



2012 COLUMBIA BASIN TRUST COMMUNITY INITIATIVES PROGRAM



GUIDELINES FOR SUBMITTING PROPOSALS

Columbia Basin Trust (CBT) Community Initiatives Program supports projects identified as priorities within individual communities. The program is designed to help address the needs of Basin communities. It is flexible and incorporates community-based funding decisions to better meet local priorities. The Village of Valemount delivers this program for this area.

Project proposals that benefit Valemount will be accepted from February 1, 2012 to February 29, 2012:

Proposals are accepted and considered once per year.

Proposals must be submitted on the Village of Valemount's Project Proposal Application form, either typed or neatly printed.

Proposals may be submitted to the Village of Valemount by hand delivery, courier, mail, or email to:

Mail:

Village of Valemount
PO Box 168
Valemount, BC V0E 2Z0

Delivery:

735 Cranberry Lake Road, Valemount BC

Email:

dco@valemount.ca

Attention: Anne Yanciw, Deputy Corporate Officer

The deadline for submission of proposals to the Village of Valemount is **4:30 pm February 29, 2012.**

1. CRITERIA FOR PROJECTS

Applicants

Proposals must be submitted by a registered non-profit organization. In general, program funds are for meeting community/public needs rather than private needs. Any private sector proposal that comes forward must be sponsored by a registered non-profit organization and must clearly demonstrate community benefits. If sponsored, the application and financial report must be submitted by the registered non-profit organization on behalf of the non-registered group.

Responsibility of Government

The *Columbia Basin Trust Act* requires that CBT funding does not relieve any level of government of its normal obligations. Program funds should not be used to fund basic infrastructure activities that are normally funded through the government tax base such as roads, sewers and water systems.

Operational Costs

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 and when the Village of Valemount may expect that funding will no longer be required.)

Leveraging

CBT and the Village of Valemount 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.

Project support through In-Kind contributions

Details of all in-kind contributions required for successful project completed must be included in Section D - Budget Information.

Letters of Support

Letters of support from project partners and all affected parties must be included.

Supporting Documentation

All required documentation must be included in the original package in order to be considered for grant approval.

Project Length

It is expected that projects can be completed within a one year period. While we recognize that unforeseen circumstances may come up, the expectation is for project management skill appropriate to the complexity of the project in order to reasonably presume completion within one year.

Project Extensions

The maximum extension length will be for one year. One extension only per project will be allowed.

To be considered for extension, a project status plan and detailed plan for project completion will need to be submitted. Extensions to projects will not necessarily be approved.

Incomplete projects remain eligible to apply for a new and separate CIP grant. No guarantee exists that the second grant will be approved.

2. COMMUNITY INVOLVEMENT

The following notices will be published in local papers:

- Request for proposals
- Community meeting announcements
- Approved projects announcement

In addition, information will be posted on the Village of Valemount website, the Tourism Valemount facebook page, the Columbia Basin Trust website, the Chamber of Commerce facebook page and on VCTV.

A community meeting will be held in March 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.

3. PROJECT APPROVAL

After the community meeting, the CBT Committee will meet to review the applications and make recommendations to Council, who will make the final funding decisions. After Council has approved the successful applications, all applicants, both successful and unsuccessful, will be notified of the decisions.

Successful applicants will be required to enter into an agreement with the Village of Valemount setting out:

- the nature of the project;
- the scope of the work and services;
- terms, method and time of payment (see Progress Payments); and
- progress and financial reporting (see Status Reports).

4. PROGRESS PAYMENTS

Payments will only be made to the registered non-profit organizations to which the grants have been awarded.

Funds for approved projects will be dispersed as project costs are incurred. Funds will go directly to the organization upon submission of invoices providing details of current costs.

5. STATUS REPORTS

All successful proponents are required to submit Project Status Reports by September 30, 2012, and January 20, 2013.