Northern Healthy Communities Fund
Capacity Building
Application Guide

To fund initiatives that support healthy, sustainable and resilient communities facing significant economic growth related to LNG development in Northern B.C.

Program Overview

The objective of the Northern Healthy Communities Fund (NHCF) is to fund initiatives that support healthy, sustainable and resilient communities facing rapid and large-scale economic development and associated need for enhanced social service readiness. Given the immediacy of the current economic development activities, the NHCF is focusing on communities adjacent to the LNG Canada and Coastal GasLink projects.

The NHCF Capacity Building Program provides grant funding to local governments and Indigenous Nations that are adjacent to the projects and not-for-profits that provide services within those communities and can be used for incremental staffing, education, outreach, public engagement, program development and delivery costs that assist those communities in delivering services in order to adjust to expected economic growth.

The NHCF represents a partnership between the Province of B.C.'s Ministry of Municipal Affairs, which has laid out the objective and provided the funding to support the fund, and Northern Development, which is administering the program on behalf of the Province.

Funding Terms and Sources

Capacity Building projects can span to a maximum of three-years to support hiring staff or implementing or expanding programming to increase the applicants ability to provide services to the public.

- Up to **$300,000** grant (up to $100,000 per year) to a maximum of **90%** of the eligible project budget
  - The remainder is required to be funded through other contributions that are directly related to the activities in the application (see *Eligible Contributions from Applicants*)

Eligible Contributions from Applicants

Recipients are required to provide a minimum of 10% of the eligible project budget from other contributions that can come from a number of sources including:

- cash contribution from applicant (including line of credit or loan)
- cash contribution from third-party
- contributions from other grants
  - all other grant contributions must be declared
  - If provincial funding is being received the contribution from the NHCF **must be less** than any provincial contribution
- in-kind (volunteer) labour contributions (see Other Eligible Costs)
- monetized donations (donated materials, equipment, or services from third parties)

Application Intake Deadlines

Application intake deadlines and details are publicly posted on the [Northern Development website](#).

In fairness to all grant applicants, applications that are received after the deadline will moved to the next funding intake.

Eligibility

Eligible Applicants

- Local governments *(as per list)*
- Indigenous Nations *(as per list)*
- Registered not-for-profits *(that provide services within one of the eligible areas listed below)*

Local Governments:

- City of Dawson Creek
- City of Fort St. John
- City of Prince George
- City of Terrace
- District of Chetwynd
- District of Fort St. James
- District of Houston
- District of Hudson's Hope
- District of Kitimat
- District of Mackenzie
- District of Taylor
- District of Tumbler Ridge
- District of Vanderhoof
- Peace River Regional District
- Regional District of Bulkley-Nechako
- Regional District of Fraser-Fort George
- Regional District of Kitimat-Stikine
- Town of Smithers
- Village of Burns Lake
- Village of Fraser Lake
- Village of Pouce Coupe
- Village of Telkwa

Indigenous Nations:

- Blueberry River First Nations
- Doig River First Nation
- Gitga'at First Nation
- Gitxaala Nation
- Hagwilget Village Council
- Haisla Nation
- Halfway River First Nation
- Kitselas First Nation
- Kitsumkalum First Nation
- Lake Babine Nation (Woyenne area)
- Lax Kw'alaams Band
- Lheidli T'enneh First Nation
- McLeod Lake Indian Band
- Metlakatla First Nation
- Nadleh Whut'en First Nation
- Nak'azdli Whut'en Band
- Nee-Tahi-Buhn Band
- Office of the Wet'suwet'en Hereditary Chiefs
- Saik'uz First Nation
- Saulteau First Nations
- Skin Tyee Nation
- Stellat'en First Nation
- Ts'il Kaz Koh First Nation (Burns Lake Band)
- West Moberly First Nations
- Wet'suwet'en First Nation
- Witset First Nation
- Yekooche First Nation

Eligible Projects

The Capacity Building Program is designed to be broad in nature, allowing flexibility for communities to submit applications for projects that help respond to the changes resulting from economic growth from the LNG Canada or Coastal GasLink projects.

Projects must fit within the following categories:

- Housing and wraparound services (e.g. services that are included as part of a housing project to support residents)
- Health support services and addiction counseling
- Emergency services
- Victim services, violence against women prevention or support services, Indigenous peoples support services for on and off-reserve members
- Childcare
- Small business recruitment, retention and resiliency
- Local and Indigenous Nation government capacity and support

Although there is a variety of project types that would be eligible for funding, some examples include but are not limited to:

- Hiring of additional staff and/or program delivery, or other incremental services
- Expansion of service delivery areas or service hours/days

Projects must be incremental to the applicant's core responsibilities, obligations, and day to day operations. Projects and/or project activities that would displace government funding for core services or existing funding for projects are not eligible for funding under the NHCF.

Eligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- Staff or contract wages for incremental position
  - *Detailed timesheets must be kept for all employees working on the project and must include the following:*
    - *Employee's name*
    - *Date(s) worked*
    - *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 calculated at straight time (ie. four hours of overtime can be claimed as four hours at the regular rate, not six hours)*
  - *Paystubs and timesheets will be requested at Northern Development's discretion*
  - **we highly encourage the use of the Northern Development 'Wage Expense Breakdown Template' to track each employee's time spent on the project (found under Reporting Materials)*
- Mandatory employment related costs: CPP, EI, vacation pay *(if days not provided)*, Pension *(employer portion eligible to a maximum of 9.85%)*
- External printing costs
- Materials *(required for an incremental program)*
- Meeting room/AV rental
- Incremental third-party project management
- Incremental office space
- Cost of travel which is deemed necessary to the performance of the project. Travel expenses, at economy rates, shall be charged at actual costs. To be eligible, travel costs must clearly document the purpose of each trip and be considered reasonable by the Program
- PST

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

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- In-kind (volunteer) labour contributions, 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 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*
  - **Northern Development highly encourage the use of the 'In-kind Volunteer Labour Log Template' to track in-kind contributions to the project (found under Reporting Materials)*

Ineligibility

Ineligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- GST
- Costs incurred *(work started and/or deposits paid)* prior to formal approval
- Positions already existing within the organization
- WCB, other benefits *(such as a fitness credit)*, bonuses, or allowances *(such as vehicle, phone or living expenses)*
- Costs related to recruiting, hiring, relocating or terminating
- Legal or insurance costs
- Food/beverage
- Existing operational costs *(rent, hydro, heat etc.)*

Application and Program Requirements

Only applications that meet these requirements will be processed. All applicants are required to confirm the following information.

Key Deliverables

- Applicants are required to track key deliverables during the project and will be required to report on these outcomes at project completion. Applicants MUST identify a minimum of three (3) deliverables that will be used to determine and measure if the project has been successful in meeting the goals and objectives. This includes two mandatory key deliverables:
  - Additional people the project will support/serve (number and qualitative description)
  - Communities the project will serve with additional capacity (number and qualitative description)
  At least one other key deliverable may include:
  - Additional programs offered by the applicant (number and qualitative description)
  - Additional key deliverable(s) identified (number and qualitative description)

Attachments

All applicants are required to submit the following documents.

- Complete [Application Form](#)
- Detailed project budget
- Detailed quotes *(if quote cannot be obtained, a detailed breakdown is required)*
- Verification of approval from other funding sources *(e.g. local government or Band Council resolution, approval letter or contract; required prior to approval)*
- Resolution of support from the appropriate local government or Indigenous Nation
  - The appropriate government agency is determined based on the location of the project. E.g.:
    - A project within an Indigenous Nations community/reserve requires a band resolution of support
    - A project within a municipal boundary requires a resolution of support from the Municipal Council
    - A project outside a municipal boundary that is not within an Indigenous Nations community requires a resolution of support from the Regional District Board
  - 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).*
- If applicable: Society certificate of incorporation *(required for not-for-profit applicants)*
- If applicable: Copy of job description and work plan
- If applicable: Letter(s) of support
- If applicable: Other relevant supplemental documentation

Application Assessment

Northern Development staff undertake comprehensive due diligence reviews 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 additional questions identified in the funding application package.

Each application will be assessed on the following:
- 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 for this service or program (under this program)?
- Has the applicant been successful in achieving the deliverables from their most recent project with NDIT (under this program)?
- Has the applicant provided quote(s) supporting the entire project budget?
- Is the applicant making a non-financial contribution to the project (in-kind volunteer labour)?
- Will the project take place in a community 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?
- Will the project meet an imminent need and have a positive impact on the community?
- Has the applicant identified how the project supports healthy, sustainable, and resilient communities facing rapid and large-scale economic development and growth from LNG development and associated need for social services?

Reporting

An agreement must be signed before an advance can be requested. The applicant may request advance funding up to 75% of the amount approved, for the year, at the beginning of each year, using the Advance Request Form. The remainder of the funding will be held until the final reporting is submitted for each year, and approved by Northern Development. If applicable, prior year reporting must be processed by Northern Development before an advance for a subsequent year will be issued.

If a successful applicant does not request an advance, project costs will be reimbursed up to the maximum amount approved for the year, once final reporting for the year is submitted and approved by Northern Development. The Reporting Form and Actual Project Expenses Template must be completed.

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.

Questions?

Northern Development Initiative Trust
301-1268 Fifth Avenue
Prince George, BC V2L 3L2
250-561-2525
NHCF@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

Application Requirements – Step by Step

Applicant and Project Information

- Information about you and the organization you are applying for will populate automatically. You will 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 for each year of funding you are requesting. 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 for each funding year. 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.*

Attachment

- 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

- Select the municipality or First Nation community where the project is taking place (multiple locations can be selected).
- Upload the resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.
- Select the number of years you are applying for funding.
- Indicate which priority category(s) your project is addressing (pick list provided).
- Provide information about how the project will meet an imminent need to support community adjustment to significant growth and have a positive impact on the community.
- Provide information about how the project meets the objective of the NHCF to support healthy, sustainable, and resilient communities facing rapid and large-scale economic development and growth from LNG development and associated need for social services.
- Provide information about how the project focuses on new or expanded (i.e. incremental to existing) service delivery.
- Provide the project's start and end dates per year, if applying for more than one year.

People Served

- Provide the current number of people supported/served by the applicant.
- Provide projected number of people supported/served by the applicant over the next three years as a result of the project.
- Provide information about how the project will provide support/services and how this will be measured/tracked.

Communities Served

- Provide the current number of communities supported/served by the applicant.
- Provide projected number of communities supported/served by the applicant over the next three years as a result of the project.
- List the communities that will be supported/served by the project.
- Provide information about how the project will provide support/services and how this will be measured/tracked.

Additional Key Deliverables

A minimum of one deliverable must be identified with projected metrics for three years.

- Additional programs
- Relevant self-identified deliverables

Attachments

- Upload any supporting documents not already included in the application such as letters of support or incorporation documents.