GRANT APPLICATION GUIDE

FUNDING STREAM 1: BUILDING ECONOMIC DEVELOPMENT CAPACITY

1. About the Program

The **ETSI-BC** *Building Economic Development Capacity Program* provides non-repayable grants on a scheduled 'intake basis' supporting strategic investments to build economic capacity of small communities and support economic development projects that will have long-lasting and measurable benefits for the Southern Interior. * Projects are approved using a competitive process. Eligible funding types:

- Small Scale Projects (up to $20K) - priority given to communities with populations
  less than 7,500
- Large Scale Projects (up to $50K) – priority given to communities with populations less than 25,000
- Collaborative/Regional Projects – priority given to collaborative projects with a regional focus involving multiple partners and/or collaborative projects between First Nations and local governments.

2. Program Objectives

This program prioritizes small, rural and First Nations communities to build economic development capacity and serve as a catalyst for new economic development initiatives. The program objectives are to:

- Enhance the capacity of Southern Interior communities to fulfill their economic development aspirations and knowledge.
- Support local and regional economic development projects within the Southern Interior.
- Facilitate strategic partnerships and encourage collaboration between communities and economic development agencies.
- Act as a first-in funder to seed projects and allow applicants to leverage additional funding.
- If applicable, support the recovery of communities impacted by natural disasters.

3. Who Can Apply

Eligible Applicants

Applicants must be located in the ETSI-BC service area*. The applicant must be a registered entity and current with their annual Federal and/or Provincial filings.

- Local governments (municipalities and regional districts) and their associated economic development organizations
- First Nation communities and their associated economic development organizations
- Non-Profit Business Support organizations serving the region, such as:

*See the ETSI-BC service area.

- o Chambers of Commerce
- o Community Futures
- o Indigenous business support organizations
- o Industry associations
- o Accelerators

Ineligible Applicants

- Applicants who have received funding twice in the last four consecutive intakes
- Private individuals or for-profit private sector businesses (including but not limited to corporations, partnerships, joint ventures, and sole proprietorships)

NOTE:

If you are not sure whether your organization is eligible to apply for funding from ETSI-BC, please contact our Project Consultants.

4. Sector/Area Focus

The following are key sectors eligible for funding

- Agriculture
- Energy
- Forestry
- Mining
- Transportation
- Tourism/Sport
- Small Business/Entrepreneurship
- Economic Development
- Technology/Innovation
- Environmental Sustainability

5. Project Types

There are three project types – Small Scale, Large Scale and Collaborative/Regional. The applicant must identify which project type is being applied for.

Small Scale Project (Max grant $20,000 per project)

This program provides capacity to small and First Nations communities for economic development research and planning. Only projects in communities with populations of 25,000 or less are eligible. Applicants may be eligible for funding up to $20,000. Projects in communities with populations of less than 7,500 may receive up to 100% funding, although leveraging additional funding is encouraged. Projects in communities with populations over 7,500 may receive up to 50% funding, to a maximum of $20,000. Should the funding intake be oversubscribed, priority will be given to eligible projects in smaller communities, communities recently impacted by natural disasters and projects with higher leveraging. Applicants are encouraged to submit no more than one application per intake. If multiple applications from

the same community combined exceed $20,000, they will be deemed Large Scale projects, requiring the appropriate leveraging.

SMALL SCALE PROJECT TYPE	EXAMPLES
Economic Development Planning and Research	• Community economic development plan • Community consultation/engagement • Community branding/marketing plan • Community/downtown revitalization plan • Economic development research; feasibility studies • Grant writing support
Business Attraction, Retention and Expansion	• Business retention strategy • Business diversification strategy • Business recruitment strategy • Business incubation strategy/plan • Business surveys/business walks
Industry / Work Force Engagement	• Industry cluster analysis • Industry sector/supply chain analysis • Workforce analysis/attraction strategy • Workforce housing analysis/strategy

Large Scale Projects (Max grant $50,000 per project)

This program provides funding to assess, initiate or implement economic development projects. Applicants may be eligible for up to $50,000 to a maximum of 50% of the project budget. Should the funding intake be oversubscribed, priority will be given to eligible projects in First Nations communities, communities recently impacted by natural disasters, communities with populations of less than 25,000 and projects with higher leveraging.

LARGE SCALE PROJECT TYPE	EXAMPLES
Business Diversification	• Pre/Feasibility studies for industry attraction • Capital investment analysis • Business development campaign • Resident/employee attraction • Business incubator • Marketing economic opportunity/investment • Opportunity for investment
Key Industry Sector Development	• Establish a business incubator • Support agri-business; farmers market/food hub • Cluster development – sector attraction or supply chain development • Expand secondary manufacturing
Community Revitalization	• Implement a shop local campaign • Implement a beautification/facade improvement program • Improve a community-based facility for increased use/access

Collaborative/Regional Projects (Max grant $50,000 per project)

This program provides funding to assess, initiate or implement economic development projects which have a regional focus and involve multiple partners. Priority is given to collaborative economic development projects between First Nations and/or local governments. Applicants may be eligible for up to $50,000 to a maximum of 60% of the project budget. Collaborative partners must each contribute financially to the project. Should the funding intake be oversubscribed, priority will be given to projects with higher leveraging.

6. Project Leveraging

Small Scale Projects

Sample Project Contributions	Small Scale <7,500 pop	Small Scale >7500 pop
Total project value	$20,000	$20,000
ETSI-BC funding request	$20,000	$10,000
Cash contribution required from other sources	$0	$10,000

Large Scale & Collaborative Projects

Sample Project Contributions	Large Scale	Collaborative
Total project value	$50,000	$50,000
ETSI-BC funding request	$25,000	$30,000
In-kind contribution (max 10% of ETSI-BC funding request)	$2,500	$3,000
Cash contribution required from other sources	$22,500	$17,000

Note: Multiple projects may be considered from a single community provided that the appropriate leveraging is in place. The combined funding request of multiple projects (regardless of funding stream) cannot exceed the maximum funding of $50,000 per community, and the leveraging percentage corresponding to the combined project funding amount must be reached.

7. Ineligible Projects

The following projects are not eligible for funding:

- Health studies

- Education facilities and infrastructure

- Religious institutions

- Activities which do not comply with local, provincial, or federal legislation

- Major sponsorships of events in which ETSI-BC is not directly involved

- Political donations

- Controversial initiatives with moral, social, religious, or public safety concerns

- Projects that primarily fund social initiatives

- Projects that benefit a narrow geographic area or have a limited economic impact

- Projects where the primary economic impact is construction of a community amenity or facility

- Projects that fund community infrastructure that would normally be funded by government, for example: roads, water and sewer projects, recreational facilities, health or education facilities and social housing

8. Eligible and Ineligible Costs

Small Scale Project: Costs which are **eligible** for funding include:

- Project-related contractor or professional consulting fees and travel expenses

- Project-related technology - computer, communications and audio or video equipment rental

- Project-related marketing or promotion-related costs, collateral, and outreach

- Third party project-related costs including reports, printing, postage, or data

Large Scale and Collaborative/Regional Project: Costs which are **eligible** for funding through this stream include:

- Project-related contractor or professional consulting fees and travel expenses

- Project-related technology - computer, communications and audio or video equipment rental

- Project-related marketing or promotional collateral

- Cost of labour, materials or supplies for project-related capital expenditures

Ineligible Costs (All project types)

Costs which are **not** **eligible** for grant funding include the following:

- Wages for existing staff or staff funded through other government programs

- Supplementary wages/contract fees on an existing contract

- Office equipment (i.e., desk, computer, cell phone)

- Living expenses or car allowance

- Hospitality costs – alcohol

- Purchase of equipment or tools

- Costs incurred prior to the project approval date set out in the contribution agreement

- Costs not specifically approved in the project budget

- Project administration costs that exceed 10% of approved project budget

In-kind contributions are not eligible for funding or reimbursement but can be included in the total project costs and therefore included in the leveraged dollar calculation. They should be noted in the Project Participant section of the application to demonstrate commitment from the applicant and/or other partners.

9. Success Measures

Each economic development project must propose economic benefits (success measures) that add value to the region i.e., community, local governments, and/or First Nations. Success measures relevant to the project will be detailed in the funding agreement and inform the applicants' final report. The following success measures quantify economic benefit and are considered in the project assessment.

- Creates new jobs or maintains existing jobs

- Increases revenues to support sustainability

- Increases investment in the community

- Enhances business performance

- Retains existing businesses

- Attracts new businesses

- Leads to a new economic development initiative

- Markets of new products/services outside the ETSI-BC region

- Provides new products/services within the local/regional economy

- Involves multiple groups and community collaboration

- Leverages funding from the applicant and/or other funders

- Provides regional economic impact(s)

10. Applicant Conflict of Interest Requirements

Applicants must ensure that the ETSI-BC grant application process remains transparent and equitable, safeguarding the interests of all parties involved. It is essential for applicants to identify and avoid actual or perceived conflicts of interest. A conflict of interest occurs when personal, financial, or other considerations have the potential to compromise or bias professional judgment and objectivity. This can include an actual or perceived personal benefit to the applicant or the applicant's employee(s), or a person related to such parties. Applicants will be required to confirm that they have read, understood, and agree to comply with the Conflict-of-Interest Requirements for ETSI-BC Funding Applicants. (https://www.etsi-bc.ca/conflict-of-interest/)

11. Assessment Criteria

Applications will be assessed based on the following criteria:

- Identified need/opportunity

- Quality of workplan

- Project is supported by prior planning and research

- Co-ordination with the economic development function in your community

- Leveraging of other funding

- Applicant's capacity to manage the project

- Number of jobs created or maintained

- Number of businesses assisted

- Consideration of reconciliation, as well as diversity and inclusion

- Collaboration with other organizations, including local First Nations and local government

- Regional impact

- Direct economic benefit to smaller communities and First Nations

- Supports recovery activities in communities impacted by natural disaster

12. Project Communication and Reporting

Applicants will be required to agree to the following communication and project reporting activities as a condition of grant approval.

- Confirmation of successful completion

- Timely submission of an Interim Report (if applicable)

- Timely submission of the Final Report

- Participation in program review calls/meeting from time to time as requested by ETSI-BC

- Acknowledgement of ETSI-BC in any public communication about the project.

13. Application Process

Funding Intakes will be announced as they become available and will usually be open for submissions for at least one month. Generally, the process will follow these steps:

1. Applicants are strongly encouraged to contact ETSI-BC to discuss the proposed project scope and potential alignment with the grant funding program. Contact information is available online on the ETSI-BC website, www.etsi-bc.ca.

2. The applicant completes a funding application and submits the application on the ETSI-BC Grant Application Portal. All supporting information must be submitted electronically.

3. If requested by ETSI-BC, applicants may need to provide confirmation of all other sources of project funding prior to entering into a contribution agreement.

4. ETSI-BC staff conduct preliminary due diligence of the application and forward the funding request to the Regional Advisory Committee(s) for review and recommendation. Funding decisions may require ETSI-BC Board approval.

5. Following the Regional Advisory Committee meeting (and Board meeting if necessary), ETSI-BC staff will notify the applicant of the decision by email. Every effort is made to expedite the funding decision process.

6. A Contribution Agreement will be provided to the applicant for signature once the applicant has provided written confirmation to ETSI-BC that all other funding from other sources is in place. A fully executed Contribution Agreement is required prior to any funds being released.

7. Upon project completion, the applicant will report on the Success Measures specific to the approved project.

8. Disbursements will be subject to satisfaction of all conditions being met including proof of funding from other sources.

QUESTIONS?

Contact Mary Beadman
Email: mary@etsi-bc.ca
Phone: (236) 420-3680 ext. 0
www.etsi-bc.ca

Sample Application Questions on Grant Application Portal

1. **Project Overview and Rationale:**

   Provide a short description of your project. Describe the opportunity or challenge, the methodology and expected result(s). Indicate any prior work or studies informing this project. Attach any relevant supporting documents. (max 300 words)

2. **Success Measures**

Identify the expected outcomes of your project as per the following required Success Measures. These will be incorporated into your funding agreement as reporting targets to demonstrate the project's direct economic benefits.	
New Investment in community	$
Incremental revenue / economic activity	$
Existing businesses retained	# businesses
New businesses attracted / incubated	# businesses
Jobs created / maintained	# jobs
Other indicators (please specify)	$/# [identify type of benefit]

3. **Reconciliation and Diversity**

   How will this project encourage a strong sustainable economy that works for everyone by ensuring it advances reconciliation and is inclusive of diverse groups in your community, including Indigenous people, women, and people of colour. Indicate whether your project been reviewed using a Gender-Based Analysis+ (GBA+) Lens?

4. **Project Participants**

   Includes type of organization, its legal name, contact name and title.

5. **Required Support from Community's Primary Economic Development Function**

   The Application requires you to specify if your primary role in your community is in economic development. If not, please describe why your organization should lead this project and how you have coordinated with the local economic development organization in your community. Provide a letter of support with the application.

6. **Project Plan**

   Provide an outline of activities, objectives, expected results and estimated completion dates of each activity.

7. **Required Confirmations**

   Applicants will be required to attest that:

   - The information is accurate and complete, and that the project proposal, including plans and budgets, are fairly presented.

- The applicant has read, understood and agrees to comply with the Conflict of Interest Requirements for ETSI-BC Funding Applicants.

- The project application has been approved by an authorized signatory of the applicant organization.

- The applicant's organization is financially solvent, is compliant and up to date with all relevant federal and provincial filings and has the capacity to carry out the project.

- Once funding is approved, changes to the project will require prior approval of ETSI-BC.

- Information provided in the application form may be shared with the appropriate Regional Advisory Committee(s), Board Members, staff, consultants and/or the public in the ETSI-BC Annual Report and other publications.

- ETSI-BC is authorized to make enquiries of persons, firms, corporations, federal and provincial government agencies/departments, and non-profit organizations operating in the organization's field of activities, to collect and share information with them, as ETSI-BC deems necessary, in order to reach a decision on the application, to administer and monitor the implementation of the project and to evaluate results after project completion.

- The applicant agrees to submit project updates, financial reporting and photos as required by ETSI-BC on the funded project. Authorization for ETSI-BC to use photos and information about the project on their website and in their publications.

- The applicant commits to acknowledge the funding and assistance by ETSI-BC in all public materials.

- The applicant's organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.

- Name and email of authorized signatory is on the application.

8. Total Project Budget

Total Project Budget and ETSI-BC Funding Request

ℹ️ NOTE: A more detailed project budget spreadsheet may be attached to this application, but the totals must be consistent with this table. Quotes or Proposals may be attached to this application as further back-up if desired.

Budget

	Description	Total Project Amount	Portion to be Funded by ETSI-BC	Quote Attached?
Incremental Staff Expenses		$15.00	$15.00	Please Select ⌄
Consulting Fees / Contractor Costs		$0.00	$0.00	Please Select ⌄
Research / Data		$0.00	$0.00	Please Select ⌄
Marketing / Promotion		$0.00	$0.00	Please Select ⌄
Travel Expenses		$0.00	$0.00	Please Select ⌄
Supplies / Materials		$0.00	$0.00	Please Select ⌄
Other (specify)		$0.00	$0.00	Please Select ⌄
Total		$15.00	$15.00	

Other Funding Sources and In-Kind Contributions (if applicable)

Name of Organization	Contact Name	Title	Cash/In-Kind	Funding Amount	Funding Confirmed?
				$0.00	

[+]

Totals

ℹ️ NOTE: The Total Project Budget amount must match the amount of all sources including ETSI-BC and other funding sources.

	Total Project Budget	Total Requested/Funding Sources
	$15.00	$15.00