

Capital Investment Analysis Application Guide



Program Overview

The Capital Investment Analysis program offers funding for the development of a comprehensive business case for a major building or infrastructure project in the Trust's service region. These types of projects are expected to increase investment in the region and diversify the economy. Preference is given to business cases that are focused on informing capital projects expected to result in significant job creation and construction spending within a two-year period

Results of studies developed through this program are made publicly available to assist others undertaking similar initiatives in the region.

A capital investment analysis should contain some or all of the following information types (depending on the size, timing, scale and availability of information):

- Reference - project name/reference, origins/background/current state
- Context - business objectives/opportunities, business strategic alignment (priority)
- Value proposition - desired business outcomes, outcomes roadmap, business benefits (by outcome), quantified benefits value, costs/ROI financial scenarios, risks/costs of not proceeding, project risks (to project and business)
- Focus - problem/solution scope, assumptions/constraints, options identified/evaluated, size, scale and complexity assessment
- Deliverables - outcomes, deliverables and benefits planned, organizational areas impacted (internally and externally), key stakeholders, dependencies
- Workload - approach, phase/stage definitions (project (change) activities, technical delivery activities, workload estimate/breakdown, project plan and schedule, critical path)
- Required resources - project leadership team, project governance team, team resources, funding
- Commitments (required) - project controls, reporting processes, deliverables schedule, financial budget/schedule

Funding Terms

Up to \$10,000 in grant funding to a maximum of 50% of the eligible project budget.

Application Intake Deadlines

Northern Development approves Capital Investment Analysis projects on a quarterly basis.

Applications must be received prior to midnight on the [intake deadline day](#) to be eligible for consideration in that funding cycle.

In fairness to all grant applicants, grant applications that are received after the quarterly deadline will be moved to the next funding cycle.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Local governments
- Registered First Nations bands
- Registered non-profit organizations

Eligible Costs

- Consulting fees
- Consultant travel costs directly associated with conducting the study
- Meeting room rental costs directly associated with community and/or industry consultation
- Printing costs directly associated with producing a final report
- Cost of obtaining research material (industry reports, peer-reviewed journals) directly relevant to the study may be eligible
- PST

Ineligibility

Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to signing an agreement with Northern Development
- Operational costs and staff wages
- Travel to meetings, conferences, workshops, and meeting hospitality (meals, coffee, snacks, etc.)
- Purchases of equipment or tools
- In-kind (volunteer) labour and/or monetized donations (donated materials, equipment, or services from third parties). These are encouraged, but cannot be considered as a cash equivalent contribution under this program

Application and Program Requirements

All applicants are required to confirm and/or submit the following information. Only applications that meet these requirements will be processed.

- Submit a complete Northern Development [Capital Investment Analysis application form](#)
- Include details on how the project will have a positive economic impact on the local and/or regional economy
- The applicant must identify the following key deliverables to qualify for funding. Successful applicants will be required to report on the key deliverables for a two-year period after project completion:
 - Capital investment
 - Annual revenues
 - Direct permanent jobs created
 - Direct construction jobs created
- A request for proposal and the selected response must be provided as an attachment to the funding application and should contain the following elements:
 - An executive briefing which includes recommendations and summary of results
 - An introduction which includes business drivers, project scope and financial metrics
 - An analysis which includes assumptions (may include engineered plans), cash flow statement, net present value, costs, benefits, risk, strategic options and opportunity costs
 - A conclusion which includes recommendations and next steps
 - Any relevant appendices
- A detailed budget for the business case, including supporting quote(s)
 - Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.
- Identification of other project funding sources in addition to Northern Development's funding, including verification of approval where confirmed
 - Project funding cannot exceed project costs
- A resolution of support by the respective local or First Nations government, based on project location
- Certificate of incorporation (if applicable)

Application Assessment

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed and scored on the key deliverables, leveraging, and strategic factors identified in the funding application package. The assessment tool used by Northern Development is available on the website and applicants can request a copy of the finalized assessment for funding applications that are under review.

Strategic factors:

- Has the applicant provided quote(s) supporting the entire project budget?
- Has the applicant provided evidence of broad-based support from multiple stakeholders?
- Has the applicant provided a feasibility study for the project?
- Is there direct participation with neighbouring First Nations or local governments in the project?
- Will this capital investment analysis utilize vendor(s) from within the Northern Development region?
- Will the capital investment analysis be ready to start upon approval of Northern Development funding?
- Will the capital investment analysis include considerations for improving accessibility for people who experience disabilities?
- Will the capital investment analysis include considerations for environmental sustainability?
- Will the capital investment analysis provide recommendations for long-term asset management?
- Will the resulting project take place in an unincorporated community or municipality with a population under 1,000?
- Will the resulting project decrease the cost of doing business?
- Will the resulting project lead to new or enhanced service level within the community?
- Will the resulting project contribute to resident/workforce attraction or retention in the community?

Northern Development will assess eligible capital investment analyses based on the proposal's ability to demonstrate the business case for a capital investment decision. The program funds analyses that provide evidence and justification for a capital investment in infrastructure that will have a local impact or broad regional economic impact.

The application should request funding for a business case that demonstrates that the issues have been thought through, the full benefits can be realized on time, and that technical and cost aspects have been thoroughly evaluated. It should allow levels of government and other funders to have a high level of confidence in providing funds for a proposed capital project.

Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them.

All Capital Investment Analysis projects supported by Northern Development must be evaluated and verified following the completion of the project prior to releasing funding. A project is considered complete when the comprehensive business case has been finalized and all related expenses have been invoiced. Annual reporting for two years on the key deliverables will be required from all successful applicants. If an applicant fails to submit their reporting form(s), future projects will be ineligible for funding.

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email to info@northernddevelopment.bc.ca.

Resources

- [Important Dates](#)
Intake deadlines, Regional Advisory Committee Meeting and Board Meeting schedules.
- [Funding Program Matrix](#)
Available funding programs and eligibility criteria.
- [Application Process](#)
Details on the process of applying and getting approved for Northern Development funding.
- [Post-Approval Process](#)
Process and responsibilities for successful funding applicants.

Questions?

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