



2020
Rural Economic Development Service
Project Grant Application

Application Deadline: March 31, 2020

2020 Rural Economic Development Service- Project Grants

The Regional District of North Okanagan allocates annual grant funding to community organizations which intend to complete projects that support economic development within Electoral Areas B, C, D, E and F.

Innovation and collaboration across sectors and interests is encouraged.

Project Grant funds may be requested for up to 80% of the total cost of a project. 100% funding can be requested but not exceed \$10,000. A total of \$55,000 yearly in funding has been approved. Any unallocated funds will be transferred to RDNO projects approved at the discretion of the service partners and or carried over to another year. An effort will be made to award funding to a number of projects from the predetermined funding allocation. Funds can be requested for more than one year however an application must still be submitted annually for review and approval.

Please review the eligible uses for funding within this package for further information.

This funding support acknowledges that:

- Valuable projects often need ‘seed money’ and support to get started
- Successful projects can be initiated by individual or collaborative groups who are working to improve economic development within the region; and
- Initiatives will create a more economically resilient and diverse region.

PROJECT GRANT DEADLINE: March 31, 2020

Funding is intended to support project expenses for one year once the funds have been awarded unless otherwise stipulated.

For more information, contact:

Regional District of North Okanagan
Leah Mellott, General Manager, Electoral Area Administration
leah.mellott@rdno.ca / 250-550-3722

**2020 Regional District of North Okanagan
Rural Economic Development Service- Project Grant Application**

Submission Deadline: March 31, 2020

e-mail or deliver completed and signed application form, along with supporting materials to:

Rural Economic Development Service- Project Grant
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

email leah.mellott@rdno.ca

Declaration

Note: This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the Local Government Act, Community Charter, and the Freedom of Information and Protection of Privacy Act.

Signature

Title

Name (please print)

Date

Signature

Title

Name (please print)

Date

For RDNO Staff Use Only							
Date/Time Rec'd	Complete	Sent to CFO	Adjudication Complete	Recommended Amount	Notification Letter Sent	Payment Made	Final Report Rec'd

Applicant Information

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Registered Non-Profit Society Society No.: _____

Yes No

Date of Incorporation: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Alternate Contact: _____ Title: _____

Phone: _____ Email: _____

Has your organization applied for a RDNO Grant in the past?

New Applicant* Previous Applicant

The Regional District reserves the right to request additional background documents, such as a copy of the applicant organization's constitution and bylaws, or evidence of good standing.

Grant Request

Total 2020 Project Grant Request: \$ _____

Percentage of Total Project Budget: _____%

Please indicate the focus of your project (can select more than one):

Business Retention & Expansion Workforce Development Economic Development Planning

Regional Collaboration

Project Description

1. Proposed Project Location: _____
2. Proposed Project Date: _____
3. Describe your project. What is the purpose or objective?

4. What makes it unique and innovative?

5. Who is the primary target audience or economic sector (Agriculture, Tourism, Forestry, Creative Industry etc.)?

6. Describe how this project complements other existing economic development initiatives within the region and or fills a gap? (Projects may complement each other by linking with one another, building on and/or leveraging off of one another).

7. Describe how this project improves economic development within the community.

8. Attach (separately) a brief timeline for your project, and any supporting material.

9. Is this a new project or expansion of an existing project?
 New Existing

12. Outline the estimated number of volunteers needed to complete the project.

13. Describe any training that you will provide to the volunteers.

Planning and Financial Information

14. How will the grant money be spent in your project? Please be specific.

15. What other sources of project funding are you currently pursuing? Identify any groups, agencies, or businesses that you have approached as donors or sponsors for this project.

16. Please outline how this project will be continued in future years (how will it be sustainable). (Recipients of Project Grants may be able to re-apply for funding for the same project, if there is evidence of a growth trend.)
17. If the amount requested as part of this application is not fully granted, how will you proceed differently with this project (e.g. seek more sources of alternate funding, cancel certain aspects of the program, run the project from a different venue, etc)?
18. If you have a deficit, what is your plan to address it?
19. Please identify any other challenges or issues facing the proposed project. Please describe how these risks will be mitigated and any contingency planning that your organization has done.
20. Complete the financial information form on the next page, or provide a more detailed Project income statement in your own format. Project financial statements must be separate from your organization's operating financial statements.

Funds dispersed through a Rural Economic Development Service- Project Grant must be spent within a year being awarded. If the funds are not spent, they must be returned. If you are facing challenges carrying out your project, please contact the Regional District.

Eligible Expenses	Details	Cash Expense	In-Kind Donations (<i>est. value</i>)
Project Management Fees			
Consultation / Workshop/ Training Fees			
Volunteer recruitment and support			
Other:			
1. Total Eligible Expense			
2. Total Eligible In-Kind			
TOTAL PROJECT COST			

Total Grant Request Total cash revenues from other sources Less total cash costs = Demonstrated financial need	\$	
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Evaluation and reporting

21. How will you evaluate this project? How will you determine whether it has been successful?

22. As a condition of funding, grant recipients will be required to complete a follow-up report in a prescribed format for the RDNO, which should be submitted upon completion of the project. Receipt of the final report is a precondition for consideration of an organization’s future grant applications, in any category. Your final report will be used in analysis of future grant applications.

The Final Report form will be provided at the outset of project initiation.

Checklist

All Applicants

- Complete application – Signed original, plus electronic copy
- Financial Statements presented at last AGM
- Planning and Activity schedule or timeline for project
- Copies of quotes (where applicable)
- Letters of support from community partners (letters from elected officials and/or local government staff will not be accepted)