

Program Overview

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

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

Program Eligibility

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

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

✦ *For example, a local government would apply between November 1, 2014 and January 31st, 2015 for 2015 funding.*

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

Review Process

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

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 31st of each year. The ledger would outline the previous year's economic development spending.

✦ *For example, a ledger provided by January 31st, 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 31st of the following calendar year. Local governments will have until April 30th to submit any revised reporting or requested information. After April 30th, no additional documentation will be accepted.

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

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