

# Cultural Infrastructure Application Guide

## Program Overview

Culture plays a key role in developing dynamic, prosperous communities. Investing in the development of new or enhanced arts and cultural facilities will encourage people to visit and stay longer in communities and support year-round jobs based in the community.

The Cultural Infrastructure program provides funding to support construction of new or revitalization of art and cultural facilities to increase and improve the access to and quality of professional arts and cultural facilities for residents and tourists alike.

## Funding Terms

Up to **\$100,000** grant to a maximum of **70%** of the eligible project budget; **or**

Up to **\$300,000** grant to a maximum of **50%** of the eligible project budget.

## Application Intake Deadlines

Northern Development approves Recreation Infrastructure 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
- Wholly owned First Nation development corporations

### Eligible Projects

The types of projects that may be eligible include, but are not limited to:

- Museums
- Art Galleries and studios
- Heritage sites
- Performing art centres
- Interpretive centres

### 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
- 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, environmental reviews and preparing tender documents
- 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
- Restoration, refurbishments, or acquisition of artefacts/collections
- Public art displays (statues, memorials, murals)
- Marketing/advertising
- 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.

All applicants are required to confirm the following information.

- Applicants MUST identify a total of four (4) deliverables that will be used to determine and measure if the project has been successful in meeting the goals and objectives. Job creation and revenue generation deliverables are mandatory for all projects while the remaining two deliverables can be selected by the applicant from the list provided below.
  - Projected direct job creation (construction and permanent) - MANDATORY
  - Projected revenue generation – MANDATORY
  - Facility traffic
  - Number of operating hours
  - Number of programs offered by the applicant
  - Number of performances, exhibits and/or events at the facility
  - Membership
  - User satisfaction (*from participants through surveys or questionnaires*)

All applicants are required to submit the following.

- 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, key deliverables, requested funding percentage, applicant contribution, and strategic factors identified in the funding application package.

Strategic factors:

- Total projected # of new full-time equivalent (FTE) jobs
- Proposed incremental revenue generation over the first two years
- 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
- Is this the first time the applicant has accessed Northern Development funding through the Cultural Infrastructure program for this facility?
- If the applicant has accessed Northern Development funding through the Cultural Infrastructure program for this facility, were they successful in achieving the deliverables from the project.
- 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?
- Will the project create or enhance a multifunctional space/amenity and provide multiple uses?

## Reporting

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

Projects must be evaluated and verified following the completion of the project prior to disbursing 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. The Reporting Form and Actual Project Expenses Template must be completed.

For grants of \$100,000 or less, a Key Deliverables Reporting Form is required one year after the final disbursement. For grants greater than \$100,000, a Key Deliverables Reporting Form is required for two years; one year after the final payment date and two years after the final payment date.

Additional applications for subsequent projects within the same facility and/or footprint will not be accepted until the applicants key deliverable reporting requirements have been fulfilled.

## 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?

### **Northern Development Initiative Trust**

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Prince George, BC V2L 3L2

250-561-2525

[info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

[www.northerndevlopment.bc.ca](http://www.northerndevlopment.bc.ca)

## 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 and its current physical condition (if applicable),
- Indicate if the facility has previously received funding through the Cultural Infrastructure program.

#### 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 how the ongoing operating and maintenance of the new or improved asset will be managed over its lifespan, paid for, and by whom.
- Provide information about how the completion of the project will result in reduced operation, maintenance, and related costs over the lifecycle of the asset.
- Provide information about how the completion of the project will result in a reduced environmental footprint.
- Describe what systems, policies, or practices will be 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.
- Provide information about how the project aligns with the long-term plans/vision of the community that can be demonstrated by a supporting document.
  - Upload supporting documents such as a community plan.
- Provide details about any health and safety concerns the completion of this project will alleviate.
- Provide details about any accessibility concerns the completion of this project will alleviate.
- Summarize the results of any market research or a business case that has been completed.
  - Upload a business or market case if available.
- Provide information about how the project will support resident/workforce attraction and retention.
- Provide information about how the project will result in the preservation/creation of an amenity that serves multiple uses.

#### Key Deliverables – Current Employment

- Provides the company's current full and part-time/seasonal job numbers.

#### Key Deliverables – New Employment

- Provide the projected full and part-time/seasonal and temporary/construction job numbers anticipated to be created as a result of the project.

#### Key Deliverables – Revenue Generation

- Provides the organization's current revenue.
- Provide the projected revenue anticipated to be generated over the next three years.
- Provide details on how the revenue is expected to be generated.

### Additional Key Deliverable

*A maximum of two deliverables must be identified with projected metrics for two years.*

- Facility traffic
- Number of operating hours
- Number of programs offered by the applicant
- Number of performances, exhibits and/or events at the facility
- Membership
- User satisfaction

### Attachments

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