



2007-2008
COMMUNITY INITIATIVES
& AFFECTED AREAS PROGRAMS



GUIDELINES FOR SUBMITTING PROPOSALS

The Community Initiatives Program is a partnership between Columbia Basin Trust (CBT) and the Regional District of East Kootenay (RDEK). Columbia Basin Trust provides the funding and the Regional District of East Kootenay delivers the program.

Proposals for projects that qualify for Columbia Basin Trust Community Initiatives and Affected Areas Program funds, are now being accepted for projects that benefit the Cities of Cranbrook, Fernie and Kimberley, Districts of Sparwood, Elkford and Invermere, Villages of Radium Hot Springs and Canal Flats, and Electoral Areas A, B, C, E, F, and G.

Proposals must meet one or more of the following goals of the Columbia Basin Trust:

- Increase the capacity of Basin communities to identify and meet their own needs;
- Maintain healthy ecosystems and improve the functioning of those that have been altered and degraded;
- Promote access to education and training to help residents adapt to economic changes;
- Address problems of poverty;
- Assist in the prevention of social problems;
- Ensure that the management of water issues related to the Columbia River Treaty takes account of the region's interests in a range of values;
- Enhance heritage and culture; and/or
- Promote learning and make information easily accessible.

1. PROPOSALS

- Proposals are accepted and considered once per year.
- Proposals must be submitted on the RDEK/CBT PROJECT PROPOSAL APPLICATION form, either typed or neatly printed.
- The deadline for submission of proposals to the RDEK is **March 6, 2007 by 4:30 p.m.**

2. CRITERIA FOR PROJECTS

- Proposals must be submitted by a registered non-profit organization.
- Projects that meet one or more of the Columbia Basin Trust's (CBT) eight goals will be considered for funding. The goals are outlined in the Application Form.
- **Incrementality**
Funding for projects can be incremental to, but not replace government funding at any level. Proposals may be considered incremental if they:
 - (a) are non-obligatory activities of government: These are activities which proponents are not obligated to do by statute, regulation, or policy;
 - (b) accelerate the activities of government: These are activities which are already funded which would generate additional, broadly available benefits if the funding were enhanced;
 - (c) are new obligations of government: These are newly required activities where no previous obligation existed and which provides benefits beyond a single organization;

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- (d) are funded after a provincial or nation-wide decrease in funding by government: These are activities which were previously funded, but for which funding has been decreased or terminated in those regions that had previously received the funding;
- (e) are beneficial initiatives: For activities that do not meet the previous conditions, but which the Columbia Basin Trust's Board consider to be beneficial and consistent with the CBT's mandate.

- **Operational Costs**

Projects 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 projects 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;
- are 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;
- are 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 (when the work will be completed or when the RDEK/CBT may expect that funding will no longer be required) outlined in the proposal.

- **Multi-Year Funding**

Multi-year funding will not be considered.

- **Leveraging**

The CBT and the RDEK 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.

- **Private Sector Proposals**

In general, the allocations made by the CBT to local governments are for meeting community/public rather than private needs. Any private sector proposal that comes forward must be sponsored by a registered non-profit community organization and must clearly demonstrate community benefits. The application and financial statements must be submitted by the registered non-profit organization on behalf of the non-registered group.

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3. COMMUNITY INVOLVEMENT

- The following notices will be published in local papers:
 - Request For Proposals
 - Community meeting announcements
 - Approved projects announcement
- Community meetings will take place during April to solicit community input on the projects. Proponents are requested to attend the community meetings to provide a brief overview of their project and answer questions.

4. AFTER PROJECT APPROVAL

- At the June 8, 2007 meeting, the RDEK Board of Directors will make the final decision on which proposals will be accepted. After that meeting the RDEK will notify, in writing, the successful and unsuccessful proponents.
- Successful proponents will be required to enter into an agreement with the RDEK 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**).

5. PROGRESS PAYMENTS

- Cheques will only be written to registered non-profit organizations.
- Approved projects under \$12,000 are paid to the proponent in one lump sum. Payment is scheduled for 15 days after the proponent has signed and delivered the agreement to the RDEK.
- Approved projects over \$12,000 are paid to the proponent in accordance with a schedule of progress payments. The schedule is part of the agreement. The first payment will be scheduled for 15 days after the proponent has signed and delivered the agreement to the RDEK and subsequent payments will be made upon acceptance of the Project Financial Reports.

6. STATUS REPORTS

- All successful proponents are required to, voluntarily and without reminder phone calls, submit a Project Financial Report by June 6, 2008 (project completion):
- The Project Financial Report is "Schedule B - Project Financial Report" of the agreement.
- Successful proponents will receive a copy of Schedule B with their agreement.

7. PROJECT COMPLETION

- CBT funds must be expended on the project in the manner outlined in the proposal and the project **must be completed by May 31, 2008**.
- 2007/2008 funds are required to be spent by **May 31, 2008** in the manner stated in the proposal. **No Extensions** will be considered.

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8. FUNDS AVAILABLE FOR YEAR 10

Basin Communities Initiative Spending Program:

Electoral Area A.....	\$ 7,894.63	City of Cranbrook.....	\$ 80,844.35
Electoral Area B.....	\$ 8,250.67	City of Fernie	\$ 19,814.46
Electoral Area C.....	\$ 26,728.61	City of Kimberley.....	\$ 31,985.12
Electoral Area E.....	\$ 7,847.26	District of Elkford.....	\$ 11,126.77
Electoral Area F	\$ 17,561.12	District of Invermere.....	\$ 13,112.01
Electoral Area G	\$ 7,025.96	District of Sparwood.....	\$ 16,439.32
		Village of Radium Hot Springs .	\$ 2,505.29
		Village of Canal Flats	\$ 3,068.51

Affected Areas Spending Program:

Electoral Area B		Electoral Area C:	
Elko	\$ 9,950.03	Wardner, Bull River,	
Jaffray.....	\$ 10,457.52	Mayook areas only.....	\$ 34,931.36
Baynes Lake.....	\$ 9,949.02		
Grasmere.....	\$ 9,948.46		
Smaller Communities.....	\$ 10,015.04		