



| Community Works Fund Application Canada Community-Building Fund (CCBF) through UBCM | |
|--|--------------------------------------|
| "The Project" | |
| Date of Application | |
| Applicant Information | |
| Legal Name of Organization | |
| Address | |
| City, Prov. Postal | |
| Phone No. | Society Number |
| Organization's Email | |
| Name of Contact | Contact's Email |
| Project Timeline | |
| *Project must start within one year of funding confirmation | |
| Project Commencement Date (yyyy/mm/dd) | Project Completion Date (yyyy\mm\dd) |
| Land Ownership | |
| Ownership and legal description information is required for all parcels of land on which the proposed work will occur. | |
| Legal Description of land(s) | |
| Registered Owners of Land(s) | |
| Crown Land Tenure/License No./Permit No.(s) | |
| Compliance With Regulations | |
| 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. | |
| Have you consulted with a building official? | Yes No |
| Have you applied and received a building permit? | Yes, Permit No. _____ No |
| If No, please explain: | |
| Do you have a property inspection report or engineer's report? | Yes, please attach |
| *A property inspection report or engineer report may be required | No |

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

Section 1

Please describe your Society's organization, mission, and mandate

if needed, please provide additional information on separate page

Section 2

Please describe your proposed project (photographs and drawings are helpful)

if needed, please provide additional information on separate page

Section 3

Project Outcomes and Benefits

Provide a description of how the impacts described in the section above will benefit the community. For example, “Better insulation is expected to reduce greenhouse gas emissions and therefore contribute to mitigating climate change impacts”, or “New bicycle trail connecting two communities is expected to promote non-motorized travel, reducing greenhouse gas emissions and promote more local recreation activity and tourism”.

if needed, please provide additional information on separate page

Section 4

**Please explain your procurement method and identify how it reflects best practices or existing policy
i.e., how will you award work to contractors**

if needed, please provide additional information on separate page

Section 5

**The TNRD will NOT be responsible for cost overruns or ineligible expenses, please confirm how the society
will pay for any and all cost overruns and ineligible expenses**

if needed, please provide additional information on separate page

Section 6

Supporting Documentation

***Annual Financial reports for the past 3-5 years are required.**

Other examples of supporting documents include quotes, letters of support, permission/license/tenure if your organization does not own the land and Interior Health permits.

-Please list all supporting document you are supplying and attach with your application

if needed, please provide additional information on separate page

Additional Budget Information

If your budget exceeds the amount you are applying for, please provide a description of how the balance of the project will be funded (i.e. savings, other donations or grants, etc.)

if needed, please provide additional information on separate page

Section 8

Project Team and Qualifications

Include the names of individuals overseeing the project and their qualifications, including hired consultants. You are required to advise the TNRD if there are any changes to the project team following submission of this application.

if needed, please provide additional information on separate page

Section 9

Do you have any additional information you would like to provide that you feel will support your application?

Yes, please provide further information below

No

if needed, please provide additional information on separate page

Section 10

Applicant Responsibilities

The eligible recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building only, as per the Administrative Agreement
- Funding is used for eligible project and eligible costs only, taxes are an ineligible expense
- Provide 10% leverage funding
- Project is implemented in a diligent and timely manner
- Employ procurement best practices
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Comply with all Federal, Provincial, and local government regulations and permitting requirements, including providing proof of liability insurance
- Provide project reporting and documentation including copies of all invoices, as requested by the TNRD

Section 11

Schedule of Payments

The TNRD shall pay up to a maximum of 90% of the eligible costs in accordance with the following schedule:

- a) Within 30 days of confirmation of project commencement 50% of the maximum funding amount will be advanced
- b) Upon receipt of satisfactory interim reporting, including progress reports, invoices and current budget, a maximum of an additional 25% will be advanced
- c) Remainder of project funding will be paid upon receipt of satisfactory final reporting
- d) A 5% holdback of the total project cost will apply until identified measurable information has been received in full

Section 12

Acknowledgement of Requirements

- Canada Community-Building -funded projects aim to achieve national objectives: stronger cities and communities, productivity and economic growth and a cleaner environment.
- By signing below, the recipient agrees to prepare and submit a Project Completion Report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above-mentioned objectives. The Project completion report must include details of project revenues and expenses and copies of invoices or receipts that support funding expenditures.
- In addition, **it must be acknowledged that the TNRD is NOT responsible for any cost overruns or ineligible expenses**

| Authorized Signature for Proponent | Name and Position | Date |
|------------------------------------|-------------------|------|
| | | |
| | | |
| | | |

*For Internal Use Only

- Staff Support
- Electoral Area Director Review
- CAO/CFO Review
- Board Approval Date _____