

Economic Development Capacity Building Application Guide



Program Overview

The Economic Development Capacity Building program provides a financial incentive for local governments to hire and maintain, or contract, an Economic Development Officer or equivalent.

Funding Terms

- Up to \$50,000 grant each calendar year

Application Intake Deadlines

Northern Development approves Economic Development Capacity Building applications on an annual basis.

Applications are accepted starting November 1 and must be received prior to midnight on March 31 to be eligible for consideration in that funding year.

The application will not be approved until reporting on the prior year has been received and processed by Northern Development.

Eligibility

Eligible Applicants

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

- Local governments (municipalities, regional districts)

Eligible Costs

- Staff or contract wages to support an economic development position where economic development duties are at least 50% of the workload.

Ineligibility

Ineligible Costs

- Salary costs or wages for:
 - Combined chief administrative officer/economic development positions
 - Combined chief financial officer/economic development positions
 - Combined Mayor or council/economic development positions
 - Combined positions where economic development is less than 50% of the total workload
- WCB, pension, other benefits (*such as a fitness credit*), bonuses, or allowances (*such as vehicle, phone or living expenses*)
- GST
- Local government operational costs
- Purchase of office supplies, equipment, tools, furniture, clothing or uniforms
- Costs related to recruiting, hiring, relocating or terminating economic development staff

- Costs associated with projects that would be eligible and qualify for funding under other Northern Development programs
- Costs incurred in time periods outside the year approved for funding support

Application and Program Requirements

Applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- Local government's latest economic development strategic plan
- Copy of the job description
 - Combined positions should specify the % of time allocated to economic development

Reporting

The applicant must submit a final report **by February 28** of the following year in order to receive a reimbursement for the approved calendar year. Applicants will have until May 31 to submit any revised reporting or requested information. Applicants are required to submit the following documents:

- Complete [Reporting Form](#)
- Pay stub or summary or copies of invoices

To Apply

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

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#) by **March 31**.

Resources

- [Funding Program Matrix](#)
Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

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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 an overview of the economic development goals your community is focused on this year.

Project – Wages

- Enter details about the staff or contract position for the year.

Attachments

- Upload your community's most recent economic development strategic plan (required)
- Upload the job description.