

GRANT APPLICATION GUIDE

FUNDING STREAM 1: BUILDING ECONOMIC DEVELOPMENT CAPACITY

1. About the Program

The **ETSI-BC Building Economic Development Capacity funding program** provides non-repayable grants on a scheduled 'intake basis' to support strategic investments to help 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. Categories of funded projects:

- Small Scale Projects (up to \$15K) - priority given to communities with less than 5,000 population
- Large Scale Projects (up to \$50K) – priority given to communities with less than 25,000 population
- 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 smaller/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 encourage other funders
- If applicable, support the recovery of communities impacted by natural disasters.

3. Who Can Apply

Applicants must be located in the [ETSI-BC service area](#). The applicant must be financially solvent and current with their annual Federal and/or Provincial filings. The types of organizations eligible to apply for ETSI-BC funding include:

- Registered First Nations bands, wholly owned Indigenous development corporations, tribal councils and Metis organizations
- Local governments (municipalities and regional districts) and their associated economic development organizations
- Non-Profit Business Support organizations serving the region, such as:

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

NOTES:

- If you're not sure whether your organization is eligible to apply for funding from ETSI-BC, please contact our Project Consultants.
- Applicants may not receive funding for more than two projects in the last four ETSI-BC funding intakes.
- Private individuals, for-profit private sector businesses (including but not limited to corporations, partnerships, joint ventures and sole proprietorships) and religious institutions are not eligible to apply for ETSI-BC funding.

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 Projects (Max grant \$15,000 per project)

This program is intended to provide capacity to smaller and First Nations communities for economic development research and planning. Applicants may be eligible for up to \$15,000. Projects in communities with populations of less than 5,000 may receive up to 100% funding, although leveraging of additional funding is encouraged.

Projects in communities with populations over 5,000 may receive up to 50% funding, to a maximum of \$15,000. Should the funding intake be over-subscribed, 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.

SMALL SCALE PROJECTS	EXAMPLES
Economic Development Planning and Research	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Business retention strategy • Business diversification strategy • Business recruitment strategy • Business incubation strategy/plan • Business surveys/business walks
Industry / Work Force Engagement	<ul style="list-style-type: none"> • 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 is intended to provide seed 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	EXAMPLES
Business Diversification	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Establish a business incubator • Support agri-business; farmers market • Cluster development – sector attraction or supply chain development • Expand secondary wood manufacturing • Support circular economy initiatives – recyclables/renewables • Support green/net zero initiatives
Community Revitalization	<ul style="list-style-type: none"> • 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 is intended to provide 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. Ineligible Projects

The following projects are not eligible for funding:

- Health studies
- Education or health-related facilities and infrastructure
- Activities which do not comply with local, provincial or federal legislation
- 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 impact.
- 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 or social housing.

7. Eligible and Ineligible Costs

Eligible Costs:

Costs which are **eligible** for grant funding include the following:

Small Scale Projects:

- Project-related contractor or professional consulting fees and travel expenses
- Project-related technology - computer, communications and audio or video equipment rental
- Marketing or promotion-related costs, collateral, and outreach (e.g., awareness programs, meeting costs)
- Third party project-related costs including reports, printing, postage, or data
- Project administration costs to a maximum of 10% of the project budget.

Large Scale and Collaborative/Regional Projects:

- Project-related contractor or professional consulting fees and travel expenses
- Project-related technology - computer, communications and audio or video equipment rental
- Consultant invoiced project-related costs
- Marketing or promotion-related costs, collateral, and outreach (e.g., awareness program, meeting costs)
- Cost of labour, materials or supplies for project-related capital expenditures
- Project administration costs to a maximum of 10% of the project budget.

Ineligible Costs (ALL project types)

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

- Wages for existing staff to carry out regular duties
- Wages for staff funded through other funding sources and/or other funding programs
- Supplementary wages/contractor 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

NOTE:

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. The names of in-kind contributors should be noted in the Project Participant section of the application to demonstrate commitment from other partners.

8. Economic Benefits/Key Performance Indicators

Funded projects must provide direct economic benefits and add value to the region (i.e. community, local governments and/or First Nations). The following Key Performance Indicators (KPI's) are measures of economic benefit that are considered in the application assessment. KPI's will be detailed in the funding agreement and inform the applicant's Final Report. Funded projects should provide one or more of these types of benefits:

- Lead to a new economic development initiative
- Increase revenues to support sustainability
- Provide regional economic impact(s)
- Enhance business performance
- Lead to new job creation or job retention
- Market new products/services outside the ETSI-BC region
- Provide new products/services within the local/regional economy
- Involve multiple groups and community collaboration

9. 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
- Coordination with the economic development function in your community
- Leveraging of other funding
- Applicant's capacity to manage staff and oversee project
- Number of jobs created or maintained
- Number of businesses assisted
- Consideration of diversity and equity
- Collaboration with other organizations, including local First Nations and local government
- Regional impact
- Direct economic benefit to smaller communities and First Nations
- Support for recovery activities in communities impacted by natural disaster

NOTE:

Multiple projects may be considered from a single community, provided that leveraging is in place commensurate with the combined size of the projects, which cannot exceed \$50,000.

10. Communication and Reporting

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

11. Application Process

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

1. Applicant is strongly encouraged to contact ETSI-BC to discuss the proposed project scope and potential alignment with the funding program. Contact information is available online at 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 Committees for review and recommendation

5. Funding decisions may require ETSI-BC Board approval. 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 documentation confirming of all other funding sources in writing to ETSI-BC. A fully executed Contribution Agreement is required prior to any funds being released.
7. Upon project completion, the applicant will report on the Key Performance Indicators 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 BEFORE APPLYING?

Contact Mary Beadman

Email: info@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 concise description and rationale for the project. Includes primary sector, target location and demographic, type of project (economic development planning & research or business attraction, retention & expansion or industry/workforce development), and projected economic benefits. Indicate any prior work or studies informing this project and submit supporting documents.

2. Key Performance Indicators

Identify the expected outcomes of your project as per the following required Key Performance Indicators. 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. Diversity & Equity

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

4. Project Participants

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

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

Is your primary role in your community in economic development? If no, please describe how you have coordinated your project with the economic development function in your community. Please include their contact information, organization name and letter of support, if applicable.

6. Project Plan

Breakdown of activities, with detail, and estimated completion date. Applicants must identify a minimum of three activities in their project plan.

7. Required Confirmations

Applicants will be required to provide affirmations and attest that:

- The information is accurate and complete, and the project proposal, including plans and budgets, are fairly presented.
- The project application is signed by an authorized signatory of the applicant organization.
- Affirmation that the organization is financially solvent, is compliant 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.
- Agreement 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.
- Commitment to publicly acknowledge funding and assistance by ETSI-BC.
- Affirmation that the organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.
- Name and email of authorized signatory.

8. Total Project Budget and ETSI-BC Funding Request

Total Project Budget and ETSI-BC Funding Request

i 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

i 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