



NORTHERN DEVELOPMENT INITIATIVE TRUST ECONOMIC DEVELOPMENT CAPACITY BUILDING

Program Overview

Economic Development Capacity Building funding provides \$30,000 annually from the Cross Regional Account to ensure stable economic development funding for municipalities and regional districts. An additional \$5,000 is available to each eligible local government, specifically for a collaborative project with another local government, regional economic development alliance, or another group, with outcomes that deliver measureable economic benefits to the area.

Features and Benefits of the Program:

- Stable annual distribution of discretionary economic development funding in an efficient and accountable manner to municipalities and regional districts contained within the Northern Development area.
- Increasing local government capacity in central and northern British Columbia communities to attract industry.
- Increasing collaboration between local governments and non-profit groups on economic development projects that provide mutual benefits.

Objective

To increase the economic development capacity of local governments within the Northern Development Initiative Trust region.

Eligibility

Local Government

Must be a municipality or regional district wholly contained within the Northern Development Initiative Trust region. Those that are not wholly contained within the Northern Development region are eligible for funding only if the funds are spent within the Northern Development region.

Eligible Use of Funds

Funding is provided to support direct economic development costs including staffing, programs and collaborative projects.

Funding Disbursement

Funding under this program is provided as a reimbursement at the calendar year end upon Northern Development's receipt of required reporting documents. Small communities with a population less than 2,000 residents may request advanced payment earlier in the year should there be cash flow constraints. Small communities requesting advanced payment should outline the request in the application letter.

Application Overview

Local governments seeking Economic Development Capacity Building funding should visit the Northern Development Initiative Trust website at <http://www.northerndevelopment.bc.ca/> to download this Application Guide and review the enclosed sample letter. Please contact the Northern Development Initiative Trust office prior to submitting your application by phone at 250-561-2525, or email at info@northerndevelopment@bc.ca.

Applying for Funding

Applicants must provide Northern Development with:

1. An annual application letter for the \$30,000 Economic Development Capacity Building funding that is submitted on local government letterhead and signed by the Mayor, Regional District Chair or Chief Administrative Officer. The letter should detail the core economic development budget for the local government and how the Northern Development funding would be used incrementally for staffing or programming.
2. An annual application letter for the \$5,000 Collaborative Incentive Funding that is part of the Economic Development Capacity Building program should be submitted on local government letterhead and signed by the Mayor, Regional District Chair or Chief Administrative Officer. The letter should detail the participants, outcomes and budget for the collaborative project.
3. The two grants can be applied for in either one or two letters depending on the timing of the expenditure and a sample letter is attached. Applications for Economic Development Capacity Building funding are accepted on an ongoing basis in the calendar year, but cannot be submitted for a previous or future calendar year.
4. All local governments who participate in this program must provide Northern Development with a report on how the funds were utilized and what the measurable economic development outcomes were by January 31st of the next calendar year.

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

Sample Application Letter

Municipality or Regional District
Address
Town, Province, Postal Code

Date:

Northern Development Initiative Trust
301 – 1268 Fifth Avenue
Prince George, BC V2L 3L2

Subject: Application for 2008 Economic Development Capacity Building Funding for Northern Development Initiative Trust Municipalities and Regional Districts

The (municipality) or (regional district) of _____ wishes to apply for the 2009 Economic Development Capacity Building funding of the Northern Development Initiative Trust (Northern Development) for \$30,000. We have attached details of our core economic development budget and we understand this new funding is to be directed toward incremental economic development staffing and economic development programs within our municipality or regional district in the 2009 calendar year.

The (municipality) or (regional district) of _____ acknowledges the requirement to provide a report to the Northern Development on how the 2009 funding was utilized by January 31, 2010. This report will outline the current base level of funding and current programs and the initiatives these incremental funds supported.

We also understand an additional amount of \$5,000 is available for municipalities or regional districts that demonstrate a collaborative economic development effort with at least one other partner. The (municipality) or (regional district) of _____ intends to establish a collaborative project to further enhance economic development in the area, as described in the paragraph below:

Collaborative Project Overview:

(i.e.)	Participate in the 16-97 Regional Economic Development Alliance	\$2,500
	Participate in the Northern BC Film Commission	\$2,500

Sincerely,

Mayor, Regional District Chair or Chief Administrative Officer
Municipality or Regional District

Enclosures: Core economic development budget for the municipality or regional district