TATLA RESOURCE ASSOCIATION PROJECT FUNDING APPLICATION GUIDE

# PART 1: GENERAL INSTRUCTIONS

* The application form must be filled out completely. Please attach any relevant information to your application. Incomplete applications may not be reviewed.
* Please direct any questions to the TRA Disbursement Committee using the contact information at the end of this section.
* All applicants will be notified of a decision once their project is reviewed.
* This is a general application form for a variety of potential projects. Detailed answers are encouraged although not all sections of the application will be applicable to all projects. Please indicate if a section is not applicable by writing N/A in that section to indicate that it has been reviewed but is not relevant for your particular project. Similarly, if additional space is required, please use additional paper and attach it to your application.
* Projects must provide firm dates in terms of milestones and completion. If this element is not included in the proposal, it will be rejected.
* Multiyear projects must meet their milestones or additional funding will be withheld, or the project funding canceled.
* If your project is a feasibility study, please contact the TRA for a feasibility study application form.
* Please note that all applications must be received by the indicated application deadline. No exceptions will be made. Late applications will be deferred to the next funding cycle.
* Applications must be received by the deadline by emailing to [trafunding@gmail.com](mailto:trafunding@gmail.com) or mailing to TRA Disbursement Committee, Box 84, Tatla Lake, BC, V0L 1V0. If mailing, please allow sufficient time for the application to be received by the deadline.
* The application form may be filled out by hand or responses can be typed in Microsoft Word.
* For questions or inquiries, the TRA Disbursement Committee may be contacted at:

Email: [trafunding@gmail.com](mailto:trafunding@gmail.com)

Mail: TRA Disbursement Committee Box 84

Tatla Lake, BC,

V0L 1V0

# PART 2: SUCCESSFUL PROPOSALS

Competitive proposals will:

• Incorporate one or more of the TRA areas of focus (listed below)

• Have an existing membership with the TRA

• Promote community leadership through local participation in design and decision making

* Display strong community ownership through contribution and ongoing involvement
* Be no more than 3 years in duration

# PART 3: ELIGIBILITY CRITERIA

Proponents must have a TRA membership. (If the proponent is not currently a TRA member, please obtain membership prior to proposal submission.)

We will not accept proposals in the following areas:

• Projects that discriminate on the basis of race, gender, sexual orientation, national or tribal origin or religion;

• Projects aligned with a political party or whose primary mission is political lobbying;

• Projects focused on furthering particular religious or politically partisan doctrine; land acquisition; fundraising events or auctions;

• Projects that address immediate disaster or conflict-related relief programs;

• We generally do not fund private businesses but will consider on a case-by-case basis.

# PART 4: TATLA RESOURCE ASSOCIATION VISION

***Our vision is to maintain the exceptional natural environment of Tatla and area while supporting a healthy, vibrant, and sustainable community.***

As per the Tatla Resource Association Bylaws:

**“The purposes of the society** are:

1. To act as a forum regarding natural resources in the Tatla area.
2. To promote sustainable resource stewardship.
3. To represent the resource interests of the Tatla community to government and industry.
4. To ensure that the natural resources of the Tatla area benefit the Tatla community.
5. To represent the interests of the Tatla community in the Eniyud Community Forest.”

The following eleven areas of focus have been identified as an organization and through community consultation:

1. **Eniyud Community Forest**

*To cooperatively engage with our partner, Alexis Creek First Nation, to manage the Eniyud Community Forest sustainability over the long term, and in a manner that will provide a wide range of perpetual benefits to both communities.*

1. **Recreation**

*To encourage a range of recreational opportunities in our community to benefit local residents and provide access for visitors to experience the unique beauty of the area.*

1. **Education**

*To foster educational opportunities in our community and place value on learning by educating people about the natural environment of our area and encouraging the pursuit of education by community members.*

1. **Health & Wellness**

*To promote health awareness and support the physical and mental health of community members of all ages.*

1. **Community Building**

*To ensure the social and organizational structures of a vibrant and innovative community that attracts and retains community members.*

1. **Sustainable Food System**

*To ensure access to healthy, fresh, and affordable food, as well as promoting local food.*

1. **Environmental Stewardship**

*To exercise our responsibility to care for the natural environment.*

1. **Community Infrastructure**

*To support the need for adequate physical infrastructure for Tatla and area to support community needs.*

1. **Energy**

*To support clean, renewable, and reliable sources of energy, and development of clean energy projects where environmentally appropriate.*

1. **Economic Development**

*To encourage innovative economic solutions to rural living; ensuring support and resources available for entrepreneurs.*

1. **Tourism**

*To share the unique natural beauty of Tatla and area through tourism opportunities that benefit local tourism operators while respecting the natural and cultural landscapes.*

# PART 5: APPLICATION INSTRUCTIONS

# Note: Applications exceeding $5000 will complete the standard application form, and this will serve as an expression of interest which the Disbursement Committee will review. Should the applicant’s proposal at this stage be short-listed, the applicant will have 30 days to provide a more detailed proposal.

## Project Name

Please provide a name for your project.

## Applicant Profile

Fill out applicant profile and ensure contact information for the primary contact person is listed. If your application is for an organized group/society, please complete the Governance Information. If there is more than one applicant, please indicate who the primary contact person will be for the project.

## Governance Information

If this application is being submitted by an organization or society, please provide the appropriate documentation as outline in section 3 of the Project Application Form.

## Project Overview

Please indicate which of the primary areas of focus your project falls under, and how the proposed project addresses the program objectives. Indicate all categories that apply. Refer to the *TRA Vision Document* for an explanation of each area of focus.

Provide a description of the project, detailing what you want to accomplish by taking on the proposed project. For example, if you were applying to construct a trail network, you would describe the proposed network of trails and how you envision constructing them.

Outline key project deliverables that will result from your project. Think of these as the key aspects of the project you are trying to accomplish.

Explain the rationale of the project, in terms of why you are doing the project. For example, if you were applying to do a feasibility study on building a trail network, you would describe what needs are being met by establishing the network.

Give an estimate of the number and demographic profile of people this project will benefit. How will individuals benefit from the proposed project activity?

## Sustainability Impacts

Please outline the expected sustainability impacts (environmental, social, and economic) of the project. Please be specific and provide a clear explanation. Examples of sustainability impacts are:

Environmental impact examples

* + Water consumption will be reduced by 50%
  + Recycled and reclaimed materials will be used in construction.

Social impact examples

* + Recreational opportunities will be increased with 10 kilometres of new trails.
  + The new building will have a designated place for a community bulletin board.

Economic impact examples

* + A 50% increase in tourism traffic is expected
  + 2 full-­time jobs will be created

## Employment Impacts

Please fill out the chart if employment impacts will be realized.

1. **Project Involvement**

Please list partners, contributors, funders and others involved in the project and the role and involvement that they have.

## Community Impacts

Please answer the questions on how the project will impact Tatla Lake and area. For the last question, refer to the *TRA Vision Document*.

## Project Milestones

Outline the major milestones of the proposed project and expected completion dates. If the project will not be completed within one year, please explain in detail the milestones that will be accomplished each year. Multi-year proposals must have a firm closing date.

## Project Budget

Please attach additional budget information if applicable and any related quotes.

Please note: if shortlisted, a proposal for a minor capital project or a capital

acquisition exceeding $5000 will be required to provide additional budget information

including professional quotes for each activity.

## Personnel

List the persons who will be involved in the project and their relevant qualifications (personal and/or professional) and past experiences.

## Funding Request

Ensure the funding request has been filled out. Please indicate the total amount of funding that is still required for the project. Please note that projects may be partially funded.

## Other Funding Sources

Please fill out any relevant information on other confirmed or expected funding sources for the project. Please attach any documentation confirming funding from other sources. Only include funds which have been secured, and provide proof of such.

## In Kind Contributions

## Please provide a detailed list of in-kind contributions. An in-kind contribution is a non-monetary contribution. Goods, services or equipment offered free or at less-than-the-usual charge are considered an in-kind contribution.

## Attachments

List the names of any documents attached to the application.

## Authorization

Please ensure the authorization is complete and has been signed. If your application is on behalf of a group or society, please ensure it is signed by an authorized representative of the organization.

## Proposal Approval

1. Each proposal will be evaluated using a point-based rating system.
2. Disbursement committee members will evaluate all project proposals and will make recommendations to the TRA Directors.
3. TRA Directors will give final approval of any project.
4. All applicants will be notified of their approval or denial by a member of the Disbursement Committee.
5. Approved projects will designate a charge-person to work directly with a Disbursement Committee member.

## Due Diligence

We will request and review the following documents as part of our due diligence process:

1. Organizational documents including: Articles of Incorporation, list of Directors,

Constitution and Bylaws if applicable.

2. Annual report or brief description of the society’s history, goals, mission, recent activities and future plans.

3. Recent financial statements.

4. Evidence of grants received by grantee by any other donors or units of government.

5. A shortlisted proposal by an individual will involve an interview conducted with the Disbursement Committee.

6. The Disbursement Committee deserves the right to scrutinize.

## Reporting Requirements

Grantees will be required to report to the assigned DC member overseeing the grant. Grantees may be required to submit quarterly updates, including accounting and financial reports.

## Warning, Suspension and Termination of Grant

The following situations will trigger a written notice for corrective action from the Disbursement Committee. Non-compliance may lead to the suspension or termination of grant funds:

• Illegal or unethical activities are occurring with respect to project or the use of the grant funds will be cause for immediate termination

• Grant funds must only be used as stipulated in the proposed budget. Grant funds must not be used for purposes that have not been approved by the Disbursement Committee.

• Grantee is not meeting the general guidelines of the Program as stated in the Grant Agreement

• Failure to provide accurate and timely reports

• Failure to meet basic deliverables (i.e. poor performance).