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We invite you to contact us before you submit a funding application. By sharing your organization's internal project plan with us, we can support you in the development of your funding application. Please see [our program webpage](#), or call us at 250-871-7797.

APPLICANT AND PROJECT SUMMARY

Project Title	Date Submitted (dd mmm yyyy)

Application Information	
Organization (Legal Name):	Website:
Street Address or PO Box:	City/Town/Village:
Postal Code:	Incorporation/Society Number:

Primary Organizational Contact	
Name:	Position:
Phone:	Email:

Project Start Date (dd mmm yyyy)	Project End Date (dd mmm yyyy)

ABOUT YOUR PROJECT

Executive Summary

Please provide an overview of the capital project you are seeking funds to initiate business and capital planning for.

Rationale for the Project

Please explain why your envisioned capital project should be implemented and the specific needs it will address.

Please confirm this project is led by or focused on rural or First Nations communities with populations under 5,000. ☐ Yes ☐ No

Please tell us which community or communities will benefit from the formation of this strategy.

The envisioned capital project is eligible for investment from the [Capital and Innovation program](#).

☐ Yes ☐ No

Project Deliverables

Please identify each of the following that will be produced to make the envisioned capital project investment ready:

- ☐ A detailed capital expenditure plan which may include final design drawings (incl quote(s) from qualified suppliers).
- ☐ A business or operating plan (incl. a financial forecast for operations to assess short- and long-term viability).
- ☐ Other:

How will the envisioned capital project directly strengthen economic prosperity in the community and/or region? i.e. diversifying the economy, attracting new investment, creating, and expanding businesses.

Impact Focus

Please identify the primary area of impact that your project will focus on ([learn more about each Impact Focus](#)):

- | | |
|---|--|
| ☐ Food Security and Agrifood | ☐ Innovation and Technology |
| ☐ Entrepreneurs and Local Businesses | ☐ Training and Advanced Education |
| ☐ Cultural and Nature Based Tourism | ☐ Renewable and Low Carbon Energy |
| ☐ Transportation and Logistics | ☐ Regenerative Forestry |

Please tell us about the impact focus of your project.

PROJECT FUNDING

Funding Request and Disbursement Schedule

Please identify the total funding you are requesting from the Trust and the dates you would prefer to receive funds.

Requested Date (dd mm yyyy)	Project Milestone:	Amount:
	Advance Disbursement 60% is typically provided upon signing the contribution agreement)	\$ 20,000
	Final Disbursement (40% is typically provided once the Final Report is approved)	\$
	Total Funding Requested from Island Coastal Trust:	\$ 20,000

Funding Source(s):	Type:	Status:	Amount:
Island Coastal Economic Trust	Grant	Pending Decision	\$ 20,000
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total Other Funding:	\$ 0
		Total Project Funding:	\$ 20,000

PROJECT BUDGET

Please provide an update for each completed Work Plan Activity. Copies of invoices greater \$10,000 must be attached when the report is submitted.

Workplan Activity	Responsibility	Budget	Expense Type	Planned Start Date	Planned End Date
The following are the key activities in the project work plan have been approved for funding.					
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5		\$			
6		\$			
.					
7.		\$			

8.		\$			
9.		\$			
10.		\$			
11.		\$			
12.		\$			
Contingency if applicable (up to 10%).		\$			
Total Project Budget		\$ 0			

KEY PROJECT OBJECTIVES

Please identify three key objectives.

Each objective should be specific, measurable, attainable, relevant, and time bound.

1.

2.

3.

STRENGTHENING WELLBEING

Our vision is that island and coastal communities are thriving with a resilient economy that strengthens the wellbeing of all people and the environment. To strengthen wellbeing, we invest in projects that create measurable outcomes on a sustained, long-term basis across four bottom lines: Economic Prosperity, Social Empowerment, Climate Resiliency, and Cultural Vitality.

In the following pages, please complete all fields where your project will strengthen wellbeing. Simply complete the fields that are relevant to your project – if a field does not apply, feel free to leave it blank. We assess each project based on the information you provide, and we will ask you to report on the actual outcomes achieved across the following at the end of your project.

PROJECT IMPACT: ECONOMIC PROSPERITY

Please estimate the businesses or social enterprises that might be directly created or expanded from the envisioned capital project when it is implemented.

Number of new businesses:

Number of expanded businesses:

Number of new social enterprises:

Number of expanded social enterprises:

What partnerships will be formed through this project?

We are particularly interested in community-to-community, Indigenous, and private sector partnerships but also list contractors such as key suppliers, distribution partners, education/training, and consultants.

Organization

Project Relationship

Description

How have you engaged with First Nations government(s) through the development of this project?

Please specify the mechanisms and processes you will use to ensure meaningful participation and input throughout the strategy formation process.

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PROJECT IMPACT: SOCIAL EMPOWERMENT

How will this project build inclusive economic opportunities for all people?

Please select all applicable and describe each area your project will contribute to.

- | | |
|--------------------------|---|
| ☐ | Stimulate socioeconomic advancement of low-income people and/or underserved communities. |
| ☐ | Support the upward mobility of workers. |
| ☐ | Employ people from underserved, vulnerable, and equity deserving communities. |
| ☐ | Reduce barriers for low-income entrepreneurs, start-ups, and alternative business models. |
| ☐ | Leverage capacity in the community to improve the economic livelihood of residents. |
| ☐ | Create opportunities for people through upskilling programs that enable career transitions and development. |

How will this project build inclusive economic opportunities for all people? Continued.

☐ Remove barriers and improve accessibility for persons with disabilities?

☐ Does your organization's procurement policy (or equivalent) include social value considerations?

Please provide an estimate of the employment this planning/development project will create.

Job Type	Estimated new jobs	Hours of employment per week (average)	Total months worked per year
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Direct temporary jobs (eg. construction or consulting):	hours/week	months
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Please list the job titles/roles for the new employment positions that will be created:

Please provide an estimate of the new employment the envisioned capital project will create.

Future estimated permanent full-time jobs:

Future estimated permanent part-time jobs:

How are volunteers engaged in this project?

Estimated number of volunteers:

Estimated volunteer hours:

Is your organization or project led by an individual from an equity-deserving group?

Equity-deserving groups include, but are not limited to Indigenous Peoples, Black Peoples, and Peoples of Colour, individuals who identify as 2SLGBTQI+, persons with disabilities, and women.

If applicable please identify.

PROJECT IMPACT: CLIMATE RESILIENCY

Will the envisioned capital project build adaptable, low carbon infrastructure?

Please select all applicable and describe.

☐ This project has (or will have) an integrated climate change adaptation and resilience design
i.e. addressing extreme weather events and/or sea level rise projections.

☐ This project will achieve green building certification(s) and standard(s).

☐ This project will feature net-zero carbon infrastructure.
e.g. a highly energy efficient building that produces on-site, or procures, enough carbon-free energy to meet its annual energy consumption.

Will the envisioned capital project contribute to avoiding and/or reducing carbon emissions?

Please select all applicable and describe.

☐ Carbon emissions will be avoided.

☐ Carbon emissions will be directly reduced.

☐ Energy consumption will be reduced from the local electricity grid.

Will the envisioned capital project help transition to a low-carbon or circular economy?

Please select all applicable and describe.

☐ Water consumption will be minimized.

☐ Materials will be diverted from landfills through reusing, recycling, repairing, and refurbishing.

☐ Power will be generated from one or more renewable energy sources:

☐ Hydro

☐ Solar

☐ Wind

☐ Geothermal

☐ Uses sustainably sourced/certified materials.

Will the envisioned capital project enhance, protect, and interrelate with nature?

Please select all applicable and describe.

- ☐ Enhance nature, foster biodiversity, and/or restore ecological values.
- ☐ Increase peoples' understanding of our relationship with nature.
- ☐ Protect discrete natural assets or values.
- ☐ Reinvest revenues into environmental stewardship.

PROJECT IMPACT: CULTURAL VITALITY

Will the envisioned capital project build inclusive community place(s) and space(s)?

Please select all applicable and describe.

- ☐ Establish a public space where a wide range of cultural participation will occur.
- ☐ Enable or enhance local festivals, special events, or markets.
- ☐ Directly support Indigenous or ethnic associations, or ethnic-specific business.
- ☐ Develop a cultural district or neighbourhood.
- ☐ Allow for youth and intergenerational engagement.

The envisioned capital project express unique arts and histories.

If applicable, please describe.

The envisioned capital project will support Elders and knowledge keepers to transfer knowledge and skills to youth.

If applicable, please describe.

REQUIRED ATTACHMENTS

Please ensure that each of the following are attached with your complete funding application:

- ☐ Project Concept Outline including your description of the capital project you will be developing, and the process you will undertake to form the following:
- A detailed capital expenditure plan which may include final design drawings (incl quote(s) from qualified suppliers).
 - A business or operating plan (incl. a financial forecast for operations to assess short- and long-term viability).
 - Identification of permit(s), approval(s), and/or letter(s) of authorization.
 - Letter(s) of support from partners, rights-holders, and key stakeholders.

☐ Quote(s) from one or more qualified consultant(s) or business advisor(s).

☐ Most recent financial statements (audited if available).

☐ Letter(s) of support.

☐ For first-time non-profit or community-owned company applicants – Constitution, Bylaws, and the society's current list of directors.

AUTHORIZATION

☐	I/we certify that the information provided in this Application Form and attached documents are, to the best of my/our knowledge, complete, true, and accurate.
☐	I/we authorize the Island Coastal Economic Trust to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization's field of activities, to collect and share information with them, as the Trust deems necessary, to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate results after project completion.
☐	I/we agree that the information provided in this application form may be shared with the appropriate regional advisory committee(s), Board of Directors, Trust staff and consultants.
☐	I/we agree that once funding is approved, any change to the project proposal will require prior approval of Island Coastal Economic Trust.
☐	I/we understand that the information provided in this application may be accessible under the Freedom of Information and Protection of Privacy Act (FIPPA).
☐	I/we agree to submit reporting materials as required by the Trust, and where required, financial accounting for evaluation of project expenditures.

By entering my name here electronically, I authorize all the above for this application:

Name of Signing Authority for your Organization:	Title:	Date: (mm dd yyyy)

Thank you – we look forward to collaborating with you to prepare your application for decision.