

**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. Applicant Profile

Community Name (Municipality or Regional District):	
Address (street, city, postal code):	
Telephone:	Fax:
Email:	Website (URL):

## 2. Primary Contact Information

Primary Contact (for this application):	Position / Title:
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*Complete the following only if different from the above community contact information:*

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

3. Economic Development Priorities

Briefly describe the economic development goals you will be focused on this year:
Outline the activities that will be undertaken to achieve these goals:

4. Economic Development Collaboration

*Applicants may collaborate with another municipality, regional district, First Nations band, tourism/industry association or Northern Development on economic development projects and initiatives. Please outline any specific projects or initiatives that will be undertaken this year.*

Partner(s):	Concise description of collaborative project or initiative:	Amount (\$):
		\$
		\$
		\$
		\$
<b>COLLABORATIVE FUNDING REQUEST SUB-TOTAL:</b>		<b>\$</b>



6. Annual Economic Development Capacity Building Initiatives

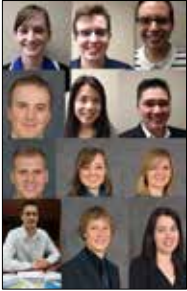
Each year, Northern Development staff work collaboratively with economic development professionals and chief administrative officers throughout central and northern B.C. on a number of economic development initiatives.

Northern Development is offering a suite of products and services designed to strengthen economic development capacity, develop strategic community messaging, and to support municipalities, regional districts, and First Nations to help central and northern B.C. manufacturers, processors, and their suppliers grow, expand and refine their businesses to take advantage of new markets, new demand and a growing economy.

Please select from the products and services offered that are priorities for your community this year. Once your application is received, Northern Development staff will be in touch with you to discuss the how Northern Development can support your priorities this year.


6.1 Northern Development Internship Program

The Northern Development Internship program, which has been available to communities since 2009, hires college and university graduates and provides training and work placement opportunities leading to a variety of careers in local government throughout the region. To date, the Northern Development Internship program has provided essential economic development program support for communities and has resulted in eleven new community development and local government professionals hired throughout the region.

<b>Intern Work Placements</b>		
	<p>Interns are available to work directly on economic development projects on-site in communities. Work placements are typically one or two weeks in length. Preference is given to municipalities or regional districts looking to fill an existing economic development or local government vacancy, or establishing a new position.</p>	<a href="#">Check to Request</a>
	<p>Please provide your priorities during the intern's work placement:</p>	





6.2 Grant Writing Support

To support non-profit organizations and communities throughout the region, Northern Development staff have developed the 'Unlock Your Funding Potential' workshop. Attendees are invited to discover the Seven Keys to Successful Grant Writing in this free two to four hour workshop delivered locally upon request.

<b>Unlock Your Funding Potential Workshop Delivery</b>		
	<p>Northern Development staff is available to deliver the 'Unlock Your Funding Potential' workshop in your community.</p> <p>Northern Development provides all workshop content, staff time and travel costs, 'Workshop Companion' handouts, workshop attendance records, and feedback questionnaires. Municipalities and regional districts provide event space, refreshments, local advertising, and coordinate all RSVP's.</p>	<a href="#">Check to Request</a>


6.3 Communications Services

As a key component of the Northern Development Initiative Trust 'Economic Development Capacity Building' program, Northern Development is now offering strategic communications services to communities throughout central and northern B.C.

Communications Strategy		
	<p>Northern Development's Director, Communications is available to work in partnership with your community to develop a tailored comprehensive communications strategy to get everyone in your organization rowing in the same direction. Northern Development will travel to your community and deliver a communications plan framework to key stakeholders in your community, and then guide you through the development of a complete communications strategy.</p> <p><i>Northern Development provides all content, staff time and travel costs. Municipalities and regional districts provide event space, refreshments, and local event coordination.</i></p>	<p>Check to Request</p>
Telling Your Story Workshop		
	<p>Northern Development's Director, Communications is available to deliver storytelling workshops to help your staff learn how to uncover the most compelling stories in your region, how to tell those stories and determine the best distribution channels to reach your target audience</p> <p><i>Northern Development provides all workshop content, staff time and travel costs, handouts, workshop attendance records, and feedback questionnaires. Municipalities and regional districts provide event space, refreshments, local advertising, and coordinate all RSVP's.</i></p>	<p>Check to Request</p>
Working with the Media Workshop		
	<p>Northern Development's Director, Communications is available to deliver media workshops to provide your key spokespersons with the tools they need to find success and feel comfortable working with the media.</p> <p><i>Northern Development provides all workshop content, staff time and travel costs, handouts, workshop attendance records, and feedback questionnaires. Municipalities and regional districts provide event space, refreshments, local advertising, and coordinate all RSVP's.</i></p>	<p>Check to Request</p>
Crisis Communications Services		
	<p>Northern Development's Director, Communications is available to provide crisis communications services to help your community develop the appropriate messaging and communication channels as well as strategic advice in the event of a disaster.</p> <p><i>Northern Development provides all staff time and professional services. Municipalities and regional districts provide travel costs.</i></p>	<p>Check to Request</p>

6.4 Contractor-Supplier Boot Camp




To support central and northern B.C. manufacturers, processors, and their suppliers grow, expand and refine their businesses to take advantage of new markets, new demand and a growing economy.

Contractor-Supplier Boot Camp Delivery		
	<p>Northern Development's Director, Business Development is available to deliver the contractor-supplier boot camp. The boot camp provides key information on how business throughout the region can take advantage of billions of dollars of major projects and become part of the local supply chain of goods and services.</p> <p><i>Northern Development provides all workshop content, staff time and travel costs, handouts, workshop attendance records, and feedback questionnaires. Municipalities and regional districts provide event space, refreshments, local advertising, and coordinate all RSVP's.</i></p>	<p>Check to Request</p>

6.5 Local Business Engagement Program


Economic developers throughout the region benefit from having additional capacity to undertake business retention and expansion activities. Northern Development has worked with communities since 2010 to provide assistance in developing business directories, database management, and conducting targeted interviews with local businesses.

The business engagement program provides economic development professionals and local governments with strategic insights into opportunities to provide enhanced support for local businesses within their communities.

Local Business Directory Development		
	<p>Interns are available to assist municipal or regional district staff in developing a directory of local businesses, categorized by industry sector.</p> <p><i>Municipalities and regional districts provide local business contact information (e.g. from business licenses).</i></p>	<p>Check to Request</p>
Business Retention and Expansion Database		
	<p>Interns are available to assist municipal or regional district staff in developing a database to aggregate information to be collected from business engagement interviews.</p> <p><i>Interviews can be done by economic development officers, or by interns.</i></p>	<p>Check to Request</p>
Conducting Business Engagement Interviews		
	<p>Interns are available to assist municipal or regional district staff in conducting targeted business retention and expansion interviews with local businesses.</p> <p><i>Intern interview assistance is typically provided during work placements.</i></p>	<p>Check to Request</p>

6.6 Investment Readiness Program

Northern Development has worked with communities since 2009 to develop marketing products that are focused on improving communities' readiness in attracting investment and engaging with investors. The program helps to connect local governments with the Province of British Columbia's international trade and investment representatives abroad, as well as with the Government of Canada's international trade offices.

Investment-Ready Community Profiles		
	<p>Municipalities and regional districts can work with Northern Development to produce and update detailed community profiles targeted for attracting investment.</p> <p><i>Northern Development interns provide research and graphic design. Municipalities and regional districts provide OCP, public works, and other local information. Municipalities and regional districts are provided with print and web-ready PDFs.</i></p>	<p>Check to Request</p>
Investment Opportunity Brochures		
	<p>Municipalities and regional districts can work with Northern Development to directly market investment opportunities and attract foreign investors. Specific industrial assets are identified by communities, and Northern Development collaborates to develop marketing materials.</p> <p><i>Northern Development interns assist local government staff with research and provide graphic design, translation, and PDF production. Municipalities and regional districts are provided with print and web-ready PDFs.</i></p>	<p>Check to Request</p>
<p>Please describe any investment opportunities you would like to market to investors.</p>		

7. Attachments

Please list all documents attached to this application:

Document Name:
1) <b>Required:</b> <i>Municipal or regional district economic development budget for the year of this application</i>
2)
3)
4)

8. Total Funding Request

A maximum annual grant of \$35,000 is available under the Economic Development Capacity Building program per municipality or regional district. Municipalities and regional districts can also access a number of annual economic development programs offered by Northern Development in addition to the \$35,000 grant. Based on the information provided within this application, the breakdown of the funding request is as follows:

	Amount (\$):
Collaborative Funding:	\$
Incremental Economic Development Funding:	\$
<b>TOTAL FUNDING REQUEST:</b>	<b>\$</b>

9. Authorization and Agreement to Reporting Requirements

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), Board of Directors, and consultants.

If approved for economic development capacity building funding, our organization agrees to:

1. Provide reporting on the impacts of economic development activities for the year of this application.
2. Provide financial reporting including a project / economic development ledger demonstrating costs were incurred with invoice copies for amounts over \$5,000.

Name:  
*Organization Signing Authority*

Title:

Date:

## 10. Submitting Your Application

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Completed funding application forms should be provided electronically to Northern Development by email.

Email [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)