APPLICATION GUIDE

COMMUNITY HALLS AND RECREATION FACILITIES

Program Overview

The **Community Halls and Recreation Facilities** program provides up to $30,000 in grant funding for municipalities, regional districts, First Nations bands and registered non-profit organizations from a regional development account to improve, expand, or develop facilities in order to increase the number of events held annually in the community, contributing to service sector revenues in the local economy.

Features and benefits of the program:

- Supports the sustainability and expansion of local community infrastructure to host events which increase tourism revenues and community quality of life
- Flexible consideration of donated time and labour by business and volunteers
- Northern Development funding is accessible to all rural areas that would not usually have an opportunity to apply for funding for a larger economic development infrastructure project
- Time sensitive approval process for complete and well documented applications

Objectives

- To directly generate new revenue sources for community halls and recreation facilities, improving the sustainability and event hosting capacity of communities
- To indirectly generate new revenue for the hospitality service sector, benefitting the local economies of communities throughout central and northern British Columbia

Application Intake Deadlines

Funding applications are continuously accepted to this program on a quarterly intake cycle.

A recommendation by the regional advisory committees and a decision by the board of directors are required for this funding program. The application intake deadlines, regional advisory committee meetings, and board meeting dates are publicly posted on the Northern Development website.

Program Eligibility

Eligible organizations

- Municipalities
- Regional districts
- First Nations bands
- Registered non-profit organizations

Required project and funding application features

- The project is aligned with the requirements and mandate of the funding program
- The project will directly generate revenue through new economic activity
- The project can demonstrate revenue generation and/or cost savings to sustainably operate for a minimum of three years
- The funding request is incremental to government (local, provincial, federal) mandate and funding
- The funding request is supported by local government through a resolution
  - Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before a funding decision can be made.
- The funding request is supported by the regional advisory committee through a resolution
  - Completed applications are forwarded by Northern Development to the appropriate regional advisory committee that recommends project decisions to the board of directors

Eligible costs

- Capital expenditures
- Direct third party project labour costs
- Incremental third-party project management
- Contractor fees
- Rental of tools and equipment for construction work
- In-kind (volunteer) labour contributions and/or monetized donations (donated materials, equipment, or services from third-parties) may be considered.
  - When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:
    - $10/hour for volunteer labour
    - $25/hour for volunteer skilled labour (trades requiring specialized ability or training)
      - In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions
  - When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)
      - Monetized donations must be documented once projects commence. The applicant must obtain receipts for monetized donations (donated materials, equipment, or services from third-parties)

Ineligible costs

- Operational costs and staff wages
- Purchases of construction equipment and tools
- Renovations to spaces that are not available for public use in social infrastructure facilities (for example, daycare facilities, seniors' centres, child development centres, friendship centres, etc.)
- GST and PST
- Costs incurred prior to signing the agreement with Northern Development

Funding terms

- Northern Development provides funding under this program up to a maximum of 70% of an eligible project budget. A maximum of $30,000 is available in the form of a grant with the remainder being available in the form of a loan. Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Northwest region, applications seeking additional funding for a previously funded facility are limited to a maximum $15,000 grant
- Applicants must provide confirmation of all other sources of project funding prior to Northern Development entering into a funding agreement. Applications that have confirmed other funding at the time of review by the board of directors are preferred. In the case of other unconfirmed funding sources at the time of application to Northern Development, applicants are required to provide the date a decision is expected for each unconfirmed funding source
- An irrevocable letter of credit from a financial institution is required as security for loan funding requests by First Nations bands and registered non-profit organizations (other forms of security may also be considered). Security for loan funding requests by municipalities or regional districts is provided through the Community Charter
- Applications are assessed to ensure that the most appropriate sources of funding have been approached by the applicant

Qualifying for Funding

While a project or organization may be eligible for funding, projects must propose to deliver specific economic outcomes to qualify for funding approval.

Key deliverables

The following key deliverables are reported on by successful applicants for a three year period to demonstrate the direct economic benefits of the project.

New employment (job creation)

Projects funded under this program must propose direct full-time equivalent job creation. Applications are assessed for the total full-time equivalency of jobs created for the following classifications:

- Direct permanent full-time jobs
- Direct permanent part-time jobs
- Direct permanent seasonal jobs
- Direct temporary jobs (construction or consulting)

Increased revenue generation

Projects funded under this program must propose a direct increase in revenue generation and/or operational cost savings. Applications are assessed for projected incremental revenue generation and/or operational cost savings over a three year period

- Incremental revenue and/or cost savings are assessed as the sum of the projected annual revenues/costs for the three years provided in the funding application, minus the applicant organization's current annual revenues/costs being maintained over the same three year period
- A business plan should be attached to funding applications that propose significant revenue increases and/or cost savings

Leveraging

- Preference for projects that partner Northern Development funds with multiple other funding sources
- Preference for projects where the applicant organization makes a significant financial investment in the project
- Preference for projects that secure significant financial investment from other funding sources relative to the amount requested from Northern Development

Sustainability

Projects funded under this program are assessed for their positive impacts on community and environmental sustainability. The following sustainability factors are assessed for each funding application:

- The project helps to sustain the existing population or support population growth
- The project contributes to environmental sustainability

Strategic Factors

Projects funded under this program are assessed for their alignment with a number of strategic factors:

- A business plan that includes a profitability projection is attached to the funding application
- Supporting market research
- Implementation of the project will decrease the cost of doing business
- The project involves a P3 partnership
- The project involves multiple groups and community collaboration
- There is direct First Nations participation in the project
- There are direct economic benefits to both local governments and First Nations as a result of the project
- Quote(s) supporting the project budget are attached to the funding application
- The project provides broad regional economic impact(s)
- New products/services will be marketed outside the Northern Development region
- New products/services will be provided within the local/regional economy

Application Assessment

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed and scored on the key deliverables, leveraging, sustainability, and strategic factors identified in the funding application submitted to Northern Development. Applicants can request a copy of the scorecard assessment for submitted funding applications that are under review.

Application Process

1. Applicant contacts Northern Development to discuss the proposed project scope and potential alignment with the funding program. See Northern Development's staff webpage for the key contact in your region
2. The applicant completes a funding application and submits the application to Northern Development
3. Once Northern Development confirms alignment between the application and the funding program, the applicant submits the complete application to a municipality or regional district with a request for a resolution of support
4. The municipality or regional district determines whether it will provide a resolution of support for the funding request from the appropriate account. The resolution of support must clearly state the amount of the funds requested, whether the request is for a grant, loan, or a combination of grant/loan, and the appropriate regional development account from which the funds will be provided
5. A copy of the resolution of support from the municipality or regional district is obtained by the applicant and forwarded to Northern Development
6. Northern Development staff conduct due diligence of the application, and forward the funding request to the appropriate regional advisory committee for recommendation. The regional advisory committee determines whether to support the funding request
7. Once a recommendation supporting the funding application is provided by the regional advisory committee, Northern Development staff finalize due diligence, incorporate the regional advisory committee's recommendations, and present the funding request to the board of directors at their next scheduled meeting
8. Following the board meeting, Northern Development staff will notify the applicant of the board's funding decision by phone. A formal letter is mailed to the applicant
9. A funding agreement (enabling Northern Development to disburse funding for the project) will be provided to the applicant for signature once the applicant has provided documentation confirming of all other funding sources in writing to Northern Development
10. Annual reporting for three years on key deliverables specific to the funding program is a requirement of applicants with approved funding agreements

For program enquiries contact:

Northern Development Initiative Trust
301-1268 Fifth Avenue, Prince George BC V2L 3L2 Canada
tel 250-561-2525
email info@northerndevelopment.bc.ca
http://www.northerndevelopment.bc.ca/