

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide a name for the project that is proposed in this funding application:

**2. Applicant Profile**

Applicant Organization (Legal Name):	Non-Profit Society Registration No. (if applicable):
Address (street, city, postal code):	
Telephone:	Fax:
Email:	Website (URL):

**3. Primary Contact Information**

Primary Contact (for this application):	Position / Title:
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:

4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts.

Select **one** of the following application processes:

Regional Development:

Cariboo-Chilcotin/Lillooet

Northeast

Northwest

Prince George

All Community Halls and Recreation Facilities applications adhere to the Regional Development process.



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5. Project Overview

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Provide a detailed description of the project:

Explain the rationale for the project:

✦ *Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

6. Key Project Deliverables

Outline the direct economic benefits to the local or regional economy:		
Job Creation:	# of Full-Time Equivalent (FTE) Positions:	Describe:
Direct permanent jobs created:		
Direct seasonal jobs created:		
Direct construction and/or consulting jobs created:		
Anticipated Total Sales Revenue:		
<p>✦ <i>Quantify and describe the projected increase in annual revenue generated within central and northern BC as a direct result of implementing the project.</i></p>		

7. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents) :	
Communities (population > 5,000 residents) :	
First Nations Communities:	
Private Businesses:	
Non-Profit Organizations:	
Governmental Organizations:	

8. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1)		
2)		
3)		
4)		
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this Application.

9. Project Budget

Expense Item:	Amount (\$):	Verification:
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$</b>		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this Application.

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10. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$	★ <i>Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.</i>
Loan	\$	Re-Payment Terms Requested:
<b>TOTAL REQUESTED: \$</b>		

The Community Halls and Recreation Facilities program limits funding to a **maximum one-time grant of \$30,000 per facility**. For projects requiring additional funding, a loan may be requested from Northern Development.

11. Other Funding Sources

Funding Source:	Amount (\$):	Percent (%) of Total Project Budget:	Identify whether grant or loan:	Identify funding confirmation:
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
	\$	%	Grant Loan	Approval letter attached Not yet confirmed
<b>TOTAL OTHER FUNDING: \$</b>		<b>TOTAL PROJECT FUNDING: \$</b> (Northern Development + Other Sources)		

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this Application. If there are more than six other funding sources, attach a complete list separately.

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12. Leveraging

Calculate Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p> <p><i>Northern Development provides funding up to a maximum of 33.3% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.00 from other sources).</i></p> <p><i>Preference is given to applications with a higher leveraging ratio and multiple other funding sources.</i></p>	

13. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:
Describe how the project will support population growth or help sustain population in the community or region:
Describe how the project will contribute to environmental sustainability:
Describe and quantify any increase to property value(s) that would directly result from the project:

**14. Proposed Economic Measures of Performance**

Identify performance measures that will be reported on for a five (5) year period to demonstrate the direct economic benefits of the project:

Describe Performance Measure:	Project Target:
1)	
2)	
3)	
4)	
5)	

**15. Attachments**

List all documents attached to this application:

Document Name:
1)
2)
3)
4)
5)
6)
7)

16. Authorization

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded 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 publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization’s field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Organization Signing Authority:

Name:

Title:

Date:

Note:

Ensure you complete and submit **one** of the following schedules with your application:

- Schedule A  
Application to a Regional Development Account

*See page 2 of this Funding Application, or the Application Guide for more information.*

17. Submitting Your Application

Completed Funding Application forms (with all required attachments) should be provided electronically to Northern Development by email. Facsimile or paper copies are not preferred, but can be accepted for required attachments.

Email	<a href="mailto:info@northerndevlopment.bc.ca">info@northerndevlopment.bc.ca</a>
Fax	250-561-2563
Mail	301-1268 Fifth Avenue, Prince George, BC V2L 3L2

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**SCHEDULE A: REGIONAL DEVELOPMENT ACCOUNT**

Only complete this schedule if you are applying for funding from one of Northern Development’s four Regional Development Accounts (Cariboo-Chilcotin/Lillooet, Northeast, Northwest, and Prince George).

See Schedule A in the Application Guide for more information on the advisory review and approval process for Regional Development Account applications.

**Required Features**

Identify the local government that is supporting this funding application:
Resolution of Support:
<p>A resolution of support from the local government is attached.</p> <p>A resolution of support has not yet been secured.</p> <p>The date when this funding application is scheduled for review by the local government is:</p>

*For all Regional Development Account applications, a resolution of support from the local government must be provided in writing to Northern Development before a funding decision can be made by the Board of Directors.*