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1. Applicant Profile

Community name (local government):

2. Primary Contact Information

Primary contact (for this application):	Position/title:
Telephone:	Email:

3. Planned Economic Development Goals and Activities

Briefly describe the economic development goals you will be focused on this year and the activities you will be undertaking to achieve those goals.

** Please attach a copy of your economic development plan to this application (please contact Northern Development staff if you require more information)*

4. Eligible and Ineligible Costs

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

5. Economic Development Staffing

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development staffing – dedicated position(s) :		% Economic Development:	Proposed budget/amount:
#1 Name:		100 %	\$
Job title:			
#2 Name:		100 %	\$
Job title:			
#3 Name:		100 %	\$
Job title:			
Economic development staffing – combined position :		Total Salary:	% Economic Development:
Name:		\$	\$
Job title:			(minimum 50%)
SUBTOTAL			\$
Potential Rebate ✦ <i>If the calculated potential rebate is \$45,000, please do not enter any information in section 6 and skip to section 7.</i>			\$

6. Economic Development Activities

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development activity description: ✦ Please do not enter collaborative projects that will be identified in Section 7. ✦ Activities identified below must support item(s) specified in the economic development plan (required attachment).	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Proposed budget/amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
SUBTOTAL		\$

7. Economic Development Collaboration

✦ Applicants may collaborate with another local government, First Nations band, non-profit organization, tourism or industry association on economic development projects and initiatives. Please outline any specific projects or initiatives that will be undertaken this year.

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Partner(s):	Concise description of collaborative project or initiative:	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Proposed budget/amount:
1)			\$
2)			\$
3)			\$
4)			\$
5)			\$
SUBTOTAL			\$

8. Economic Development Spending Summary

	Proposed budget/amount:
Economic development staffing:	\$
Economic development activities:	\$
Economic development collaboration:	\$
TOTAL PROPOSED/BUDGETED SPEND:	\$

9. Total Funding Request

✦ A maximum annual grant of \$50,000 is available under the Economic Development Capacity Building program per local government. Based on the information provided within this application, the breakdown of the funding request is as follows:

	Amount (\$):
Collaborative funding:	\$
Economic development funding:	\$
TOTAL FUNDING REQUEST:	\$

10. Attachments

✦ Please list all documents attached to this application:

Document name:
1) Required: Economic development plan ✦ Please contact Northern Development staff should you require more information prior to submitting this application.
2) Required (if applicable): Job description for combined position(s) specifying % spent on economic development
3)
4)

11. Application Confirmation

I have read and understand the [Economic Development Capacity Building Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, including attachments.

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 agree to submit 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 authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

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 submit a report by January 31st of the following year including:

1. Provide reporting on the impacts of economic development activities for the year of this application.
2. Provide financial reporting using Northern Development’s reporting form, including a project/economic development ledger demonstrating costs were incurred with invoice copies as requested and pay stub(s) if applicable.

By checking the box, the local government confirms the above information:

Date:

12. Submitting Your Application

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

Email: info@northerndevelopment.bc.ca