|---|
| Island Coastal Economic Trust | Grant | Pending Decision | $ 0 |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | Total Other Funding: | $ 0 |
| | | **Total Project Funding:** | **$** 0 |

## PROJECT BUDGET AND WORK PLAN

| Activity | Responsibility | Budget | Expense Type | Start Date | End Date |
|---|---|---|---|---|---|
| *List all key activities in the work plan for the project.* | *The person, partner, or supplier responsible for each activity.* | *The planned cost for each activity.* | *Select the expense type.* | *(mm yyyy)* | *(mm yyyy)* |
| 1. | | $ | | | |
| 2. | | $ | | | |
| 3. | | $ | | | |
| 4. | | $ | | | |
| 5 | | $ | | | |
| 6. | | $ | | | |
| 7. | | $ | | | |
| 8. | | $ | | | |
| 9. | | $ | | | |
| 10. | | $ | | | |
| 11. | | $ | | | |
| 12. | | $ | | | |
| 13. | | $ | | | |
| 14. | | $ | | | |
| Contingency if applicable (up to 10%) | | $ | | | |
| Total Project Expenses: | | $ 0 | | | |

## KEY PROJECT OBJECTIVES

| **Please identify three key objectives.**<br>Each objective should be specific, measurable, attainable, relevant, and time bound. |
|---|
| 1. |
| 2. |
| 3. |

# 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 th e end of your project.

## PROJECT IMPACT: ECONOMIC PROSPERITY

| **How will your project directly strengthen economic prosperity in the community and/or region?**<br>i.e. diversifying the economy, attracting new investment, creating, and expanding businesses. |
|---|
| |

## What new businesses or social enterprises will be directly created or expanded from this project?

| | |
|---|---|
| Number of new businesses: | Number of expanded businesses: |
| Number of new social enterprises: | Number of expanded social enterprises: |

Please describe the businesses and/or social enterprises you expect will be created or expanded:

From your financial forecast for the project, please note your forecasted annual project revenue in year 2: $

## What partnerships will be formed through this project?

We are particularly interested in community-to-community, Indigenous, and private sector partnerships but also list contractors such as key suppliers, distribution partners, education/training, and consultants.

| Organization | Project Relationship | Description |
|---|---|---|
| | | |
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| | | |

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

Is there formalized support from appropriate rights holders, planned partnership(s), and/or inclusion in the construction or operation of the project?

## PROJECT IMPACT: SOCIAL EMPOWERMENT

**How will your project create inclusive opportunities and directly strengthen the economic status and financial independence of individuals in the community and/or region?**

**How will this project 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 new employment this project is anticipated to create.

| Job Type | Estimated new jobs | Hours of employment per week (average) | | Total months worked per year | |
|---|---|---|---|---|---|
| Direct permanent full-time jobs: | | 35+ | hours/week | 12 | months/year |
| Direct permanent part-time jobs: | | | hours/week | 12 | months/year |
| Direct seasonal jobs: | | | hours/week | | months/year |
| Direct temporary jobs (eg. construction or consulting): | | | hours/week | | months |

Please list the job titles/roles for the new employment positions that will be created:

**Proposed Permanent New Full-Time Equivalent (FTE) Employment:**

## How are volunteers engaged in this project?

Role of volunteers:

Estimated Number of volunteers:

Estimated volunteer hours:

## 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 describe:

## PROJECT IMPACT: CLIMATE RESILIENCY

**How will your project directly strengthen climate resiliency in the community and/or region?**

**What design features have you adopted in consideration for climate-related risks such as wildfires, flooding, erosion, and sea level rise that are likely to impact the infrastructure project over its lifespan?**

**Will this project build adaptable, low carbon infrastructure?** *Please select all applicable and describe.*

- ☐ This project has (or will have) an integrated climate change adaptation and resilience design
  *e.g. addressing extreme weather events and/or sea level rise projections.*
- ☐ This project will achieve green building certification(s) and standard(s).
- ☐ This project will feature net-zero carbon infrastructure.
  *e.g. a highly energy efficient building that produces on-site, or procures, enough carbon-free energy to meet its annual energy consumption.*

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

| | |
|---|---|
| ☐ Carbon emissions will be avoided. | Estimated Litres of fuel avoided: |
| ☐ Carbon emissions will be directly reduced. | Estimated Tonnes of $CO_2$ reduced: |
| ☐ Energy consumption will be reduced from the local electricity grid. | Estimated kWh annually: |

**Will this project help transition to a low-carbon or circular economy?** *Please select all applicable.*

| | |
|---|---|
| ☐ Water consumption will be minimized. | Estimated Volume (L) annually: |
| ☐ Materials will be diverted from landfills through reusing, recycling, repairing, and refurbishing. | Estimated Tonnes diverted annually: |
| ☐ Power will be generated from one or more renewable energy sources:<br>☐ Hydro ☐ Solar ☐ Wind ☐ Geothermal | Estimated KWh generated annually: |
| ☐ Uses sustainably sourced/certified materials. | Focus: |

**How will this project 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

**How will your project directly strengthen cultural vitality in the community and/or region?**

**Will this project build inclusive community place(s) and space(s)?** *Please select all applicable and describe.*

- [ ] Establish a public space where a wide range of cultural participation will occur.
- [ ] Enable or enhance local festivals, special events, or markets.
- [ ] Directly support Indigenous or ethnic associations, or ethnic-specific business.
- [ ] Develop a cultural district or neighbourhood.
- [ ] Allow for youth and intergenerational engagement.

**Will this project express unique arts and histories?** *Please select all applicable and describe.*

- [ ] Preserve cultural heritage.
- [ ] Contextualize and explain histories.
- [ ] Celebrate arts and cultures
  *e.g. sculptures, murals, totem pole raising*
- [ ] Include interpretive and educational signage.
- [ ] Support the growth of local arts, cultural, and creative sectors.

**Will this project support expression and revitalization of language?** *Please select all applicable and describe.*

- [ ] Prominently feature Indigenous language(s).
- [ ] Provide opportunities for language education and immersion.

**Will this project support expression and revitalization of language?** *continued.*

- ☐ Provide interpretation of ancestral place names and culturally significant names or stories.
- ☐ Include diverse languages (e.g. French, Punjabi, Farsi, etc.)

**Will this project support Elders and knowledge keepers to transfer knowledge and skills to youth?**

- ☐ Foods
- ☐ Art
- ☐ Handicrafts
- ☐ Skills
- ☐ Language
- ☐ Sports

Please describe:

## REQUIRED ATTACHMENTS

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

- ☐ Project Plan including capital budget and a financial forecast for operations.
- ☐ Quote(s) from qualified suppliers
- ☐ Most recent financial statements (audited if available).
- ☐ If required for the project – permit(s), approvals(s), or letter(s) of authorization for the project.
- ☐ Letter(s) of support.
- ☐ 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) |
|---|---|---|
| | | |

*Please submit application form and all supporting documents electronically, by email to info@islandcoastaltrust.ca.*

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