



NOTE: All applicants must review and comply with the Community Works Fund Grant Policy before completing this application. **Applications that are incomplete or do not meet the criteria of the policy will not be processed.**

Date: _____

Society Number: _____

Applicant Information

Name of Organization: _____

Mailing Address: _____

City: _____

Postal Code: _____

Contact Person: _____

Alternate Person: _____

Phone: _____

Phone: _____

Project Information

Project Title: _____

Project Facility and Address: _____

Project Start Date: _____

Estimated Completion Date: _____

Total Cost of the Project: _____

Total CWF Funding Requested: _____

Project Summary

1. Describe the project your organization is requesting funding for. Include a detailed description of deliverables, desired results, timelines, community benefit and population served. *If more space is needed, please add it as an attachment to your application.*

2. Submit project renderings, drawings or visual representations that illustrate the scope, design and anticipated outcomes of the proposed project:



3. Confirm the following to demonstrate your project meets eligibility criteria:

- ☐ This project has not yet started. No tender has been awarded, and no work has started prior to submitting this application.
- ☐ This project is a new phase. If part of a multi-phase project, only phases that have not yet started are included in this application.
- ☐ This project does not involve previous year(s) operational or capital projects.
- ☐ This project will result in a tangible capital asset that is publicly accessible and not limited to private or exclusive use.
- ☐ This project supports public use and public benefit.
- ☐ This project is supported by an Asset Management Plan (AMP). An AMP outlines the strategies and actions required to effectively manage an asset through its lifecycle.
- ☐ The project falls within the eligible categories listed in Appendix A of the Community Works Fund Grant Policy.

4. Select the primary category of your project (choose one):

Refer to Appendix A – Examples of Eligible CWF Projects for more information.

- | | |
|---|---|
| ☐ Broadband Connectivity | ☐ Disaster Mitigation |
| ☐ Brownfield Redevelopment | ☐ Drinking Water |
| ☐ Capacity Building – Asset Management | ☐ Fire Halls and Fire Stations |
| ☐ Capacity Building – Integrated Community Sustainability Planning | ☐ Local Roads, Bridges and Active Transportation |
| ☐ Capacity Building – Long Term Infrastructure Planning | ☐ Recreational Infrastructure |
| ☐ Community Energy Systems | ☐ Resilience |
| ☐ Cultural Infrastructure | ☐ Solid Waste |
| | ☐ Tourism Infrastructure |
| | ☐ Wastewater |

5. Select the primary category of your project (choose one):

- ☐ Capacity Building
- ☐ Enhancement or Rehabilitation
- ☐ Expansion
- ☐ New Construction
- ☐ Replacement

6. Specify the rural community/communities that this project will enhance and provide details of how the project will address specific needs:

7. What is the main result your project will deliver?

8. Describe the specific components of the project that this funding will support:

9. Explain the community need that this project aims to address and describe how you determined this need:

10. Describe how your organization will involve community members, including any volunteer opportunities, partnerships with local groups or public engagement strategies. Indicate how participation will help ensure the success and relevance of the project:

11. Identify the key outcomes because of the project. Include both short-term and long-term outcomes. Describe how these outcomes will be measured or evaluated.

12. Explain how it was determined that this project is considered a high priority within your organization's long-term investment plan:

- ☐ We attest that, based on current planning and assets owned, this project addresses the highest priority need for our organization. We acknowledge that the PRRD may require an asset management plan in the future.

13. Include a list of assets owned by your organization, with an assessment of their condition, estimated remaining useful life and/or any planning documentation that demonstrate the project's priority. In cases where external assessments are not available, informal evaluations based on professional judgement are acceptable:

Financial Information

The following documents must accompany this application:

- a. Year-end financial statements, including an income statement and balance sheet.
- b. A detailed project budget, including revenues and expenditures, as well as any in-kind support or contributions.
- c. Itemized breakdown showing how the CWF funds requested from the PRRD will be spent on your project.
- d. Two or more quotes for external goods and/or services to support the accuracy of the budgeted costs.

1. Has your group applied to other sources, including municipalities?

- ☐ Yes ☐ No

2. List all other funding sources and corresponding amounts, and specify the status of each source:

Include all anticipated and secured funding

Amount	Funding Source	Status
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		

Regulation Compliance

The proponent shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.

Organizations requesting grant funding to support capital projects, either new construction or renovations to an existing structure, to improve public facilities located in the PRRD, whether inside or outside the mandatory building permit inspection area will be required to adhere to all applicable building, plumbing, electrical, health, fire, zoning, gas and other codes and regulations prior to the start of the project.

- ☐ I acknowledge and agree that all necessary permits and approvals will be provided to the PRRD prior to commencing the project.

Disbursement of Funds

Grant contributions are payable on a reimbursement basis. To receive reimbursement, recipients must submit a completed Claim Form along with all required supporting documentation, which must include:

- A photo of the project (in progress or completed).
- Financial statements showing expenses being claimed.
- Receipts and invoices for eligible expenses.

Reporting Requirements

Approved applicants are required to provide reporting and documentation to ensure accountability for the use of funds. The following must be submitted:

- An Annual Progress Report, in the format prescribed by the PRRD, for each year that the project is funded.
- A Final Report, in the format prescribed by the PRRD, within thirty (30) days of project completion. The report must outline project outcomes and deliverables and include photos or videos when available.

- c. A copy of the organization's unaudited financial statements, including balance sheet and income statement, for the year(s) in which PRRD funds were dispersed to fund the project.
- d. Recipients may be required to provide audited financial statements at the request of the Union of British Columbia Municipalities (UBCM) as verification that funding is used appropriately and in accordance with program requirements.
- e. Recipients must comply with any additional asset management or housing-related reporting obligations as outlined in the Agreement. A full asset management plan may be requested by UBCM.

Communications Protocol

In accordance with Section 5.0 of the Community Works Fund Grant Policy, all approved grant recipients are required to acknowledge the PRRD and CCBF in communications related to the funded project. This includes printed materials, digital content, public events, and social media.

Applicants must meet the following conditions:

- a. All materials featuring the PRRD logo must comply with the Acknowledging the PRRD and Brand Standards Guide and be submitted for approval to communications@prrd.bc.ca and grants@prrd.bc.ca.
- b. Projects over \$100,000 require project signage, which will be provided by PRRD. Recipients are responsible for installation, removal, and related costs. Signage must be installed 30 days prior to the project start date and remain for 30 days after project completion. Submit a photograph of the installed signage to prrd.dc@prrd.bc.ca.
- c. Projects over \$400,000 must conduct at least one formal communication activity per year highlighting the use of funds.
- d. Key milestone events (e.g., groundbreaking, grand openings) may be accompanied by media announcements or other communications activities. Grant recipients must provide minimum 30 days' notice to PRRD prior to such events.
- e. Social media content should @mention the relevant Infrastructure Canada account when recognizing projects.
- f. Any project website or webpage used to communicate progress must recognize federal funding using a digital sign or the Canada wordmark with the wording:
"This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

Applicant Declaration

By signing below, I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s), staff of the Regional District, and the Public.

First and Last Name: _____

Signature: _____