

CONNECTING BRITISH COLUMBIA PROGRAM

Economic Recovery Intake

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>



General Information:

- Before a full application can be submitted to the Connecting British Columbia program, a [pre-screen application](#) must first be completed and approved
- Please read the [Connecting British Columbia: Economic Recovery Intake Application Guide](#)
- Before submitting your application, please ensure that all required attachments are completed and attached to your application. Incomplete applications will not be evaluated
- By submitting this application you allow the Program to share this information with other levels of government
- To foster information sharing, applicant information may be shared with other levels of government and funding programs

1. Project Name

Have you submitted a pre-screen and been approved by Program staff? <input type="radio"/> Yes <input type="radio"/> No	Provide a name for the project:
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2. Applicant Profile

Applicant organization (legal name):	Band number, society number, or business registration number (if applicable):
Mailing address (including street, city, postal code):	
Primary contact (for this application):	Position/title:
Email:	Telephone:

✦ *The following numbers must match the SUMMARY tab of [Template 2 – Application Workbook](#).*

Total number of communities:	Indigenous communities:	Total number of households:	Number of locales:

5. Highway Projects (if applicable)

Provide a brief summary of the project using non-technical language:

Describe the coverage area for the project:

✦ *The following numbers must match the SUMMARY tab of [Template 2 – Application Workbook](#).*

Total number of highways:	New cellular coverage (km):	Total number of highway cellular sites:
Number of rest areas:	Number of inland ferries:	Number of call boxes:

6. Technical Information

Community Projects (if applicable):

Provide a description of the proposed technology, the rationale, and its appropriateness for the particular project location:

★ *A rationale should include considerations for the number of households, density, geographic consideration, and overall costs.*

Highway Projects (if applicable):

Provide a description of the cellular sites or Wi-Fi hotspot or call boxes that will be constructed along the route, the rationale, and its appropriateness for the particular project location:

7. Current Employment and Estimated Project Employment (Jobs)

Current employment:

Total number of people employed by the organization:	
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Estimated project employment:

	Number of people to work on the project:	Hours of employment per week (average):	Total person months of employment to be created (average):	Total estimated full-time equivalent (FTE) Job Creation *
Estimated direct employees:		hours/week	months/year	
Estimated contracted labour:		hours/week	months/year	

*Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.

8. Timeline

✦ Must match the start and completion dates in section 9.0 Milestones in [Template 1 – Project Plan](#).

Project start date: (dd-mmm-yyyy)	Project completion date: ✦ To be completed by October 31, 2021.
	(dd-mmm-yyyy)

9. Project Budget

✦ Must match the completed SUMMARY tab in [Template 2 – Application Workbook](#).

✦ Total Costs must match Total Funding.

	Community Project:	Highway Project:	Total:
Eligible Costs:	\$	\$	\$ 0.00
Ineligible Costs:	\$	\$	\$ 0.00
Total Costs:	\$ 0.00	\$ 0.00	\$ 0.00

10. Grant Request

Connecting British Columbia Amount Requested:		
\$	Grant	✦ Maximum \$10M.

11. Project Funding

- ✦ *TOTAL PROJECT FUNDING must match Total Funding as per the completed SUMMARY tab in [Template 2 – Application Workbook](#).*
- ✦ *Total Costs must match TOTAL PROJECT FUNDING.*

Funding source: ✦ <i>Do not use acronyms.</i>	Amount (\$):	Identify funding confirmation:
	\$	<input type="checkbox"/> Applicant contribution confirmation letter attached
	\$	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 0.00		TOTAL PROJECT FUNDING: \$ 0.00 (Grant Request + Other Funding)

12. Leveraging

Requested funding percentage:		
The Amount Requested as a percentage of Total Eligible Costs is:	%	✦ Maximum 90%.

13. Attachments

- ✦ *All attachments must be specific to the legal entity applying for funding and may not be from a related organization such as a parent company of subsidiary. If information is missing from the application, the application will not be reviewed.*
- ✦ *Please confirm attachments included with this application:*

Required attachments:

- Complete [Template 1 – Project Plan](#)
- Completed [Template 2 – Application Workbook](#)
- Corporate Profile of Service Provider
- Certificate of Incorporation
- Most recently filed Annual Report
- Financial statement (2018 fiscal year or newer):
 - Must be specific to the legal entity applying for funding and may not be from a related organization
 - Statements submitted must be in the final approved form, including signatures from the organization’s representatives
 - Statements must be submitted in their entirety; partial documents will not be accepted
 - The following types may be submitted:
 - Notice to reader financial statements
 - Review engagement financial statements
 - Audited financial statements

Economic Recovery Intake

Mapping Data in a geo-coded format (*i.e. Google Earth KMZ, ESRI shp file, or similar. NOTE: Not accepted - PDF maps or static images*)

★ *Note: information will be used for assessing applications and used for internal purposes only*

- Mapping must include the following layers and information:
 - Current Network Infrastructure:
 - All applicant-owned or operated fibre lines within British Columbia. Fibre data must show long-haul, regional and core community lines; applicants do not need to show fibre drops to the premise
 - All applicant-owned or operated PoPs, COs, towers, and microwave links within British Columbia.
 - Current coverage for the communities proposed in the project; identify available speeds (*required for community projects*)
 - The location of project specific backhaul/backbone access points
 - PTP microwave paths between towers within the project area (*if applicable*)
 - Proposed or Upgraded Network Infrastructure (project specific):
 - Proposed coverage for the communities proposed in the project; identify available speeds
 - Locations (colour differentiated) of new and upgraded: towers, PoPs, fibre, PTP microwave links, COs.
 - New PTP microwave paths (colour differentiated) between towers (*required for fixed wireless and LTE projects*)

Logical network diagram of the project

- Diagrams must include the following items and information:
 - All current and proposed network devices (colour differentiated) from the point of transport to the last-mile drop point
 - All current and proposed links between devices (colour differentiated) from the point of transport to the last-mile drop point
 - Labelled throughput capacity between devices
 - Labeling should match labels found within the application workbook and mapping layers

Letter(s) of support or resolution(s) of support of the project (*required for community projects*):

- For municipalities, a Municipal Council letter or resolution is required
- For unincorporated communities and villages, a Regional District Board letter or resolution is required
- For Indigenous communities, a Band Council or Tribal Council letter or resolution is required
- Must be signed, recently dated and reference the project

Funding approval letters from other sources (if applicable)

Regional District or First Nation connectivity infrastructure strategy (if available)

Optional attachments:

Letters of support (optional)

14. Authorization

- I have read and understand the [Connecting British Columbia: Economic Recovery Intake Application Guide](#) including the eligible and ineligible costs.
- I confirm that the information in this application (including attachments) is accurate and complete, and that the project application, including plans and budgets, is fairly presented.
- I agree that once funding is approved, any change to the project application will require prior approval of Northern Development.
- If approved for funding, I agree enter into a contract and submit reporting to Northern Development as required.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I agree that information provided in this application form (including attachments) may be shared with the Province of British Columbia and other levels of government to promote the program and maximize the benefits to citizens.
- 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 any equipment or infrastructure acquired and/or installed, and any service provided through it, is not the responsibility of the Province of British Columbia or Northern Development Initiative Trust.

Name (organization signing authority): ✦ <i>Please type name.</i>	Position/title:	Date:

15. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email to connectingbc@northerndevelopment.bc.ca.

✦ *Please submit this Application Form and all attachments in one email; do not scan this form.*