

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide a name for the project that is proposed in this funding application:

2. Applicant Profile

Applicant Organization (Legal Name):	Non-Profit Society Registration No. (if applicable):
Address (street, city, postal code):	
Telephone:	Fax:
Email:	Website (URL):

3. Primary Contact Information

Primary Contact (for this application):	Position / Title:
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:


4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select **one** of the following accounts:

Regional Development:

- Cariboo-Chilcotin/Lillooet
- Northeast
- Northwest
- Prince George



Identify the municipality or regional district that is supporting this funding application:

Resolution of Support:

- A resolution of support from the municipality or regional district is attached.
- A resolution of support has not yet been secured from the municipality or regional district.
- The date when this funding application is scheduled for review is:

For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.

The resolution of support must specify formal support for the funding application to Northern Development by the municipality’s Council or the regional district’s Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.

5. Project Overview

Provide a concise description of the project:

Explain the rationale for the project:

✦ *Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

6. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

7. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
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	

8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/Title(s):
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 (construction or consulting):		hours/week	months/year	
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				
<p>★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.</p>				

9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$	\$
INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:					\$
<p><i>† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</i></p>					
Describe how the revenue will be generated and the sources of revenue:					
What percent of the projected annual revenue is from outside central and northern BC?					%

10. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents):	
Communities (population > 5,000 residents):	
First Nations Communities:	
Private Businesses:	
Non-Profit Organizations:	
Governmental Organizations:	

11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1)		
2)		
3)		
4)		
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

12. Project Budget

Expense Item:	Amount (\$):	Verification:
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
TOTAL PROJECT BUDGET:		\$

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

13. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$	★ <i>Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.</i>
Loan	\$	Re-Payment Terms Requested:
TOTAL REQUESTED: \$		

The Community Halls and Recreation Facilities program limits funding to a **maximum one-time grant of \$30,000 per facility**. For projects requiring additional funding, a loan may be requested from Northern Development.

14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)		

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

15. Leveraging

Calculate Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p> <p><i>Northern Development provides funding up to a maximum of 33.33% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.00 from other sources).</i></p>	

16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:
Describe how the project will support population growth or help sustain population in the community or region:
Describe how the project will contribute to environmental sustainability:
Describe and quantify any increase to property value(s) that would directly result from the project:

17. Attachments

List all documents attached to this application:

Document Name:
1)
2)
3)
4)
5)
6)
7)
8)
9)
10)

18. Authorization

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

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

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name:
Organization Signing Authority

Title:

Date:

19. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: info@northerndevlopment.bc.ca