

Community Development Program Application Guidelines

Introduction

CBT works closely with people who live in the Columbia Basin to develop and deliver programs and initiatives that respond to their needs and support communities. By focusing on local priorities and issues, bringing people together around key issues, providing information, encouraging collaboration, and supporting planning, CBT is delivering benefits to the residents of the Columbia Basin.

The Community Development Program is one way that CBT works with the people of the Basin. The Community Development Program is a flexible granting stream with a continuous intake. CBT staff work closely with organizations and communities to develop their projects and ideas, and provide support. Grants are provided to a range of community projects throughout the Columbia Basin. These guidelines provide further detail on how to apply to the Community Development Program and what types of projects are eligible.

Purpose of the Community Development Program

The Community Development Program responds to the needs of Columbia Basin communities by providing financial and staff support to community projects.

What is a Community Project?

A community project is one that benefits a particular community. The benefit to the community may take the form of building on an existing community strength or addressing a gap. A community can be a specific geographic community, a collection of geographic communities, or a community brought together by common interests within the Columbia Basin.

How does CBT decide to support Community Projects through the Community Development Program?

Incorporated entities and local governments that are undertaking a community project can work with CBT staff to apply to the Community Development Program.

Because CBT wishes to be responsive to the varied needs of Columbia Basin communities, there are few restrictions on eligibility.

APPLICATION GUIDE

In general, eligible projects will:

- Be consistent with CBT's mission of supporting efforts in the Columbia Basin to strengthen social, economic and environmental well-being;
- Demonstrate some degree of support within the community;
- Have an appropriate and reasonable budget; and
- Have a capable project leader or team in place.

CBT evaluates each project on a case by case, and on its own merits. In reviewing projects, CBT may consider:

- Whether the community that will benefit from the project has received a large amount of funding recently through the Community Development Program, or if it is likely to apply in the immediate future for another project;
- The extent to which the project will create a sustainable and lasting impact in the community;
- The extent to which the project may be the responsibility of a level of government (federal, provincial or local);
- The availability of other funding sources that can support the project (including other CBT sources);
- The size of CBT's potential financial contribution to the project, relative to the overall budget; and
- The project's relative uniqueness within the community (the extent to which it does not duplicate the efforts of others).

Certain types of projects may be deemed ineligible at CBT's discretion.

What are the steps of the Application Process?

In general, the first step in applying to the Community Development Program is to begin a conversation with a CBT Community Liaison, CBT staff members who are responsible for working with communities in the Columbia Basin region.

The Community Liaison assists community organizations in a variety of ways, including by:

- Helping the community organization understand if the project is eligible to the Community Development Program;
- Helping the community organization access other funding streams; and
- Helping the community organization develop the overall project.

If CBT invites a community organization to submit an application to the Community Development Program, the review process for the application may include:

- Review by other staff within CBT and senior management;
- Review by CBT Advisory Committees (Advisory Committees are composed of volunteers from around the Columbia Basin region); and
- Review by a committee of the CBT Board of Directors, or the Board itself.

APPLICATION GUIDE

The Community Liaison will describe the review process to each applicant in more detail.

The entire review process, including first contact with the Community Liaison, may take up to eight weeks.

Fax: 1-250-365-6670

Phone: 1-800-505-8998

Email: info@cbt.org

Lynda Lafleur
Nakusp Office
Box 220, 220 Broadway
Nakusp, B.C. V0G 1R0
Ph: (250) 265-9937
Email: llafleur@cbt.org

Wayne Lundeberg
Castlegar Office
Suite 300, 445 – 13th Ave
Castlegar, B.C. V1N 1G1
Ph: (250) 365-6633
Email: wlundeberg@cbt.org

Katherine Hamilton
Golden Office
Box 393, 512 – 8th Ave North
Golden, B.C. V0A 1H0
Ph: (250) 344-2914
Email: khamilton@cbt.org

Jennifer Krotz
Cranbrook Office
828D Baker Street
Cranbrook, B.C. V1C 1A2
Ph: (250) 426-8810
Email: jkrotz@cbt.org

In some cases, other CBT staff members may also work with community organizations with their projects, and their potential applications to the Community Development Program.