

2024 RDCK APPLICATION GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete the application form.

HOW DO I GET HELP?

Contact the RDCK Grants Coordinator at 250 352-8170 or grants@rdck.bc.ca

WHAT IS THIS PROGRAM ABOUT?

ReDi Grants (Resident Directed Grants) are flexible and incorporate community-based funding decisions. They support local projects that provide additional value to Columbia Basin communities and that benefit the broad community and public good.

Each year, Columbia Basin Trust distributes program funds to its local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary; the City of Revelstoke; the Town of Golden; the Village of Valemount; and First Nations partners ʔaqam, ʔakisq̓nuk First Nation, yaqan nukiy, Yaq̓it ʔa-knuq̓iit and Shuswap Band.

WHO CAN APPLY?

Eligible Applicants: You may apply if you are a registered non-profit society, First Nation, registered school or local government. Projects must meet community and public needs.

If your group does not fit any of the above categories, or if your group is a private sector organization, you may only request support up to a maximum of \$4,999 and you must clearly demonstrate how your project will benefit the broad community. Unregistered groups may request support of \$5,000 or more **only** if they are sponsored by an eligible applicant.

Eligible applicants sponsoring an unregistered group must submit the application on behalf of the unregistered group. If the project is successful in receiving funds, the eligible organization will receive the funds and complete the final report. Eligible applicants applying on behalf of unregistered groups assume all responsibility for the project outlined in the application.

If you have an **overdue or incomplete project final report** from a previous year, your application will be considered **ineligible** until all overdue reports are submitted.

If you're unsure if your organization is in good standing (or if you need to change your primary contact at any time), contact the RDCK Grants Coordinator as soon as possible.

HOW DO I APPLY AND WHAT'S THE DEADLINE?

Apply online, following the directions in the section Application Information and Instructions. Applications are accepted once per year.

You must apply by **4:30 p.m.** on **Wednesday, February 21, 2024.**

Late applications will **NOT** be accepted. Only applications submitted through the online application system will be considered. Projects eligible for funding consideration will be posted on the RDCK website in March.

WHAT ARE THE PROJECT CRITERIA?

Projects need to adhere to the spirit of programs provided by the Trust and support efforts by the people in the Basin for meeting community and public need rather than the needs of private interests or select individuals.

ReDi Grants should support projects that provide additional value for the public good, and assist communities in achieving their collective priorities. **Projects taking place in local communities in the RDCK will be prioritized.**

We encourage you to seek funding from other sources; don't rely solely on Trust funding.

Projects within the City of Nelson

The City of Nelson has specific criteria regarding Nelson's Sustainability Goals and Community Priorities. Visit the website [here](#) or contact Sonya Martineau, Legislative Coordinator at the City of Nelson: smartineau@nelson.ca or 250.352.8234 for more information.

Project period

The 2024/2025 project period is May 17, 2024, to June 30, 2025. You must complete your project within this period, and you must not incur expenses before the start date (May 17, 2024). **Expenses incurred prior to this date are NOT eligible.**

WHAT TYPES OF PROJECTS OR COSTS AREN'T ELIGIBLE?

The Columbia Basin Trust Act requires that Trust funding not relieve any level of government of its normal obligations. Program funds must not be used to fund core services normally funded through the government tax base such as publicly funded education or infrastructure such as roads, sewers, water systems and fire protection.

Applications for multi-year funding will not be accepted.

Operational costs—which ensure the continuity of your organization's operations, or costs that would be incurred even if the project didn't proceed—are **not** eligible for funding. These include **but are not limited to:**

- administrative fees;
- wages and other employment-related costs for permanent employees;
- rent and utilities;
- insurance;
- professional fees; and
- recurring contractual obligations.

Exception: Operational costs may be eligible if those costs are related to **start-up** costs for a new program or pilot project. You **must** provide a clear plan for ongoing support of the operations after ReDi funding has been spent.

HOW MUCH CAN I APPLY FOR?

If you are an eligible applicant including a First Nation, registered school, local government or non-profit society registered under the BC Societies Act and in good standing, you may request any amount of funding. However, keep in mind that there is a limited amount of total funding available. Please visit our website to view a list of projects funded in previous years.

If your organization is not a registered non-profit society or other eligible applicant, you may only request funding up to \$4,999 unless your application is sponsored by an eligible applicant. Visit OrgBook BC to see if your organization is registered and in good standing.

Each rural electoral area and municipality in the RDCK receives a share of ReDi funding to be awarded.

ReDi Area	Anticipated minimum funding*
Electoral Area A – Wynndel/ East Shore-Kootenay Lake	\$34,364
Electoral Area B	\$73,697
Electoral Area C	\$34,364
Electoral Area D/ Lardeau Valley	\$84,726
Electoral Area D/Village of Kaslo	\$58,283
Electoral Area E	\$58,280
Electoral Area F	\$59,499
Electoral Area G/Village of Salmo	\$68,728
Electoral Area H – The Slocan Valley	\$67,737
Electoral Area I	\$37,876
Electoral Area J – Lower Arrow/Columbia	\$128,515
Electoral Area K – Arrow Park	\$9,825
Electoral Area K – Burton	\$19,650
Electoral Area K – Edgewood	\$33,686
Electoral Area K – Fauquier	\$19,650
Electoral Area K/ Village of Nakusp, Bayview, Rural Nakusp	\$184,126
Village of New Denver	\$34,364
Village of Silverton	\$34,364
Village of Slocan	\$34,364
Town of Creston	\$75,689



City of Castlegar	\$113,846
City of Nelson	\$145,197

**amounts are approximate and subject to change*

WHAT IS THE COMMUNITY INVOLVEMENT PROCESS?

Public engagement is an integral part of this program. ReDi Grants are intended to be flexible and incorporate community-based funding decisions. Community participation is strongly encouraged.

In March 2024, projects eligible for funding consideration will be posted on the RDCK website.

Community involvement processes will take place in April 2024, and vary for each area and municipality based on the needs of the community. Dates, times, locations, meeting details for each community will be advertised in local newspapers and on the RDCK website.

We recommend applicants make note of the community engagement process for all areas applied to for ReDi Grants funding, learn about the format and process, and attend any planned meetings if possible.

WHEN WILL A DECISION BE MADE?

Final funding decisions are recommended to the RDCK Board by each local selection committee.

The RDCK Board of Directors will make the final project funding decision at the Board meeting on May 16, 2024. The results will be posted on the RDCK website at rdck.ca/ReDi, and the RDCK Grants Coordinator will email all applicants.

HOW DO I LODGE A COMPLAINT?

If you wish to lodge a complaint about the administration of the program or the public consultation meeting, submit a written complaint to the RDCK Corporate Officer no later than five working days after the public consultation meeting. This must contain:

- your name and contact information
- a detailed description of the issue.

WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

Recipients awarded \$5,000 or more **must** sign a funding agreement. Failure to meet the terms and conditions of this agreement may jeopardize your current and future funding through this program.

Grant awards are disbursed in June and July 2024. The funds are typically mailed by cheque or transferred electronically via direct deposit. If a registered organization applied on your behalf, or is acting as your sponsor, the funds will be paid directly to that organization.

For recipients awarded \$5,000 or more, a 10 per cent holdback will be applied and released after a final report is submitted.

WHAT ARE THE REPORTING REQUIREMENTS?

You must spend funds and prepare project reports according to your project budget and the terms of the funding agreement if applicable as well as what was indicated in the approved project. This includes spending all funds by the project period deadline of **June 30, 2025**. Projects can be audited at any time so ensure you keep accurate records.

Final reports must be submitted by **Wednesday, December 31, 2025**; we will *not* send you a reminder of this.

- Include a description of successes, challenges and outcomes of the project.
- Submit it at rdck.ca/ReDi.

If you have not spent all of the ReDi funding that you received, you must return all unused funds before the final report can be approved.

Organizations with overdue reports will not be eligible to receive funding in 2025.

You must contact the RDCK Grants Coordinator by October 31, 2024 if your project will:

- deviate from its original intent;
- incur expenses that differ from the proposed budget;
- be incomplete by June 30, 2025; or
- require an extension for your final report.

APPLICATION INFORMATION AND INSTRUCTIONS

Refer to the [Pre-Application Worksheet](#) for explanations, instructions and examples that will help you complete the online application form. Print it off to prepare your application offline if you wish.

Contact the RDCK Grants Coordinator if you have questions or require more assistance.

- 250.352.8170
- grants@rdck.bc.ca

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to its various programs. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in, you can only work on one draft application per program. You must submit an application before you can begin another application within that same program. You can edit submitted applications up until the deadline. (If you want to work on different applications to this program at once, use different worksheets until you are prepared to complete the online application.)
- You can view drafts and submissions after logging in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.



- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON:** Your application will not auto-save and you will lose your work. However, the application will auto-save when you click the **Next Page** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited: see the instructions for each particular section.
 - You have the option to use a worksheet to prepare your application entries or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.
 - **Drafts saved in the online portal are not a completed application, and your draft will not be submitted automatically. We will not consider any applications left in draft form at the application deadline.**
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