PRE-APPLICATION WORKSHEET

This worksheet is an optional tool for preparing your application.

All the questions you will be asked to complete on the online application are below.

APPLICANT INFORMATION

Registered Organization

(See Application Guide for details on who is eligible to apply)

Organization Legal Name

Registration Number

(Registered non-profits must be in good standing with BC Registry Services. Enter your number here.)

Mailing Address

City Province Postal Code

Primary Contact at the Registered Organization

Identify the person who will lead the project. If they are not in place at this time, identify the person in your organization who will be our main contact for your project. This contact will receive all correspondence and, if successful, the funding agreement between the RDEK and the organization.

Primary Contact Name

Phone Number

Email Address

Is the **Registered Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Sponsored Organization**.

If you are sponsoring an unregistered organization, check "yes." (The registered organization must complete and submit the application.)

☐ yes ☐ no

*the following section will only appear if the applicant indicates yes, above

Sponsored Organization

Organization Legal Name

Mailing Address

City Province Postal Code

Primary Contact at Sponsored Organization

Primary Contact Name

Phone Number

Email Address

Organization Mandate

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver, and your operating budget.

Screening Information

Indicate your response to the screening questions. You must answer these to be considered for funding.

The project does not relieve any level of government of its normal obligations. ☐ True ☐ False	
Project requires government approval or permit (local, provincial or federal). ☐ True ☐ False	
If you answered true, the approval is in place. ☐ True ☐ False ☐ N/A	
Provide details on the type of approval or permit required:	
All partners involved in the project have been consulted. ☐ True ☐ False	
(If you do not have any other partners, indicate "True").	
If approved, funds will not be used towards core operating costs. ☐ True ☐ False	
Operational costs are not eligible for funding through ReDi Grants unless your project fits within the exception of start-up costs. If you feel that your project fits within this exception, you must provide detailed information that supports your request, including describing a clear plan for ongoing support of the operations. Find further information on allowable exceptions and operational cost categories in the Application Guide, section What Types of Projects or Costs Aren't Eligible?	
If you answer false, you feel that your proposal fits within the exception of start-up costs. Provide detailed information that supports your request, including a clear plan for on-going support of the operations.	

PROJECT DETAILS

Project Title

Project Location

Select locations from the drop-down menu that represents applicable municipalities and electoral areas. Choose all that are relevant.

Estimated Start Date

Tell us when the project will take place and how long the project will be. Grant funds can't be used for any project expenses incurred before you have received funding approval, so it is recommended that your start date is no earlier than June 14, 2024.

Estimated Completion Date

The end date should be when you anticipate all expenses will be paid for and final reports are ready, this should be no later than June 30, 2025.

Project Description – What is the project? What will the project do? How will this be achieved? (220 words)

Describe your project. We should be able to read this field and understand exactly what the project is.

What issues or opportunities will the project address? How were they identified? (150 words)

Where will the project take place? (100 words)

Who will be involved in implementing the project? (100 words)

Describe the organizations, staff, consultants, partners or individuals, and the relevant experience and expertise that they bring to the project.

Why is this project important to your community. Who will benefit from the project? (150 words)

"Community" may refer to a community of interest, specific sector, professional community or geographic location. With this in mind, explain why this project is important to your community and highlight how you identified it as a priority. Describe how your community will support or participate in your project's development or delivery.

How will you evaluate the project and how will you know if it has been successful? (150 words)

Indicate a clear plan for evaluating and reporting on results related to the shorter-term impacts or effects that your project aims to achieve. Include how you will use monitoring and evaluation tools.

Why is your organization best suited to deliver the project, and does it have the capacity? (150 words)

Describe past successes of your organization that relate to this project.

Is this a one-time event or an ongoing initiative? If it is an ongoing initiative, how will it be sustained after the grant ends? (150 words)

Outline your plan for continuing the project into the future.

WORK PLAN

Fill out the table to tell us how you plan to organize and carry out your project.

List all activities you plan to complete during the project's term. Click the +Add button to add another row.

Indicate who will take the lead on each proposed activity. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

Activity	Overseen by	Start Date	End Date

PROJECT EXPENSES

List specific budget items to identify expenses that require cash. Each line should clearly identify the expenses incurred or items to be purchased.

Round up values to the nearest dollar. In the final column, indicate the amount of funding from ReDi Grants you wish to allocate against each budget line.

- *Round up values to the nearest dollar.*
- *Click the **+Add** button to add another row.*
- *Do not include items that will be provided to the project as in-kind contributions; there is space to enter these further down.*
- *In the final column, indicate the amount of funding from ReDi Grants you wish to allocate against each budget line.*
  - *Ensure that items you are allocating to ReDi Grants are eligible for funding, especially if you are asking for funding for administration or staff wages that are ineligible unless an allowable exception applies. Expenses that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.*

Budget Item	Total Amount Required	Amount Requested from ReDi Grants

Total Project Expenses: **$**

PROJECT REVENUE

Enter the funds received or requested from other sources. Your *Total Project Expenses* should equal your *Total Project Revenue* to show you have enough funds to complete your project.

We recommend that your organization seeks funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work; see the resource section of its Non-profit Advisors Program: ourtrust.org/nonprofit.

The first revenue line will auto-populate with your Total Requested From ReDi Grants. In the lines below, identify your other sources of cash revenue. These may include other grants, cash donations or workshop registration fees. Click the +Add button to add another row.

Indicate whether or not the contribution is confirmed at the time you submit this application. If the funder has confirmed that it will be committing resources to your project, select "yes." If you have applied for funding but haven't heard back, select "no."

Source Name	Confirmed (Y/N)	Amount
ReDi Grants	No	*Will auto-populate with Total Amount Requested from ReDi Grants*

TOTAL PROJECT REVENUE   **$**

Total Project Expenses must equal Total Project Revenue to show you have enough funds to complete your project. If the numbers are not equal, recheck your previous entries. (When viewing examples on next page: A = C.)

FUNDING REQUESTED

Enter the amount of ReDi Grants funding you are requesting from each municipality or electoral area.

Total Funding Requested must equal Total Project Expenses Amount Requested from ReDi Grants. If the numbers are not equal, recheck your entries. (When viewing examples on next page: D = B.)

Municipalities		Electoral Areas*	
City of Cranbrook	$	Electoral Area A	$
City of Fernie	$	Electoral Area B	$
City of Kimberley	$	Electoral Area C	$
District of Elkford	$	Electoral Area E	$
District of Invermere	$	Electoral Area F	$
District of Sparwood	$	Electoral Area G	$
Village of Canal Flats	$		
Village of Radium Hot Springs	$	**Total Funding Requested:**	$

* Electoral Area Descriptions: Area A (rural Elk Valley); Area B (South Country); Area C (rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner); Area E (rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck); Area F (rural Canal Flats to rural Invermere); Area G (Wilmer to Spillimacheen).

PROJECT EXPENSES EXAMPLE

Budget Item	Total Amount Required	Amount Requested from ReDi Grants
Architecture	$3,060	
Project coordinator: 50hrs/month @ $28/hr for 12 months	$16,800	
Purchase of a laptop and projector	$1,500	$1,500
Renovation of storage room for office space	$2,300	
Purchase office furniture	$1,500	$1,500
Building permits	$190	
Refreshments for workshops	$200	
Advertising campaign	$750	
Project travel expenses: 2000km @ $0.53/km	$1060	
Recognition event for volunteers and project wind-up	$200	
TOTAL PROJECT EXPENSES	**$27,560** Ⓐ	**$3,000** Ⓑ

PROJECT REVENUE EXAMPLE

Source Name	Confirmed (Y/N)	Amount
ReDi Grants		$3,000
ABC Community Services	Y	$20,000
Community Foundation Grant	Y	$3,500
Corporate Business	Y	$500
Anticipated workshops revenue	N	$560
TOTAL PROJECT REVENUE:	Ⓒ	**$27,560**

FUNDING REQUESTED EXAMPLE

Municipalities			**Electoral Areas**		
City of Cranbrook	$	2,500	Electoral Area A	$	
City of Fernie	$		Electoral Area B	$	
City of Kimberley	$		Electoral Area C	$	500
District of Elkford	$		Electoral Area E	$	
District of Invermere	$		Electoral Area F	$	
District of Sparwood	$		Electoral Area G	$	
Village of Canal Flats	$				
Village of Radium Hot Springs	$				
TOTAL FUNDING REQUESTED:			Ⓓ		**3,000**

IN-KIND SOURCES & CONTRIBUTIONS

What contributions are being made to the project other than cash?

IN-KIND SOURCES & CONTRIBUTIONS EXAMPLE

- Society Executive Director will oversee the project: $35/hour @ 5 hrs/month for 20 months valued at $3,500.
- Local Governments X, Y and Z are providing workshop space valued at $2,000.
- 123 Community Partner Society is donating the time of a workshop facilitator valued at $1,750.

SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea (such as letters of support, outcomes of community engagement, report executive summaries, quotes, approvals maps, etc.)?

Before uploading your supporting document(s), ensure the file name is clear and identifies the content. ***Supporting documents that exceed more than six single-sided pages will be deleted.***

Ensure your supporting documents add value to your application. We will look at the strength of the document, not the quantity.

*List what you are submitting. Click the **+Add** button to add another row.*

These documents must be PDF or picture formats (JPG, GIF, PNG, BMP). Before uploading the document, ensure the file name is clear and identifies the content. File size may not exceed 3 MB per document.

List what you are submitting:

1.

2.

3.

4.

5.

6.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

DECLARATION

Read this section, click the box next to I agree, then type in your name and title.

1. I represent the Registered Applicant/Organization and I am authorized to submit this Application.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. The Regional District of East Kootenay and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fully, partially or not fund any application submitted.
4. By submitting this application, I hereby acknowledge that the Regional District of East Kootenay and its agents may disclose this application, and the information contained herein—including but not limited to name, budgets, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by the *Freedom of Information and Protection of Privacy Act.*
5. I further agree that the Regional District of East Kootenay and its agents may proactively disclose to the public my name and location and the amount and nature of funding granted.
6. Any questions regarding such may be directed to: the Corporate Officer at the Regional District of East Kootenay, 19-24th Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.

I have read and agree to the declaration above. *

☑ I Agree

Date | mm/dd/yyyy

Applicant Name | type in

Applicant Title | type in