



Community Works Fund Application Instructions

This document outlines the Community Works Fund application process and provides detailed instructions. It is designed to help applicants be prepared and informed when submitting an application, and to ensure that the RDCK can administer your request in a timely fashion. Please take the time to read this document thoroughly prior to application submission.

Overview

Funded projects must be a tangible capital asset, of public benefit and use, and via eligible recipients, the Community Works Fund program aims to achieve three primary objectives: a clean environment; productivity and economic growth; and strong cities and communities. Eligible projects include investments in infrastructure for its construction, renewal, or material enhancement in each of the following project categories here: [CCBF Eligible Infrastructure Categories](#)

Investments in health infrastructure are not eligible.

2021 Community Works Application Instructions

All applications are reviewed and administered by RDCK staff, and the RDCK Board of Directors must approve the application at a RDCK Board Meeting.

Steps to take if you want to submit an application

1. Please review [Schedule B – Eligible Costs for Eligible Recipients](#) (pages 10-11) prior to submitting your application.
2. Create an overview of the project that your organization would like to execute.
3. Contact your Area Director to ensure that he/she approves the project. (see list at <http://www.rdck.ca/EN/main/government/board-of-directors.html>).
4. Prepare a Community Works Fund application according to the instructions below.
5. Submit a draft application to the RDCK's contact person for feedback and comments.
6. Submit a final, **signed** application that has addressed all feedback given. (Note: the deadline for final submission is typically 3 weeks prior to a RDCK Board Meeting; for dates see - <http://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>)
7. Standby for the RDCK Board of Director's decision on your application.

For more information on Federal/Provincial funding please visit
<https://www.ubcm.ca/EN/main/funding/canada-community-building-fund/community-works-fund.html>

RDCK Contacts are:

Eligibility questions and applications need to be submitted to the attention of:

Tanji Zumpano
RDCK Water Services Liaison
Email: tzumpano@rdck.bc.ca; and

Financial and annual reporting needs to be submitted to the attention to:

Lisa Rein
Grants Coordinator
Email: rdckgrants@rdck.bc.ca