Community Places
Application Guide

Program Overview

Northern Development's Community Places Program supports the creation, restoration or enhancement of community spaces not attached to educational institutions. Community places projects will strengthen the social and cultural fabric of communities, enhances community pride, supports a culture of civic engagement and creates a draw for tourism marketing and business retention and expansion.

Funding Terms

Up to **$30,000** to a maximum of **70%** of the eligible project budget.

Application Intake Deadlines

Northern Development approves Community Places projects on a tri-annual 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, applications that are received after the 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 not-for-profits
- Registered First Nation bands

Eligible Projects

Eligible projects are community oriented and promotes opportunities for community gathering, is accessible to all members of the community and is not limited to a private membership. Individual project eligibility is determined by the Trust at its sole discretion. The types of projects that may be eligible include, but are not limited to:

- Community hall/event space renovations
- Clubhouse building improvements
- Public washrooms
- Outdoor multi-use plaza/pavilion
- Community gardens
- Parks/playgrounds/pavilions
- Dog parks
- Local government managed trails and walkways
- Free of charge outdoor recreation facilities ex. skating rinks, tennis courts, basketball courts, skate parks

Eligible Costs

- Capital expenditures considered to be direct and necessary for the successful implementation of an eligible project
- Contractor fees
- Incremental third-party project management
- Rental of tools and equipment for construction work
- Wages for direct project labour
  - *Detailed timesheets must be kept for all employees working on the project and must include:*
    - *Employee's name*
    - *Date(s) worked*
    - *Description of work*
    - *Hourly rate*
    - *Daily hours – must break out the number hours worked on the project versus hours not worked on the project*
  - *Overtime hours will only be eligible at the straight time rate*
    - *ie. 4 hours of overtime can be claimed as 4 hours at the regular hourly rate*
  - *Paystubs and timesheets will be requested at Northern Development's discretion*
  - **We highly encourage the use of the Staff Labour Expenses Template to track each employee's time spent on the project.*
- CPP, EI, Pension *(employer portion eligible to a maximum of 9.85%)* related to direct project labour
  - **We highly encourage the use of the Staff Labour Expenses Template to track these expenses.*

- PST

Other Eligible Costs (In-Kind Volunteer Labour, Internal Equipment Use, and/or Monetized Donations)

- In-kind (volunteer) labour contributions, internal equipment use (heavy equipment or machinery owned by the applicant to be used during the project), and/or monetized donations (donated materials, equipment, or services from third parties) may be considered
  - *When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:*
    - *$15/hour for volunteer labour*
    - *$30/hour for volunteer skilled labour (trades requiring specialized ability or training)*
    - *In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions*
  - *When noting internal heavy equipment use in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for that amount*
    - *A maximum rate of $75/hour may be used*
    - *Internal equipment use must be documented once projects commence (log with equipment type, date, hours, and hourly rate) in order to verify*
  - *When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)*
    - *Monetized donations must be documented once projects commence and receipts must be obtained*

    - **We highly encourage the use of the In-Kind Template to track this information.*

Ineligibility

Ineligible Costs

- GST
- Subsequent applications that are determined to be phasing of, or, an incremental improvement of a previously approved project that achieves a similar purpose. (e.g. applying for swing set after receiving funds to put rubber surface at the same playground)
- Costs incurred (work started and/or deposits paid) prior to signing an agreement with Northern Development
- Vacation pay, statutory holiday pay, WCB, extended benefits or other benefits *(such as a fitness credit)*, bonuses, or allowances *(such as vehicle, phone or living expenses)*
- Regular or routine repair and maintenance
- Administration costs related to the project
- Costs related to planning, design, engineering and environmental reviews
- Purchases of construction equipment or tools
- Real estate and other fees related to purchasing or leasing land, buildings, or facilities
- Renovations to spaces that are not available for public use
- Costs associated with programming
- Projects and/or project activities that may displace any level of government from its core obligations are not eligible for funding *(including infrastructure costs such as paving, sidewalks, sewer/water)*

Application and Program Requirements

Only applications that meet these requirements will be processed.

- Complete Application Form
- Detailed project budget
- Verification of approval from other funding sources *(e.g. approval letter or contract; required prior to approval, except in the Northeast)*
- Applicants are responsible for securing a resolution of support and must provide a copy to Northern Development.
  - ▪ The appropriate government agency is determined based on the location of the project. For example:
    - ▪ A project within a First Nations community/reserve requires a band resolution of support
    - ▪ A project within the municipal boundary requires a resolution of support from the municipality
    - ▪ A project outside the municipal boundary that is not within a First Nations community requires a resolution of support from the regional district
  - ▪ Sample Resolution: *THAT, the (insert appropriate government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for the (insert project name).*
- Society certificate of incorporation *(required for not-for-profit applicants)*
- Before photo(s)
- Most recent annual financial statements
- If applicable: Detailed quotes
- If applicable: Letters of support from community organizations
- If applicable: Lease agreement/or user agreement
- If applicable: Business case or other market research
- If applicable: Asset management plan

- If applicable: Community alignment document *(OCP, council priorities, strategic plan, economic development plan etc.)*

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 on the strength of the application, requested funding percentage, applicant contribution, and strategic factors identified in the funding application package.

Strategic factors:

- The extent of Northern Development's financial contribution to the eligible project budget
- The extent of the applicant's financial contribution to the eligible project budget
- Has the applicant provided quote(s) supporting the entire project budget?
- Will the project utilize contractors/labour from within the Northern Development region?
- Is the applicant making a non-financial contribution to the project (in-kind volunteer labour and/or internal equipment usage)?
- Will the project take place in an unincorporated community or municipality with a population of 1,000 or less?
- Will the project take place in a community with a population between 1,001 to 5,000?
- Has the applicant provided evidence of broad-based support from multiple stakeholders?
- The applicant has demonstrated how ongoing operating and maintenance will be managed over the asset's life span?
- Will the project result in reduced operation/maintenance/related costs over the life cycle of the asset?
- Will the project result in a reduced environmental footprint?
- Has the applicant provided a copy of the organization's asset management plan/strategy?
- Does the project demonstrate alignment with a larger community strategic document (e.g OCP)?
- Will the project address health and safety concerns at the facility?
- Will the project improve accessibility for people who experience disabilities?
- Has the applicant provided relevant market research/business case for the project?
- Will the project result in resident/workforce attraction or retention in the community?
- The project supports a multifunctional space/amenity and provides multiple uses (e.g. a sports field that will be used for soccer, field lacrosse, and track and field).
- Does the project foster cultural awareness and contribute to inclusivity?
- Does the project improve the physical appearance, character, or natural environment in the community?
- Does the project create spaces that offer ancillary uses for revenue generation?

Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them. Projects supported through the Community Places Program must be evaluated and verified following the completion of the project prior to releasing funding. A project is considered complete when photos of the completed project have been taken and all related expenses have been invoiced and entered in the applicant's accounting software. There are no ongoing key deliverable reporting requirements for this program.

To Apply

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

Completed application forms with all supplementary materials are to be provided electronically through the Online Application System.

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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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * are mandatory and will need to be completed before you can proceed further through the application form.

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide details on whether you will own and/or operate the asset, its current physical condition (if applicable), a brief description of the project and outcomes, and why the project is needed in the community.

Resolution of Support

- Identify the local or First Nations government that is providing a resolution of support.
- Upload the secured resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.

Strategic Factors

- Provide information about whether the project will create space(s) that offer ancillary uses that will generate revenue.
- Provide a summary of any market research that has been completed related to the project.
  - Upload a business or market case if available.
- Provide information about whether the project will foster cultural awareness and contribute to inclusivity.
- Provide information about whether the project will enhance the physical appearance, character or natural environment of the community.
- Provide information about whether the project will result in reduced operation, maintenance and related costs over the life cycle of the asset.

- Provide information about what, if any, systems, policies or practices are in place to ensure that funds to replace the asset at the end of its life will be available.
    - Upload relevant support documents such as an asset management plan if available.
- Describe any accessibility concerns the completion of this project will alleviate.
- Describe any health and safety concerns the completion of this project will alleviate.
- Describe how the project will support resident/workforce attraction and retention.
- Describe how the project results in preservation/creation of an amenity that serves multiple uses.
- Provide information about how the project aligns with the long-term plan/vision for the community.
    - Upload relevant support documents such as a community plan if available.

Attachments

- Upload any supporting documents not already included in the application such as letters of support, lease or user agreements, or before photos.