



## APPLICATION GUIDE

# ECONOMIC DEVELOPMENT CAPACITY BUILDING

### Program Overview

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**Economic Development Capacity Building** funding is provided annually to boost economic development capacity in local governments throughout central and northern British Columbia.

This program provides up to a \$50,000 rebate annually to local governments in Northern Development's service region. At least \$5,000 of the annual funding must be used to fund collaborative economic development projects with another local government, First Nations band, non-profit organization, tourism or industry association.

#### Features and benefits of the program:

- Stable annual economic development funding in an efficient and accountable manner
- Increased capacity for local governments to support growth and diversification of local economies
- Increased collaboration between communities on economic development initiatives

### Objective

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To provide additional capacity to local governments to support economic growth and diversification in central and northern British Columbia

### Program Eligibility

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#### Eligible organizations

- Municipalities
  - Regional districts
- ◆ Eligible local governments must be located within Northern Development's service region*

#### Eligible costs

- Staff salaries or consulting fees to support economic development officer position(s)
  - Up to \$45,000 to support dedicated economic development officer position(s)
  - Up to \$22,500 to support a combined position where the economic development portion is at least 50% of the workload e.g., economic development/deputy corporate officer, economic development/planning officer, economic development/grant writing. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate

- Operational costs directly supporting an economic development office
- Costs associated with hosting Northern Development economic development interns during community work placements (does not include local government management or planning interns)
- Development/update of a formal economic development plan (a copy of the completed plan must be provided to Northern Development)
- Implementation of activities in an economic development plan (as long as they do not conflict with ineligible costs)
- Collaboration with another local government, First Nations band, non-profit organization, or tourism or industry association (as long as they do not conflict with ineligible costs)

### **Ineligible costs**

- Local government operational costs including:
  - Visitor centre, info centre, chamber of commerce, and community forest costs
  - Grants in aid or sponsorships
  - Repairs, maintenance, and beautification
  - Postage, phone, office space rental, and photocopying
  - Regular website maintenance and website hosting (other than Love Northern BC website hosting which can be claimed as a collaborative cost)
  - Memberships (other than BC Economic Development Association)
  - Remuneration and travel of elected officials and non-economic development staff
  - Office equipment or office furniture
  - Costs related to recruiting, hiring, relocating, or terminating economic development staff
- Salary costs for combined chief administrative officer/economic development and chief financial officer/economic development positions
- Salary costs for local government staff that are not dedicated to economic development or where economic development is less than 50% of the total workload for a combined position
- Grant writer wages or contract fees
- Costs being claimed under any other Northern Development funded project
- Costs associated with projects that would be eligible and qualify for funding under other Northern Development programs
- Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- Purchases of equipment or tools
- In-kind labour or monetized donations
- GST and PST
- Costs incurred for electoral areas outside of Northern Development's region
- Costs incurred in time periods outside the year approved for funding support

## Application Intake Deadlines

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Funding applications are accepted for this program annually. Local governments should apply for the following year's funding starting November 1<sup>st</sup> of each year and no later than January 31<sup>st</sup> of the year applied for.

- ◆ *For example, a local government would apply between November 1, 2014 and January 31<sup>st</sup>, 2015 for 2015 funding.*

The [Economic Development Capacity Building Application Materials](#) are available on Northern Development's website.

## Review Process

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Northern Development staff will review the application to ensure completeness and eligibility. Northern Development staff will contact the applicant within 30 days of receiving the application.

- ◆ *For example, an application received on November 14, 2014 will be reviewed by staff and the applicant will be contacted by December 14, 2014.*

## Reporting Deadlines

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In order to access the rebate, local governments in Northern Development's service area must provide the Trust with a reporting form and ledger outlining their economic development spending during the previous year, including collaborative spending.

The reporting form must be provided to Northern Development no later than January 31<sup>st</sup> of each year. The ledger would outline the previous year's economic development spending.

- ◆ *For example, a ledger provided by January 31<sup>st</sup>, 2015 would outline the local government's economic development spending in the 2014 calendar year, including a minimum of \$5,000 in collaborative spending.*

Northern Development staff will review and verify complete reporting for the year and, based on acceptance, a rebate up to \$50,000 is issued to the local government for the previous year's economic development spending. Complete reports are required prior to January 31<sup>st</sup> of the following calendar year. Local governments will have until April 30<sup>th</sup> to submit any revised reporting or requested information. After April 30<sup>th</sup>, no additional documentation will be accepted.

The [Economic Development Capacity Building Reporting Form](#) is available on Northern Development's website.

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For program enquiries contact:	<b>Northern Development Initiative Trust</b> 301-1268 Fifth Avenue, Prince George B.C. V2L 3L2 Canada tel 250-561-2525 email <a href="mailto:info@northerndevelopment.bc.ca">info@northerndevelopment.bc.ca</a> <a href="http://www.northerndevelopment.bc.ca/">http://www.northerndevelopment.bc.ca/</a>
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