ECONOMIC INFRASTRUCTURE

APPLICATION FORM

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1. Project Name

Project name:	Has this facility and/or footprint previously received financial support from Northern Development under this program?
	Yes No

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration number: *(if applicable)*
Mailing address:	Telephone:
Email:	Website (URL):

3. Primary Contact Information

Primary contact (for this application):	Position/title:	
Email:	Primary Phone Number:	Secondary Phone Number:

NORTHERN
DEVELOPMENT

4. Project Location and Resolution

Appropriate jurisdiction the project is located within:	Name of the appropriate local government or First Nations Band providing the resolution of support:
Municipality (city, town, village or regional district):	If regional district, electoral area:
First Nation reserve:	
Has the resolution of support been secured? ✦ *Refer to the [Application Guide](#) for sample resolution wording.*	
Yes; attached to application	**No**; date resolution of support is expected to be secured:

5. Project Timeline

Stage of project:	Scheduled date *(dd-mmm-yyyy)*:
Forecasted project start date	
Forecasted project completion date	

6. Project Overview

Will the applicant own and operate the asset?					
Yes	**No** ✦ *If the property/building is not owned by the applicant, please provide evidence of control (i.e. lease agreement for five years or more).*				
Indicate the physical condition of the asset before investment. ✦ *Before photos required.*					
N/A	Very poor	Poor	Fair	Good	Very good
Enter a brief description of the project, including the scope and objective/outcome:					

Explain the rationale for the project:

7. Strategic Factors

Fill out all that are applicable. The following strategic factors will be considered in the application assessment.

Describe how the ongoing operating and maintenance of the new or improved asset will be managed over its life-span, paid for, and by whom:

Describe how the completion of the project will result in reduced operation, maintenance and related costs over the life-cycle of the asset:

Describe how the completion of the project will result in a reduced environmental footprint:

What systems, policies or practices are in place to ensure that funds to replace the asset at the end of its life will be available? *This must be demonstrated by a supporting document (e.g. Asset Management Plan). Please identify where in the document this can be found.*

How is the project is aligned with the long-term plans/vision of the community that can be demonstrated by a supporting document *(e.g. Official Community Plan)*? *Please identify where in the document this can be found.*

ECONOMIC INFRASTRUCTURE

Describe any health and safety concerns the completion of this project will alleviate:

Describe any accessibility concerns the completion of this project will alleviate:

If any market research or a business case been completed, summarize the results:
Please attach the supporting document(s).

Describe how the project will support resident/workforce attraction and retention:

How does the project result in the preservation/creation of an amenity that serves multiple uses?

8. Mandatory Key Deliverables

Current employment (baseline)

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):
Direct permanent full-time jobs:		35+ hours/week	12 months/year
Direct permanent part-time jobs:		hours/week	12 months/year
Direct permanent seasonal jobs:		hours/week	months/year

New employment

✦ *The applicant will be required to report on jobs after project completion to demonstrate the direct economic benefits of the project.*

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION: ✦ *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.*				
Direct temporary jobs: *(construction and/or consulting)*		hours/week	months/year	

Revenue generation

✦ *The applicant will be required to report on revenues after project completion to demonstrate the direct economic benefits of the project.*

Current annual revenues:	Projected annual revenues:	
	Year 1:	Year 2:
$	$	$
INCREASED REVENUE EXPECTED OVER TWO YEARS: *Increased revenue expected is the sum of the **projected annual revenues** for the two years after the project minus the **current annual revenues**.*	$	
Describe how the completion of this project influences your revenue projections:		

9. Additional Key Deliverables

✦ *Identify two additional deliverables related to the project. These must be quantitative and the applicant will be required to report on these after project completion to demonstrate the success and benefits of the project.*

Performance Indicator One

What will you be measuring?		
Current measurement	Projections:	
	Year 1:	Year 2:
Describe how the project will result in an increase in the area you have chosen:		
Describe how the applicant will track this information to ensure the accuracy of this key deliverable:		

Performance Indicator Two

What will you be measuring?		
Current measurement	Projections:	
	Year 1:	Year 2:
Describe how the project will result in an increase in the area you have chosen:		
Describe how the applicant will track this information to ensure the accuracy of this key deliverable:		

10. Project Budget, Funding Request, and Funding %

✦ **Complete this section if the eligible budget $200,000 or less.**

Eligible project budget *(as per Project Budget Template):*	Funding request (grant):	Requested funding %:
$ ✦ Applicants are required to use the [Project Budget Template.]	**$** ✦ Maximum $100,000.	**%** ✦ Maximum 70%.

✦ **Complete this section if the eligible budget greater than $200,000.**

Eligible project budget *(as per Project Budget Template):*	Funding request (grant):	Requested funding %:
$ ✦ Applicants are required to use the [Project Budget Template.]	**$** ✦ Maximum $300,000.	**%** ✦ Maximum 50%.

11. Other Funding Sources

Funding source: ✦ *Do not use acronyms.*	Amount ($):	Identify funding terms:	Identify funding confirmation:
	$	Applicant contribution	Approval letter attached Date approval expected:
	$	Grant Loan Other:	Approval letter attached Date approval expected:
	$	Grant Loan Other:	Approval letter attached Date approval expected:
	$	Grant Loan Other:	Approval letter attached Date approval expected:
	$	Grant Loan Other:	Approval letter attached Date approval expected:
	$	Grant Loan Other:	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING: $		**TOTAL PROJECT FUNDING: $** (Northern Development + Other Sources) ✦ Eligible project budget must match total project funding ✦	

12. Attachments

Check all documents that are applicable <u>and</u> attached to this application:

Document name:
Detailed project budget using Northern Development's Project Budget Template *(required; in excel format)*
Detailed quotes
Funding approval confirmations *(required prior to approval, except in the Northeast)*
Local government or band resolution of support *(required prior to the regional advisory committee meeting)*
Society certificate of incorporation *(required for not-for-profit applicants)*
'Before' photo(s)
Most recent annual financial statements
Letters of support from community organizations
Lease agreement/or user agreement
Business case or other market research
Asset management plan
Community alignment document (OCP, council priorities, strategic plan, economic development plan etc.)
Other:
Other:
Other:
Other:
Other:

13. Authorization

I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.

I understand that Northern Development has the right to discard incomplete applications.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.

I also agree to submit reporting materials as required by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to acknowledge funding by Northern Development, where applicable.

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 information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

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

14. Submitting Your Application

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

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