Canada 150 COMMUNITY INFRASTRUCTURE PROGRAM

Applicant Guide & Instructions
For Western Canada

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Western Economic
Diversification Canada

Innovation, Science and
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de l'Ouest Canada

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1. OVERVIEW

1.1 CANADA 150 CELEBRATION

The Canada 150 Community Infrastructure Program is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Through investments in community infrastructure, the Government of Canada will invest in projects that celebrate our heritage, create jobs, and improve the quality of life for Canadians. Budget 2016 provided an additional $150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17,with Western Economic Diversification Canada being responsible for administering the program in the western provinces. Under the Canada 150 Community Infrastructure Program, the investments will support projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

The 150th anniversary of Confederation in 2017 is a special occasion for Canadians to connect with our past, celebrate our achievements and build for the future. It is an opportunity to reflect on, and deepen, our sense of what it means to be Canadian, as well as to inspire a new era of optimism and hope across the country. Canadians have a deep and enduring sense of pride in their communities and the Canada 150 Community Infrastructure will support projects that celebrate our collective community spirit across the country.

2. ELIGIBILITY

2.1 ELIGIBLE APPLICANTS

Eligible applicants include:
- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;
- A not-for-profit entity;
- An entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis settlements); and
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

In addition, eligible applicants must directly own the infrastructure assets, facility or land which are being renovated or have a long-term lease in place with permission from the owner to undertake renovations. If you have a long-term lease in place, it is mandatory that you attach a copy of the lease and, where necessary, proof that you have permission from the owner to undertake renovations.

2.2 ELIGIBLE PROJECTS

Examples of the type of community infrastructure that can be supported include:
- Recreational facilities including local arenas, gymnasia, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- Parks, recreational trails, such as fitness trails, bike paths and other types of trails;
- Community centres (including legions);

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- Cultural centres and museums;
- Campgrounds;
- Tourism facilities;
- Docks
- Libraries;
- Cenotaphs; and
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:
- The amount of funding being requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of $500,000.
- The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;
- Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and
- Be materially complete by **March 31, 2018**.
  - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.

In addition, an applicant must:
- Submit a fully complete application form by **June 22, 2016** and include all mandatory attachments (Section 5.4); and
- Be available for follow-up from **June – August 2016**.

Applicants who applied under the first intake of the Canada 150 Community Infrastructure Program may apply again under the second intake. Please ensure that your funding application meets the updated eligibility criteria and responds to this intake's specific program priorities (Section 3).

2.3 INELIGIBLE PROJECTS

Examples of ineligible projects:
- Construction of new infrastructure;
- Expansion of existing infrastructure beyond 30%;
- Facilities primarily for use by professional sports teams;
- Facilities that are to be used primarily for commercial activities, that have private membership or are for-profit facilities in general; and
- Facilities owned and operated by provincial departments.

3.   PRIORITIES

For this intake of applications, priority will be given to projects that address one or more of the following:
- Upgrades to recreational facilities (Section 3.1)
- Advance a clean growth economy (Section 3.2)
- Impact on Indigenous communities and peoples (Section 3.3)

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In addition, funding from sources other than the Canada 150 Community Infrastructure Program <u>must</u> be confirmed at the time of application (written proof is required – see Section 5.5);

Other considerations may include:
- Projects that will leave a meaningful, lasting legacy resulting from Canada 150 (i.e., Upgrades that will provide long-term benefits to a community that are recognized as a lasting legacy from Canada 150);
- Projects that are seeking less than 50% of the total project costs from the Canada 150 Community Infrastructure Program;
- Projects will be completed by Fall 2017; and
- Ability to start the project quickly.

3.1 RECREATIONAL FACILITIES

Participation in sport and recreational activities contributes to the well-being of Canadians and communities in urban, rural and remote areas all across the country. As such, priority will be given to sport and recreation facilities, such as:
- Swimming pools;
- Parks, recreational trails such as fitness trails, bike paths and other types of trails;
- Sports fields;
- Arenas (indoor and outdoor arenas);
- Gymnasia;
- Tennis, basketball, volleyball or other sport-specific courts;
- Curling Rinks;
- Playgrounds;
- Waterpark/spray park; and
- Multi-purpose facilities (e.g., Community recreation or friendship centres).

Recognizing that non-recreational facilities, to meet their community's needs, could have recreational sections within its larger complex or offer space for recreational programming, WD will also prioritize applications from these facilities under the following two conditions:
- The specific space being renovated is available a minimum of 50% of its available time for recreational programming/use; and,
- The application is specifically for upgrades for the space used for recreational programming.

Examples of non-recreational facilities that meet these criteria are:
- Cultural centre that has an outdoor basketball court and is requesting to re-surface the court.
- Community centre that has an activity room that is used 50% for recreational programming (e.g., karate, exercise class and yoga) and is requesting to upgrade the floor.

Other non-recreational facilities identified as Eligible Projects (Section 2.2) will be given lower priority.

3.2 ADVANCING A CLEAN GROWTH ECONOMY

The development, demonstration and adoption of clean technologies are a key component of promoting sustainable economic growth and will play a critical role in advancing a clean growth economy.

Clean technology refers to any technology product/process that improves environmental performance relative to the standard/most commonplace technology in a given market. This includes technologies that reduce negative

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impacts on the environment, provide superior performance at a lower cost, and/or an improved quality of life by optimizing resource use.

Infrastructure improvements can contribute to improved environmental performance by:
- Diversifying the sources of energy supply and distribution (e.g., installing solar panels as an energy supply option);
- Reducing the energy, water and other material inputs of a system (e.g., replacing a community pool liner to reduce water leakage);
- Increasing the productivity of energy and material inputs of a system (including improving the energy efficiency of existing infrastructure) (e.g., installing a new energy efficient furnace);
- Reducing or eliminating the emission of waste or contaminants that impair the environment (e.g., replacing an arena ice plant that reduces hazardous waste); and/or,
- Improving measurement or monitoring systems or processes that facilitate any of the above.

Priority will be given to projects that have a positive impact on the environment and advance a clean growth economy, for example where they involve the following:
- The development/demonstration of **new** clean technology products/processes (e.g., install/integrate a new power source, such as geothermal); or,
- The installation/adoption of **existing** clean technology products/processes (e.g., adoption of energy efficiency improvements to heating and cooling systems, windows and lighting).

Applicants will be required to clearly describe how their project would have a positive impact on the environment and advance a clean growth economy.

3.3 IMPACT ON INDIGENOUS COMMUNITIES AND PEOPLES

Projects that have a positive and significant impact on Indigenous communities and peoples (First Nation, Métis and Inuit) by increasing their participation and engagement in the community will also be given priority. A significant impact is described as:
- The applicant is an organization that is owned/operated by Indigenous peoples;
- The applicant has a mandate to assist and/or deliver services to Indigenous peoples and is actively engaged with the Indigenous community; and/or,
- Indigenous peoples are significant users of the facility.

For non-indigenous applicants whose projects may have a significant impact on Indigenous communities or peoples, it is strongly encouraged that letters of support from the relevant Indigenous communities be included in the application to support the claim. If available, applicants should submit evidence of significant impact, such as demographic analysis, usage data and/or geographic proximity.

4. FUNDING

4.1 FUNDING AVAILABLE

The Canada 150 Community Infrastructure Program will invest $150 million across Canada in community infrastructure, with $46.2 million allocated across Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba).

The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community

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Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project. There is no minimum contribution threshold (i.e., applicants can seek a contribution from the Canada 150 Community Infrastructure Program for a smaller, specific component of a project with large total project costs).

Eligible applicants can apply for funding under the Canada 150 Community Infrastructure Program up to a maximum of $500,000. Any funding request for a contribution over $500,000 will be considered ineligible.

4.2 ELIGIBLE COSTS

The Canada 150 Community Infrastructure Program will support eligible costs directly related to a project that have been incurred and paid by a successful applicant.

Examples of costs eligible for reimbursement under the Canada 150 Community Infrastructure Program include:
- Costs incurred and paid between **April 1, 2016 and March 31, 2018**;
- Costs to rehabilitate or improve fixed capital assets of community facilities, including minor expansions to existing infrastructure (i.e., less than 30% of the existing square footage/footprint);
- Fees paid to consultants/contractors or other professional or technical personnel directly related to the rehabilitation or expansion of the community facility (See Section 5.7 for details on competitive process requirements);
- Costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act 2012 or equivalent legislation;
- Costs related to signage, which are required for Canada 150 projects and need to be included in the project budget; and
- Other costs directly related to the success of the project and approved in advance.

The amount of funding requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of $500,000. The remaining 50% of the total project costs must be matched by the applicant directly or other funders.

Under the Canada 150 Community Infrastructure Program projects may **not** begin incurring any eligible costs (that can be included in the Total Project Costs) earlier than **April 1, 2016**.

Western Economic Diversification reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

4.3 INELIGIBLE COSTS

Costs that are deemed unreasonable, not incremental and/or not directly related to project activities will be ineligible for reimbursement. Costs and services normally covered by the applicant (e.g., maintenance and salaries) and related party transactions (e.g., hiring family of a board member and/or management or hiring a contracting company that is owned by a board member) are not eligible.

Costs not eligible for reimbursement under the Canada 150 Community Infrastructure Program include:
- Costs incurred before **April 1, 2016** or after **March 31, 2018**;
- Movable equipment (e.g., furniture, computers, sporting equipment, Zambonis, snow groomers, lawn mowers and ATVs, including costs for leasing equipment);
- Overhead costs, including direct and indirect operating and administrative costs (e.g., management, planning, engineering and other related costs) normally carried out by the applicant;
- Costs for salaries and benefits of existing employees and general administration costs unrelated to the

project;
- Costs for the purchase of land and/or buildings;
- Feasibility and planning studies;
- Legal fees;
- Routine maintenance costs; and
- Taxes, such as GST, for which the applicant is eligible for a tax rebate.

4.4 DISBURSEMENTS

If you are successful in obtaining funding through the Canada 150 Community Infrastructure Program, you will only be reimbursed by Western Economic Diversification for costs after you have incurred AND paid for them and submitted a claim. As such, you will need to plan your project cash flow accordingly. Furthermore, successful applicants must fully spend their projected funds requested under the Canada 150 Community Infrastructure Program each fiscal year as moving funds from one year to another will not be possible.

Successful applicants will also be required to complete claims and progress reports at key phases of the project, as well as a final project report (Section 8). Western Economic Diversification will provide detailed instructions on this process to those who are approved for funding. It is expected that claims for reimbursement will be submitted in a timely manner.

Successful applicants may begin to incur costs related to their project prior to **April 1, 2016**; however, only costs incurred and paid by the applicant between **April 1, 2016 and March 31, 2018** will be eligible for reimbursement under the Canada 150 Community Infrastructure Program. Invoices must be provided to Western Economic Diversification indicating that all costs (eligible for reimbursement under the Canada 150 Community Infrastructure Program) were incurred and paid between **April 1, 2016 and March 31, 2018**.

4.5 GUIDELINES FOR IN-KIND COSTS/CONTRIBUTIONS

In-kind contributions are **NOT** eligible for reimbursement under the Canada 150 Community Infrastructure Program and cannot be included in the total project costs. Costs must be incurred and paid directly by an applicant to be included as part of the total eligible project costs.

Examples of in-kind contributions:
- Volunteer labour;
- Equipment and material donations; and
- Financial discounts for equipment and materials.

4.6 EMPLOYEE AND OTHER INCREMENTAL COSTS

The incremental costs of the applicant's employees or direct costs will only be considered as an eligible cost on an exception basis and only under the following conditions:
- The applicant is a local, regional or First Nations government or not-for-profit organization; or,
- The applicant confirms and substantiates that it is not economically feasible to tender a contract; or,
- Employees or equipment are employed directly in respect of the work that would have been the subject of the contract; or,
- The costs were approved in advance and are included in the Contribution Agreement.

5. HOW TO APPLY

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5.1 CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM IN WESTERN CANADA

The Canada 150 Community Infrastructure Program will be delivered by the Government of Canada via the Regional Development Agencies. Western Economic Diversification on behalf of the Government of Canada will deliver the Canada 150 Community Infrastructure Program in Western Canada.

5.2 CALL FOR PROPOSALS

In Western Canada the Canada 150 Community Infrastructure Program will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period to submit their application.

Applicants are strongly encouraged to apply online.

No applications will be accepted outside the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be accessible and cannot be assessed by Western Economic Diversification. Signing and submitting the application form does not constitute a commitment from Western Economic Diversification for financial assistance.

5.3 WHEN TO APPLY

Western Economic Diversification will be accepting applications to the Canada 150 Community Infrastructure Program from **Tuesday, May 24, 2016 until Wednesday, June 22, 2016.**

The online application portal will close at **1:00 p.m. Pacific Time/2:00 p.m. Mountain Time/3:00 p.m. Central Time on Wednesday, June 22, 2016.**

5.4 APPLICATION REQUIREMENTS

Western Economic Diversification requires the items below for assessment and may require additional documentation and information for more detailed assessment. Applicants must submit:
- A completed Canada 150 Community Infrastructure Program Application Form for western Canadian applicants;
- Your most recent annual financial statements that demonstrate your organization is financially self-sustaining;
- Evidence of confirmed sources of funding; and
- If relevant, a copy of your lease agreement and permission from the owner to undertake renovations.

Additional materials that an applicant may wish to provide to support their application include:
- For projects undertaking an expansion, proof (such as blueprints) that the expansion is less than 30% of the existing square footage/footprint;
- Copies of engineering studies that confirm the need for the upgrades;
- Letters of support;
- Detailed budget (by fiscal year that starts April 1 and ends March 31);
- Detailed project cash flow (provide a breakdown of costs by month, starting **April 1, 2016** and ending **March 31, 2018**.);
- Functional plans, timelines, Gantt charts, drawings and blueprints of the renovation being planned;
- Any permits required for the renovation;

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- Any environmental permits or assessment required for the renovation;
- Documentation acknowledging construction readiness (e.g., construction permits); and
- Charter Document with a seal that grants Branch status and is signed and witnessed (for unincorporated Legions).

Consult the Application Form Instructions (Section 11) to ensure that your form is completed correctly and all required documentation is included.

5.5 PROJECT FUNDING REQUIREMENTS

The amount of funding requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of $500,000. The remaining 50% of the total project costs must be matched by the applicant directly or by other funders. Preference will be given to projects that have confirmed funding in place for the other 50% of total project costs. Funding will only be considered confirmed with written documentation from the source.

Please attach proof of all sources of non–Western Economic Diversification funding that have been confirmed for your project and the source(s) of funding. Western Economic Diversification considers the following as sources of confirmed funding:
- Letters of confirmation;
- Motion/resolutions/minutes approving commitment of funding;
- Signed agreements; and
- Financial and/or bank statements that clearly show available funds (e.g., cash on hand).

5.6 SAVING AND SUBMITTING YOUR APPLICATION

All applicants are strongly encouraged to use Western Economic Diversification's online application tool to apply for funding. An online application can be saved, allowing you to complete it in more than one session. All applications must be submitted before **1:00 p.m. Pacific Time/2:00 p.m. Mountain Time/3:00 p.m. Central Time on Wednesday, June 22, 2016.**

Saving your application form

- **Save your application as soon as you can** - To do so, the following nine fields on the application form need to be completed so that Western Economic Diversification can find the saved application if you require technical support.
    o Question 1. Full legal name of your organization;
    o Question 19. Salutation;
    o Question 20. First name;
    o Question 21. Last name;
    o Question 22. Job title;
    o Question 23. Email address;
    o Question 24. Telephone;
    o Question 33. Project Title; and
    o Question 38. Province.

- **Save frequently** – This will help prevent you from losing data that you have inputted in the event there is an Internet interruption or your session is timed out.

Accessing your saved application form

Once you have successfully saved your application, an email will be sent to the email address of the Primary Contact (Question 23 in the Application Form). If the Primary Contact is not the person completing the application, he/she must forward this email to the individual who is. **You can only access your saved application with the information (weblink) included in this email, therefore it is critical that you save this email.**

Upon receiving your "saved" project application email from WD, please do the following:
- Click on the Application Retrieval Link included in the "saved" email.
- You will require a GCKey to open your saved application.
    o A GCKey is a unique username and password that allows access to, and protects your communication with, online Government of Canada programs and services.
    o Detailed instructions on using a GCKey are available: http://www.wd-deo.gc.ca/eng/19114.asp.
- If you do not already have a GCKey, you can register for one when opening your saved application for the first time.
    o Step 1. Select the "**Continue to GCKey**" button (this will be the second option on your screen).
    o Step 2. Select the "**Sign Up**" button on the right-hand side of the GCKey login page.
    o Step 3. Follow the instructions on your screens to create a username and password.
- Once you have registered for a GCKey, select the "**Continue to GCKey**" button and input your username/password.
    o WD recommends that you create a new (separate) GCKey for each individual application you submit to Western Economic Diversification. Creating a unique GCKey for each application allows you to share the GCKey with others in your organization who may need to view the application. In the event another individual must gain access to the saved application, sharing the GCKey is at your organization's risk and discretion. As such, we do not recommend using the Sign-in Partner method using financial institutional partners; however, this option is available for those who prefer it.

It is important to note the following:
- **You must save the link contained in the email you receive from WD after saving your application for the first time** to retrieve a saved draft of your application. You will not receive another email when saving your work in the future.
- Once you have accessed the saved application form with your GCKey, **only** that GCKey will be able to access the form. Therefore it is important that you do not lose your GCKey username and password.
- In the event another individual must gain access to the saved application, sharing the GCKey is at your organization's risk and discretion.
- **It is important to remember your GCKey username as it cannot be retrieved if lost**. In the event your GCKey username is lost, a new application will have to be started.
- If you experience technical difficulties related to accessing your saved application form, please contact Western Economic Diversification (http://www.wd.gc.ca/eng/10318.asp).
- **You must click the "Validate/Submit" button** at the top of the application form to formally submit your application to WD. A "saved" application that is not formally submitted will be considered incomplete and will not be considered for funding.
- Once you submit your application, you can no longer re-open the form. Be sure to either print a copy or convert it to PDF and save before you submit.

Additional Tips:
- Always save your application form once the minimum number of fields for saving is complete.
- Always save regularly as the online form does not automatically save.
- Logout when you are finished with the form for the day.

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- If you are using two separate GCKeys for any reason, you may need to clear your computer browsing history when logging out from one saved form and logging into another.

If you are unable to submit your application using the online application tool, contact a Western Economic Diversification Regional Office for assistance. Contact information for Western Economic Diversification Regional Offices can be found at: http://www.wd.gc.ca/eng/10318.asp. It is recommended that applicants retain their GCKey information as it may be used for reporting purposes if an application is approved.

Submitting your application form
- Save a final version of your application using the "Save" button at the top of the application form. Please ensure you have attached all required additional documentation (See Section 5.4 for a complete list).
- Print a copy for your records.
- **Select the "Validate/Submit" button at the top of the application form to formally submit your online application to WD.** Once the validation of your application is complete you will have to select a second "Submit" button.
- The Primary Contact will receive a confirmation email upon successful submission. If you do not receive this confirmation email within 24 hours of submitting please contact a WD Regional Office. **A "saved" application that is not formally submitted will be considered incomplete and will not be considered for funding.**

5.7 USE OF A COMPETITIVE BIDDING PROCESS

Western Economic Diversification has no obligation to make a contribution toward any purchase above $50,000 unless the successful applicant demonstrates, to the satisfaction of the Minister, that:
- The supplier is selected through a competitive process based on best value and project requirements; or
- The selection of a sole source supplier is justified.

Related party transactions are ineligible (e.g., hiring family of a board member and/or management or hiring a contracting company that is owned by board member) and cannot be reimbursed, therefore a competitive process is required.

5.8 SIGNAGE REQUIREMENTS

The Government of Canada's contribution to a Canada 150 project must be acknowledged so Canadians can easily identify projects contributing to jobs, growth and prosperity in their community.

Canada 150 Recipients are responsible for producing and displaying an official sign at the location of their project. The cost of signage for a project is an eligible project cost, and should be included in Question 59 on the Application Form (and listed in the project budget if one is being submitted).

To assist Recipients with this process, signage guidelines that outline the federal requirements in further detail will be provided. These guidelines have been customized by project size [i.e., a small project (less than $249,999 contribution from the Canada 150 Community Infrastructure Program); and a large project ($250,000 - $500,000 contribution from the Canada 150 Community Infrastructure Program)]. Western Economic Diversification will send Recipients (via email) the necessary high resolution graphic files to assist in the production of suitable signage (in accordance with federal standards).

In exceptional cases, Recipients may be permitted to display a Canada 150 graphic on their organization's website home page instead of posting a sign at the project site. This would require prior approval from Western Economic

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Diversification and would only be considered in rare cases where the project is located in an extremely remote location and the cost of creating and transporting a sign would be prohibitive.

Recipients are required to post the signage during the lifetime of the Canada 150 Community Infrastructure Program (until **March 31, 2018**).

6. OFFICIAL LANGUAGES

Western Economic Diversification is committed to providing quality service to all applicants and funding Recipients in the official language of their choice. In cases where the Canada 150 Community Infrastructure Program projects benefit members of both official language communities:
- The project's design and delivery will respect the obligations of the Government of Canada as set out in Part VII of the *Official Languages Act* through consultation with the Official Language Minority Community; and
- Where appropriate, equitable services and benefits will be made available in both official languages either directly through the funded activities or through an alternative arrangement, in compliance with the *Official Languages Act*.

7. ENVIRONMENTAL ASSESSMENT COMPLIANCE

Projects involving physical works may be subject to the *Canadian Environmental Assessment Act, 2012*. Recipients of Canada 150 Community Infrastructure Program funding will be responsible for obtaining all certificates, consents, permits and approvals required for compliance with applicable legislation and for complying with the requirements of such legislation. Should an environmental assessment be required, it will be necessary to plan several months before the Proposed Project Funding Start Date to allow sufficient time for the completion of the assessment.

Costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act 2012 or equivalent legislation are eligible costs.

8. REPORTING REQUIREMENTS

All Contribution Agreements issued under the Canada 150 Community Infrastructure Program will include reporting requirements to measure the individual project performance and the program's effectiveness relative to its objectives. These reporting requirements will vary depending on the size and duration of the project. However, progress reports and final reports will generally include the following components:
- Project activities and updated timelines;
- Funding received to date;
- Variances in project costs;
- Results achieved; and
- Cash flow.

Throughout the project implementation, successful applicants will be required to submit funding claims, regular progress reports and financial statements to Western Economic Diversification.

9. QUESTIONS

Contact Western Economic Diversification by phone or email.
- Toll Free: 1-888-338-WEST (9378)

- Email:
  - Alberta: wd.abcanada150-canada150ab.deo@canada.ca
  - British Columbia: wd.bccanada150-canada150cb.deo@canada.ca
  - Saskatchewan: wd.skcanada150-canada150sk.deo@canada.ca
  - Manitoba: wd.mbcanada150-canada150mb.deo@canada.ca

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10. GLOSSARY

Below is a short glossary of terms used in this guide:

Assessment
Thorough review and analysis of all aspects of an application prior to entering into a Contribution Agreement. This includes scoping of the project to meet program and departmental objectives, as well as Government of Canada guidelines for funding contributions.

Non-repayable Contribution
Is a monetary payment to a successful Recipient that does not result in the acquisition by the Government of Canada of any goods, services or assets. The payment(s) will be for assisted costs as identified in the Contribution Agreement with Western Economic Diversification. The successful Recipient must first pay the cost of the service or good, then submit a claim which provides proof that the cost has been incurred and paid for by the Recipient. Western Economic Diversification then reimburses such costs on the percentage basis specified in the Contribution Agreement.

Contributions are subject to performance conditions specified in a Contribution Agreement and therefore a Recipient is required to report to Western Economic Diversification on results achieved. A contribution is to be accounted for and is subject to audit and where profit is generated by the project, it may be subject to repayment conditions also specified in the contribution agreement.

Incremental
Activities to be undertaken that are additional to the applicant's current operations or activities.

In-Kind Costs/Contributions
Contributions, such as goods and services, toward project costs that do not involve a cost incurred or paid for by the applicant.

Project
The group of activities and actions that are cost-shared and occur in the period between the Project Funding Start Date and the Project Funding End Date.

Project Funding End Date
The date it is anticipated that project activity will cease.

Project Funding Start Date
This is the date that an agreement between a Recipient and the department comes into effect. It can be thought of as the start date for the project as defined by the Canada 150 Community Infrastructure Program Contribution Agreement.

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11. APPLICATION FORM INSTRUCTIONS

Applicants are strongly encouraged to use the online application form.

HTML and PDF versions of the application form are available, but will require applicants to print and sign the documents. In addition, the PDF form cannot be completed electronically. All hardcopy applications must be postmarked on or before **June 22, 2016**.

Consult Section 2 of this Applicant Guide to ensure you meet the mandatory eligibility criteria. You may not be able to submit the application if the mandatory eligibility criteria are not met. Incomplete applications will not be considered eligible.

You can complete this application form in more than one session by using the "Save" button on the form. An email will be sent to the Primary Contact (Question 23), providing the information needed to retrieve the saved version of the application. Please check your email spam folder if you do not receive the notification after completing the submission as it might have been classified as spam by your email server. It is important to note that all correspondence regarding the application will be sent to the Primary Contact's email.

Enter the required information in the space provided. An asterisk (*) indicates a required field.

Once your application is complete, remember to first print a copy for your records and then select the Validate / Submit button. If you submit an application with missing information in the mandatory fields you will receive an error message indicating which questions are incomplete. These questions must be completed in order to successfully submit an application. Remember that a 'Saved' application is not a 'Submitted' application.

ORGANIZATION INFORMATION

1. **Full legal name of your organization:** The legal name as shown on the certificate of incorporation/registration. Please ensure your full legal name is reflected. For instance, is your legal name "The City of Smithville" or "City of Smithville"?
2. **Operating name if different than legal name:** Provide the name the applicant organization is operating under if different from the full legal name of applicant organization.
3. **Mailing address (Including suite, unit, apt #)**: The mailing address of the applicant organization.
4. **Mailing address line 2**: Additional space to provide the mailing address.
5. **City**: The city/town portion of the applicant organization's mailing address.
6. **Province/Territory**: The province/territory portion of the applicant organization's mailing address.
7. **Country:** The country portion of the applicant organization's mailing address.
8. **Postal Code**: The postal code portion of the applicant organization's mailing address.
9. **Telephone**: The telephone number at which the applicant organization can be contacted. Use the following format xxx-xxx-xxxx.
10. **Facsimile**: The facsimile number at which the applicant organization will receive faxes. Use the following format xxx-xxx-xxxx (note – not mandatory).
11. **Email address**: General email for the organization. (All correspondence regarding the application will go to the Primary Contact's email address in Question 23).
12. **Website:** The organization's website address (if available).
13. **Organization type:** The type of organization that you are categorized into. Eligible organizations include:
    - A local or regional government established under provincial or territorial statue (select Government, Municipal (Local/Regional).
    - A public sector body that is wholly owned by an eligible applicant listed above (select Government, Municipal (Local/Regional).

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- A not-for-profit entity (select Not-for-Profit Association/Organization/Society).
- An entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis Settlements) (select Government, Other Body).
- A First Nation government, including a Band or Tribal Council or its agent (select First Nation).
- First Nations businesses, if owned by the Band and if all profits accrue soley to the Band (select First Nation Business)

14. **Business number or GST number:** The unique business number (BN) or GST number assigned to the applicant organization by the Canada Revenue Agency. A BN or GST number must be obtained through the Canada Revenue Agency. Information on obtaining a BN: http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr-eng.html.
    - Recognizing the BN
        o The BN consists of 15 characters: 9 digits, 2 letters, and 4 more digits. For example 123456789 RT 1234.
        o Further information about the BN: http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html.
    - Obtaining a BN
        o A BN must be obtained through the Canada Revenue Agency.
        o Information on obtaining a BN: http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr-eng.html.
    - For unincorporated legions or other non-incorporated service clubs, please include your GST number here. If there is no GST number or business number, add the Branch number to Question 15 (e.g., BR197).

15. **If an alternate number is used, indicate the type:** If another number is used (e.g., band number, education number, branch number for unincorporated Legion and other non-incorporated service clubs), please provide it and describe what type of number it is.
    - In the special circumstance that the applicant organization is unable to obtain/does not require a BN, an alternate unique identification number may be used (e.g., a First Nations band number (3 digits) or a university).
    - If an alternate number is used, please enter it in the spaces provided for the BN, and indicate the type in the space provided (e.g., Legion Branch Number).

16. **Provide a brief summary of your organization and mandate:** The description of the type of organization applying along with an explanation of the organization's mandate and priorities.

17. **Corporate Status:** Indicate if your organization is a for-profit or not-for-profit. It is recommended that you review Section 2.1 of the Applicant Guide for eligible organization criteria.
    - For unincorporated Legions or other non-incorporated service clubs, please choose not-for-profit.

18a. Indicate your incorporation status: Indicate whether the organization is:
    - Incorporated federally (unincorporated First Nations, Legions or other non-incorporated service clubs, choose this option).
    - Incorporated provincially.

18b. In the province of: Indicate in which province the organization is incorporated.

18c. Provide the date of incorporation: For unincorporated Legions and other non-incorporated service clubs, include the date the branch was created, typically contained in the Charter Document.

PROJECT CONTACT PERSON(S)

This Primary Contact is the main point person(s) in your organization whom Western Economic Diversification will contact for all follow-up to this application. Please ensure that the email address and phone numbers are updated as required and that either the Primary or Secondary Contact listed below will be available for follow-up from **June – August 2016**.

Note: When the form is saved for the first time, an email will be sent to the email address of the Primary Contact person below. This email is only sent the first time the application form is saved, and contains instructions on how to retrieve the saved form.

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Primary Contact

19. Salutation: Indicate the appropriate salutation (e.g., Mr., Mrs., Ms., Dr., etc.).

20. First name: Provide the first name.

21. Last name: Provide the family name.

22. Title: Provide the contact person's job title (e.g., President, Executive Director).

23. Email address (Save email recipient.): Provide a valid e-mail address. All correspondence regarding this application will go to this email address, including the email you will receive upon saving your application form for the first time.

24. Telephone: Provide a phone number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

25. Cell: Provide a cell number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

Secondary Contact

26. Salutation: Indicate the appropriate salutation (e.g., Mr., Mrs., Ms., Dr., etc.).

27. First name: Provide the first name.

28. Last name: Provide the family name.

29. Title: Provide the contact person's job title (e.g., President, Executive Director).

30. Email address: Provide a valid e-mail address.

31. Telephone: Provide a phone number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

32. Cell: Provide a cell number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

PROJECT INFORMATION

33. **Project title:** Provide a project title that accurately reflects the activities and outcomes of the project. Should your project be approved this description will be disclosed on Western Economic Diversification's public website as part of its proactive disclosure guidelines. The title must:
   - Start with a verb (e.g., produce, create, develop, expand, enhance, increase and support).
   - Concisely capture the essence of the project, and clearly identify the purpose/result expected through Western Economic Diversification's contribution — the project description must be understandable by anyone.
   - Examples include:
     - o Upgrade Kimberley's Rotary Park playground
     - o Modernize the Merritt Civic Centre
     - o Install dehumidification system in the Aberdeen Community Rec Complex

34. **Project address is the same as mailing address (If checked, the mailing address will be automatically entered.)**: Indicate if the address at which the project will be undertaken is the same as the organization's mailing address.

35. **Project address (Including suite, unit and apt #)**: If the project address is different from the mailing address, then enter the location at which the project will take place. For rural communities, this may be the legal land description.

36. **Project address line 2**: Additional space to provide the project address.

37. **City**: The city portion of the project address.

38. **Province/Territory**: The province/territory portion of the project address. Only projects located in Western Canada are eligible.

39. **Postal Code**: The postal code portion of the project address.

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40. Short Project Description: Provide a clear and concise summary of the rehabilitation,
renovation, repair or expansion work being planned. Organizations are encouraged to submit
only one application. However, if submitting multiple applications, applicants are to clearly
indicate the priority ranking of the projects in this field.   Examples include:

- The Recipient will undertake activities to upgrade the YMCA facilities in the City of Regina. Activities to be undertaken include upgrading the boiler system to an energy efficient system; upgrading the child-care centre by installing in-floor heating, a new ceiling and lighting and new lockers and windows; installing a new HVAC system; and upgrading two entrance ways to make them wheel chair accessible. This project is priority #2 out of 5 applications submitted.
- The Recipient will upgrade to energy efficient LED lighting at the Richmond Olympic Oval. The Recipient will replace the lights located above the field, in the activity rooms, and in the outdoor areas of the Oval with LED lighting. The project will increase the long term utility of the Oval by reducing maintenance and energy costs.
- The Recipient will replace and upgrade the Dawson Creek Curling Club. It will replace and upgrade the ice surface cement pad and its refrigeration infrastructure. Project activities include removing the existing cement floor and header/brine lines, installing a new floor with an HDPE ploy fusion header/brine pipe system, and commissioning all the equipment.

41. Detailed Project Description: This should provide the department with a clear understanding of the
project and your plan for completing the project including any potential risks that you may face.

- Describe the objectives of the project.
- Provide explicit details on the of the rehabilitation, renovation, repair or expansion work being planned.
- Clearly address any project risks and mitigation measures to address these risks (e.g., project delays, staff turn-over and inability to secure confirmed funding).

42. Provide the rationale for the project. Clearly outline the importance of this project to your respective community and how this project will benefit the community. (Maximum of 4000 characters including spaces):

- Explain how the project will benefit the community or fill a community gap/need.
- Explain the age, current condition of the facility and how the project would improve the use or longevity of the facility.
- Describe the access and/or availability of similar infrastructure in the region.

43a. Community Infrastructure Type: Select the type of facility the project will improve/rehabilitate from either the "Recreational community infrastructure" list or the "Non-recreational community infrastructure" list. Choose only one.

43b. If "Other" non-recreational community infrastructure was selected, specify type:

44a. If non-recreational community infrastructure was selected in Question 43a, explain how the facility is used for recreational purposes: Indicate if the community infrastructure or part of it is used for recreational purposes (e.g., yoga, aerobics or basketball).

44b. If non-recreational community infrastructure was selected, identify the percentage of time that the facility is used for recreational purposes. Indicate the percentage of time (in whole numbers/no decimals) a facility is used for recreational purposes.

45. Does your organization own the community infrastructure which you are planning to rehabilitate or do you have a long-term lease and permission to undertake the renovations in place? Answer Own, Lease with permissions or Neither. If Lease with Permissions is selected it is mandatory to attach a copy of the lease in Question 66a.

46. Is the facility non-commercial in nature and open for use to the public and not limited to a private membership? Answer yes or no.

47. Does the project involve the rehabilitation, improvement, or expansion of existing community infrastructure assets? Answer yes or no. The Canada 150 Community Infrastructure Program is for rehabilitation and improvements to existing infrastructure.

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48a. Does the project involve expansion (new construction) to the existing community infrastructure asset? Answer yes or no.

48b. If yes, identify the percentage (%) increase to the square footage of the existing community infrastructure asset. Indicate the percent in the space provided. Enter a value greater than zero with no decimal places. The Canada 150 Community Infrastructure Program will not support expansion activities that will result in a significant increase in the square footage of the facility (i.e., a 30 percent increase or greater).

49a. Can the project be completed by the Fall of 2017? Answer yes or no.

49b. If yes, explain how you intend to have the project complete by the Fall of 2017. Clearly indicate the project plan in place to ensure this project can be materially complete by the Fall of 2017. For instance,
- Indicate if/when permits and approvals will be in place.
- Indicate if/when engineering/architectural plans and approvals will be in place.
- Indicate if/when a contractor will be hired and ready to work on the project.

50a. Does the project have demonstrated linkages to the Celebration of Canada's 150th? Answer yes or no.

50b. If yes, explain how your project will contribute to the Celebration of Canada's 150th? Clearly indicate how the proposed project will leave a meaningful lasting legacy for your community and how it will help your community remember the celebration of Canada 150 for many years to come.
- Clearly indicate why the project is considered meaningful and how it will provide long-term benefits to a community.
- Why would this project be viewed with pride by a Community?
- Is this project for a facility that is a focal point for your community?
- Will this project be viewed by your community as a meaningful legacy from Canada 150 and if so, why or how?
- Was the facility originally constructed in 1967 as part of Canada's Centennial celebrations?

51a. Does the project have activities that will benefit Francophones? If your project includes activities that will directly impact Francophones in Western Canada, choose yes.

51b. If yes, describe how the project activities will benefit Francophones: Explain how the objectives of this project will benefit Francophones in Western Canada and what specific activity(ies) will be directed at Francophones.

51c. Will your project have a significant impact on Indigenous communities? Answer yes or no.

51d. If yes, describe how the project will have a significant impact on Indigenous communities. (e.g., Will Indigenous Peoples be the primary users of the facility? Is the applicant an entity owned or operated by Indigenous Peoples? Does the applicant have a mandate to assist or deliver services to Indigenous Peoples?). Refer to Section 3.3.

51e. Will your project advance a clean growth economy? Answer yes or no.

51f. If yes, describe how the activities will advance a clean growth economy. Refer to Section 3.2.

PROJECT TIMELINES

Indicate key activities that occur between the Proposed Project Funding Start Date and the Proposed Project Funding End Date.

52. Proposed Project Funding Start Date: This is the date that an agreement between a Recipient and the department comes into effect. It can be thought of as the start date for the project. Enter a date on or after April 1, 2016 in DD/MM/YYYY format.
- Only costs incurred by the applicant between **April 1, 2016** and **March 31, 2018** will be eligible for reimbursement under the Canada 150 Community Infrastructure Program.

53. Is this date flexible: If your proposed project funding start date is flexible, choose yes.

54. Proposed Project Funding End Date: This is the anticipated date that project activity will cease. Under the Canada 150 Community Infrastructure Program projects must be materially completed by **March 31, 2018** to

be eligible and preference may be given to projects materially completed by fall 2017.

55. **List key activities that occur between the Proposed Project Funding Start Date and the Proposed Project Funding End Date. Key activities are milestones that can be tracked to ensure the project is proceeding as planned:** These should be significant activities that will be used to measure your project's performance over the course of the project. Examples include purchase equipment/materials, install equipment/materials, hire new staff and hire contractor (via competitive process if contract is over $50,000). If additional activities are required to adequately describe your project, the list can be expanded.
   Completion Date: Key activity completion date must be completed. It must be a valid date in DD/MM/YYYY format and a date between the Project Start and End Dates.
   Add additional Key Activities: If applying online, the application allows for adding additional fields for key activities.

56. **Comments on Key Activities:** Provide any additional information that may help to clarify the key activities and completion dates provided.

PROJECT FUNDING

The funding summary will provide all sources of funding of the project. The applicant organization and Western Economic Diversification Canada are pre-identified on the form. Please enter all other sources of funding in the spaces provided and indicate if the funding from these other partners has been confirmed or not. If you are using the online application form and more space is required, click on "Add new source of funding" and an additional row will be provided.

57. **Project Funder**: List all project contributors that will provide project funding as a monetary contribution (see Section 10 for definitions).

   - Break down your funding by the Government of Canada fiscal year, which runs April 1 to March 31, and NOT by calendar year.
   - In-kind costs are not eligible.

   Source: Where applicable, select the description that best reflects the funding source: Federal, Provincial, Municipal government body, or non-government.

   Confirmed: For each funding source, indicate if the funding has been confirmed (yes) or not (no). In the case where your organization (Applicant Organization) is a source of funding, indicate confirmed if you have cash on hand.

   Under each fiscal year column, provide the project funding cash flow. Each fiscal year commences on April 1 and ends on March 31.

   Total Project Funding Required: If you are using the online application form, this total is calculated automatically.

58. **Comments on Project Funding:** Provide further explanation of the sources of confirmed as required. If funding is not confirmed, indicate when you expect the funding to be confirmed. Identify if a request for additional funding has been made and whether you are waiting on a response or if the response is dependent upon funding from Western Economic Diversification.

NOTE:
Financial Statements: It is mandatory that you attach your most recent financial statements to your application.

Confirmed Funding: Please attach written proof of all sources of non–Western Economic Diversification funding that have been confirmed for your project. This may include copies of letters of confirmation, board motion approving commitment of funding, signed agreements, bank statements, etc.

59. **Please list the various costs you will incur in the implementation of the proposed project (only include costs incurred after the Proposed Project Funding Start Date). Be sure to list costs and not activities:** Under the

Canada 150 Community Infrastructure Program only project costs incurred and paid <u>between</u> **April 1, 2016 and March 31, 2018** are eligible for reimbursement. The cost categories are as follows:

- Costs for rehabilitation, repair and expansion of fixed capital assets.
- Professional Fees.
- Public communications cost category must contain a dollar value equal to or greater than 200 with no decimals.
- Incremental salaries.
- Other project costs (please include any costs not listed above under 'other').

Invoices must be provided to Western Economic Diversification indicating that all costs (eligible for reimbursement under the Canada 150 Community Infrastructure Program) were incurred and paid between **April 1, 2016 and March 31, 2018**. All costs will be validated and confirmed through the assessment and claim submission process. During the assessment and claim process, you may be required to provide evidence that the costs are reasonable for the product/service procured. This may include evidence of multiple quotations or proof of a competitive process. In the assessment process, applicants may be asked to provide this evidence on short notice and with a short deadline.

Amount: Total expected cost of items included in the corresponding cost category (including only the portion of GST that is not recovered/reimbursed).
Total Project Costs: Will automatically calculate if using the online application form. The dollar amount of total project costs must equal "Total project funding required."
Add additional project costs: If applying online the application allows for adding additional fields for project costs.

60a. Will a competitive process be used to select a contractor or for purchases (over $50,000)?: For individual project costs and contractors exceeding $50,000 indicate if a competitive process was/will be used.
60b. Please explain.
- If yes, provide an explanation of the competitive process used/planned to be used.
- If no, provide an explanation (e.g., justification for sole sourcing or project costs/contractors were under $50,000).

GOVERNANCE AND MANAGEMENT

61. Describe the governance of the organization: Provide an explanation of how the applicant organization is governed (e.g., board of directors, advisory board) and its structure along with a brief explanation of key executives' credentials (e.g., indicate the level of experience of the board members, such as the number of years experience each member has on the board of directors). Clearly demonstrate that your organization has effective governance measures in place to provide appropriate oversight of this project. Indicate how these individuals will specifically be involved in providing oversight on the project.
62. Describe the qualifications and related experience of the key individuals who will be responsible for managing and implementing the project: Provide an explanation of the qualifications and experience of those members of your organization that will be directly managing and implementing this project. Clearly demonstrate that your organization has the management skills and leadership to carry out this project.
63a. In addition to the funding partners, are there any other organizations who are involved with this project: If there are other organizations involved with the project, in addition to the funding partners, choose yes.
63b. If yes, provide the organization's name, nature of their involvement and attach a letter of support (if applicable): Describe other organizations that are not funding partners in the project, but are involved in project activities or will benefit from the results of this project.

Add additional organizations: If applying online the application allows for adding additional fields for organizations that are involved in the project.

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ATTACHMENTS

64. **Current Financial Statements** (Maximum 1 attachment): It is mandatory that you attach your most recent financial statements.

65. **Confirmation of other (non-Western Economic Diversification) sources of funding** (no attachment limit): Funding will only be considered confirmed if written proof is provided. Evidence of confirmed other (non-Western Economic Diversification) sources of funding must be attached if 'confirmed' funding has been selected in question 57.

66a. **Copy of lease, formal agreement, Memorandum of Understanding and/or other legal agreement (mandatory if "Lease with Permissions" is selected in Question 45).**

66b. **If your lease agreement grants permission to undertake renovations, please indicate which section, clause and/or page number the permission is highlighted in.**

66c. **If your lease does not provide permission to undertake renovations, attach a copy of the documentation granting permission from the owner.** (Mandatory if 66b is unanswered)

67. **Attach additional files that may support the assessment of your application** (no attachment limit):
    - Project plan, timeline or Gantt chart.
    - For projects undertaking an expansion - provide proof (such as blueprints) that the expansion is less than 30% of the existing square footage/footprint.
    - Provide copies of engineering studies that confirm the need for the upgrades.
    - Letters of support.
    - Regulatory approvals.
    - Resolutions to proceed with the project.
    - Detailed budget (by fiscal year that starts April 1 and ending March 31).
    - Detailed project cash flow (provide a breakdown of costs by month starting **April 1, 2016** and ending **March 31, 2018**. Also indicate if your project will incur costs prior to **April 1, 2016** and who will cover these costs).
    - Documentation acknowledging construction readiness (e.g., construction permits).
    - Charter Document with a seal that grants Branch status and is signed and witnessed (for unincorporated Legions).

If you are using the online application form, attachments can be inserted and uploaded by clicking on "insert item. and then on "click here to attach a file".

AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION ACKNOWLEDGEMENTS

The application form **MUST** be submitted by a member of your organization with signing power/authority to enter into a legal agreement. This person may be different than the Primary Contact person.

Also please remember that the application form must be submitted by the organization that owns the community infrastructure (or has a long term lease in place with approval to make renovations).

68a. **I have read and agree with the applicant acknowledgements:**

After reading and understanding the section, confirm agreement with the applicant acknowledgements, as well as the truthfulness of all the information provided, and fill in the subsequent information.

68b. **Name:** Fill in the name of the member of the organization with signing power/the authority to enter into an agreement. This person may be different from the contact person.

68c. **Title:** Fill in the title of the named member.

69. **Date:** Fill in the date of final submission. If you are using the online application you do not need to provide the date of submission.

70. Signature: Please sign the document. If you are using the online application form, you do not need to provide a signature on the document.

"Save" Instructions:

You can complete this application form in more than one session by using the "Save" button at the top of the application form. An email will be sent to the Primary Contact identified on the form. The Primary Contact must save this email as it is the only way you can retrieve your saved application. This email includes a link to your saved application and instructions on creating a **GCKey** which is required to access your saved application.

"Validate/Submit" Instructions:

1. Save a final version of your application using the "Save" button at the top of the application form.
2. Print a copy for your records.
3. Select the "Validate/Submit" button at the top of the application form to formally submit your online application to WD. Once the validation of your application is complete you will have to select a second "Submit" button.
4. The Primary Contact will receive a confirmation email upon successful submission. If you do not receive this confirmation email within 24 hours of submitting please contact a WD Regional Office. **A "saved" application that is not formally submitted will be considered incomplete and <u>will not</u> be considered for funding.**