



## Community Initiatives Program – 2014/15

### GUIDELINES FOR SUBMITTING PROPOSALS

Columbia Basin Trust(CBT) Community Initiatives Program– CBT’s oldest program – supports projects identified as priorities within individual communities. The program is designed to help address the needs of Basin communities. They are flexible and incorporate community-based funding decisions to better meet local priorities. The Regional District of Kootenay Boundary administers this program. Funds available for 2014/2015 Funding Year:

	Current Year	Previous Years Unallocated	Total Available for Projects
Village of Fruitvale	\$ 30,000.00		
Village of Montrose	30,000.00		
Electoral Area 'A'	30,000.00		
Beaver Valley Areas	\$ 90,000.00	\$10,573.14	<b>\$100,573.14</b>
City of Rossland	44,770.00	742.22	<b>45,512.22</b>
City of Trail	98,843.00	10,696.37	<b>109,539.37</b>
Village of Warfield	30,000.00	45.16	<b>30,045.16</b>
Electoral Area 'B'	30,000.00	310.36	<b>30,310.36</b>
Total Grant Allocation	\$ 293,613.00	\$ 22,367.25	<b>\$ 315,980.25</b>

#### 1. PROPOSALS

- Proposals are accepted and considered once per year.
- Proposals must be submitted on the RDKB’s Project Proposal Application form, either typed or neatly printed
- Proposals may be submitted to the RDKB by hand delivery, courier, mail, facsimile or email to:
  - Regional District of Kootenay Boundary
  - 202 - 843 Rossland Avenue
  - Trail, B. C. V1R 4S8
  - Facsimile: 250-368-3990
  - Email: [stoupin@rdkb.com](mailto:stoupin@rdkb.com)
  - Attention: Sharon Toupin, Accounting Clerk/CBT Liaison

2. **CRITERIA FOR PROJECTS:** The applicant is restricted to being a Non Government Organization (NGO) and a non-profit registered society or sponsored by a registered society. The applicant can also be in the process of obtaining their non-profit society status.

- **Proposals for which the funding will be used for on-going operational costs will not be accepted.** Costs deemed to be on-going operational costs are those costs which are intended to support staff

positions and regular payments expected to be made by the organization to ensure the continuity of its operations. These would include, among others, rent payments, utilities, levies and other contractual obligations. Further, there is an expectation that such funding would be required to support these activities until the organization ceases its operation or at least for a long period of time. **However, some proposals may be exceptions to this general guideline and may be eligible for CBT funding if the requested funds for on-going operational costs are:**

- Designated for a project to be undertaken by the organization for a designated period of time for no more than 3 years;
  - Designated as start-up costs for the organization, but there is a clear plan for on-going support of the operations in the future and that the time frame for the longer term operational funding is outlined in the proposal;
  - Identified in the proposal as operational costs for longer than 3 years, but there is very clear evidence of community support and there is a clear exit strategy outlined in the proposal (when the work will be completed or when the RDKB/CBT may expect that funding will no longer be required).
- **The project cannot relieve any level of government of their responsibility.**
  - **CBT and the RDKB are committed to ensuring that other funding opportunities are sought to support projects in the Basin. Accordingly, project proponents are encouraged to seek funding from other sources to assist with their projects and not to rely solely on CBT funding.**

If your group is applying to more than one jurisdiction, the total amount requested cannot exceed your total project budget (as indicated on the application form). **Your application must be submitted to the Regional District office.** If requesting funds from more than one jurisdiction, only one application form is required with funding request for each jurisdiction indicated on page 2 of the application.

***\*\*AFTER THE APPLICATION DEADLINE, ALL REGIONAL PROJECTS (APPLICATIONS TO THREE OR MORE JURISDICTIONS), WILL BE INVITED TO ATTEND A REGIONAL MEETING. PLEASE NOTE THAT THIS IS NOT A DECISION MAKING MEETING AND EACH APPLICANT WILL BE REQUIRED TO ATTEND THE INDIVIDUAL JURISDICTION MEETINGS\*\****

Community meetings will be held in April to solicit community input on the projects. Proponents are expected to attend the community meetings to provide a brief overview of their project and answer questions.

**The deadline for project submissions is 4:00 pm local time, Friday, March 14, 2014. Late applications are not eligible.**

**For more information about preparing your project proposal call Sharon Toupin at 1.250.368.9148.**