

Please ensure you use the [free Adobe Reader](#) program to complete this form.



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 describe the regional economic development initiative the collaboration of organizations is planning to undertake.

Please select at least one of the following and describe the project's primary economic outcomes(s):

The regional collaboration will unlock potential for major new investment(s).

If applicable, please describe.

The regional collaboration will undertake innovative new approaches to sustainable economic development

If applicable, please describe.

Rationale for the Project

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

Communities and Businesses Served

Please list the communities and businesses that will directly benefit from the project.

Project Deliverables

Please identify the key project deliverables of your regional collaboration initiative? e.g. comprehensive business case, partnership agreements, business engagements, economic impact analyses, infrastructure development plans, etc.

1.

2.

3.

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)	\$
	Final Disbursement (40% is typically provided once the Final Report is approved)	\$
	Total Funding Requested from Island Coastal Trust:	\$ 0

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

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.		\$			
13.		\$			
Contingency if applicable (up to 10%).		\$			
Total Budget Costs		\$ 0			

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 project.	
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? For this stream, the collaboration must meaningfully include multiple communities (First Nations and/or local governments or unincorporated areas), the private sector, and/or non-profit sector. Please list the partners and their responsibilities.		
Organization	Project Relationship	Description

How are First Nations government(s) involved in a primary role in the regional collaboration?

Please describe the formalization of partnership(s) in place and First Nations' role in the planning and operational phases of the project.

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.
- ☐ 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 collaborative project will directly create.

Job Type	Estimated new jobs	Hours of employment per week (average)	Total months worked per year
----------	--------------------	--	------------------------------

Direct temporary jobs (eg. construction or consulting):	hours/week	months
--	------------	--------

Please list the job titles/roles for the new employment positions that will be created:

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

This project will directly strengthen climate resiliency in the community and/or region.

If applicable, please describe.

This project will build or enable adaptable, low carbon infrastructure.

If applicable, please describe.

This project will contribute to avoiding and/or reducing carbon emissions.
If applicable, please describe.

This project will help transition to a low-carbon or circular economy.
If applicable, please describe.

How will this 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

How will your project directly strengthen cultural vitality in the community and/or region?

The project will build inclusive community place(s) and spaces(s)?
If applicable, please describe.

The project will express unique arts and histories.
If applicable, please describe.

The 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 Plan that includes: ▪ The roles, responsibilities, and commitments of each partner directly leading or participating in the regional initiative. ▪ A detailed work plan supported by quote(s) for major expenditures proposed within the regional initiative. ▪ A detailed engagement strategy. ▪ If funding is requested to start a multi-year initiative, a financial forecast for the initiative to assess short- and long-term viability. ▪ Identification of risks, opportunities, and challenges for the proposed regional initiative. ▪ Expected outcomes and key deliverables to be realized by the regional initiative including significant future investment.
☐	Letter(s) confirming the partners committed to the regional collaboration Must include multiple community partners (First Nations, local governments, or unincorporate areas) and one or more private sector or non-profit sector partner.
☐	Quote(s) from qualified management consultants and/or suppliers.
☐	Most recent financial statements (audited if available).
☐	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.