

PROJECT FUNDING APPLICATION FORM

BUSINESS AND ECONOMIC DEVELOPMENT



Stage 1: Project Summary

Please complete the Project Summary section (pages 1 – 4) and submit this document by email to Coast Funds at patricia@coastfunds.ca. We will review the summary and discuss the project with you. If the project is eligible, we can assist you as you develop a complete application.

If you have any questions regarding the application process, we can be reached at 604-684-0223 ext 9.

How will this information be used and why?

Under the Great Bear Rainforest PFP and Great Bear Sea PFP agreements (see: Governing Documents), Coast Funds is mandated to administer funds for participating First Nations' investments in conservation and economic development, and to record the collective outcomes achieved. This questions in this application form, which mirror the final report form, track the community well-being outcomes identified in the PFP agreements. Coast Funds is accountable for reporting aggregated outcomes achieved. Importantly, each Nation's data is their own, and all Coast Funds will never share Nation-level or project-specific data with funders, partners, or wider public audiences without a Nation's consent.

ECONOMIC DEVELOPMENT PROJECT TITLE	DATE SUBMITTED (dd mmm yyyy)

APPLICANT ORGANIZATION (LEGAL NAME)	PARTICIPATING FIRST NATION ALLOCATION

EXECUTIVE SUMMARY

Please provide a brief summary of the proposed project and the work that will be performed.

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KEY OBJECTIVES OF THE PROJECT

Please identify at least three objectives that are specific, measurable, attainable, relevant, and time-bound.

- 1.
- 2.
- 3.
- 4.
- 5.

RATIONALE FOR THE PROJECT

Please explain why this project should be implemented including the long-term community or regional needs it addresses.

ECONOMIC BENEFITS

Please outline the direct economic benefits to the local and/or regional economy. For example, note any small businesses that may be indirectly created, skills training opportunities, product or service exports, direct financial benefits to the Nation.

ENVIRONMENTAL SUSTAINABILITY

Please explain how the project is environmentally sound and sustainable. Please outline the project's proposed use of natural resources and whether steps have been taken to minimize the release of any potential pollutants.

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PROJECT START DATE (dd mmm yyyy)		PROJECT END DATE (dd mmm yyyy)	
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FUNDING REQUEST AND PAYMENT SCHEDULE

Please identify the total funding you are requesting from Coast Funds and the dates you would prefer payments.

Requested Payment Date (dd-mmm-yyyy)	Associated Project Milestones	Requested Amount
1.		\$
2.		\$
3.		\$
Total funding requested from the allocation at Coast Funds:		\$

OTHER PROJECT FUNDING

Funding Source	Type	Current Status	Amount
			\$
			\$
			\$
			\$
			\$
			\$
Total other funding sources:			\$
Total funding requested from the allocation at Coast Funds:			\$
Total project funding:			\$

PRIMARY CONTACT INFORMATION

Name	Title		
Email	Work Phone	Extension	Cell Phone
Mailing Address	City	Province	Postal Code

Name	Title	Email
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Stage 2: Project Funding Application

Once the Project Summary has been reviewed and the application is considered eligible, we can work with you to develop the project funding application and required attachments.

PROJECT WORK PLAN					
Activity	Responsibility	Budget	Category	Start Date	End Date
<i>List all key activities in the work plan for the project.</i>	<i>Identify the person, partner or supplier responsible for each activity.</i>	<i>Note the planned cost for each activity.</i>	<i>Select the expense type for each activity.</i>	<i>Note the planned activity start date.</i>	<i>List all key activities in the work plan for the project.</i>
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			
6.		\$			
7.		\$			
8.		\$			
9.		\$			
10.		\$			
11.		\$			

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PROJECT WORK PLAN					
Activity	Responsibility	Budget	Category	Start Date	End Date
<i>List all key activities in the work plan for the project.</i>	<i>Identify the person, partner or supplier responsible for each activity.</i>	<i>Note the planned cost for each activity.</i>	<i>Select the expense type for each activity.</i>	<i>Note the planned activity start date.</i>	<i>List all key activities in the work plan for the project.</i>
12.		\$			
13.		\$			
14.		\$			
15.		\$			
16.		\$			
17.		\$			
18.		\$			
19.		\$			
20.		\$			
Total Project Budget: \$					

If you would like to list more than 20 activities, please contact us and we will provide a longer work plan template.

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PARTNERSHIPS

Please list the project's key business partners including supplier agreements, distributors, and joint ventures, as well as partnerships with universities, non-governmental organizations, and other First Nations.

Partner Organization	Type	Expected Outcomes This Year
1.		
2.		
3.		
4.		
5.		
6.		
7.		

CURRENT EMPLOYMENT

Please explain how the requested funding will help sustain existing employment.

NEW EMPLOYMENT (JOB CREATION)

Please provide an estimate of the new employment this project is anticipated to create.

Job Types	Total # new jobs	Of total, # held by First Nations	Hours of employment per week (average)	Total months worked per year
Direct permanent full-time jobs:			35+ hours/week	12 months/year
Direct permanent part-time jobs:			hours/week	12 months/year
Direct seasonal jobs:			hours/week	months/year
Direct temporary jobs: (e.g. construction, consulting)			hours/week	months/year

Please list the job titles/roles for the new employment positions that will be created

Is this intended to be an entry-level position supporting youth workforce development?

Y	N
Y	N
Y	N

Proposed permanent, new, full-time equivalent (FTE) employment:

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ECONOMIC DEVELOPMENT - TRAINING

Please describe any training or workforce development initiatives that are planned to build capacity.

TRADITIONAL KNOWLEDGE

Please check and describe each of the following areas of traditional knowledge that directly relate to project work plan activities.

Language

Access to traditional foods

Engaging Elders to transfer knowledge
to youth

Traditional stewardship practices

Protection and restoration of cultural
assets (e.g. CMTs, historic village sites,
petroglyphs)

Expression of art or history

KEY SUCCESS FACTORS

Please identify three key factors that are critical to the success of this project.

1.

2.

3.

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RISK FACTORS AND RISK MITIGATION STRATEGIES

Please identify three key risks and how your organization will monitor and mitigate each risk as the project is implemented.

Risk Factor	Mitigation Strategy
1.	
2.	
3.	

Authorization

I (we) certify that the information in this application and associated attachments reflect an accurate description and estimate of the costs, job creation, and financial projections for the proposed project.

I (we) agree that information provided in this application may be shared with Coast Funds staff, Board and consultants.

I (we) authorize Coast Funds to make enquiries of such persons or organizations operating in the project's field of activities as Coast Funds deems necessary to reach a decision on this application.

I (we) understand that the application may not be approved and agree to follow Coast Funds' procedures for discussing the Board's funding decisions.

I (we) have read and understood Coast Funds' policy on dealing with harassment of staff by clients, and will adhere to the policy ([view policy online](#)).

By entering my name here electronically, I authorize all of the above for this application:

Name of an Organizational Signing Authority

Title

Date (dd mmm yyyy)

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Attachments

Please ensure that each document is attached as part of your complete Project Funding Application:

Business Plan

We encourage you to consult us as you develop the business plan so we can assist and advise you wherever possible. Please refer to the business plan template available on the Coast Funds website. The template identifies the information we expect to see in your business plan. [Download the template from our website.](#)

Current Financial Statements

Financial statements (balance sheet, income statement, cash flow statement) for the most recent year (audited if available) as well as the organization's most recent monthly/quarterly in-house financial statements.

Pro Forma Financial Statements

Financial projections for the next three to five years with sufficient detail if multiple product or service lines are proposed. Please provide projections in spreadsheet format (Microsoft Excel preferred).

Please summarize the detailed Pro Forma Financial Statements that are attached to the application.

Date of Fiscal Year-End	Operating Revenue	Cost of Goods Sold	Operating Expenses	Operating Income
Year 1:	\$	\$	\$	\$
Year 2:	\$	\$	\$	\$
Year 3:	\$	\$	\$	\$
Year 4:	\$	\$	\$	\$
Year 5:	\$	\$	\$	\$
Cumulative Revenue:	\$		Cumulative Income:	\$

Depending on the nature of your project, we will work with you to determine the appropriate documents to attach to the application.



Before proceeding to Stage 3, please submit this form with pages 1 – 10 completed. Please note that the Council and/or Board must review the complete application (including attachments) in order to endorse the project.

**Stage 3: Resolutions**

A Council resolution must be received before a funding agreement can be issued. Please secure and forward the following:

Council Resolution

A signed resolution from the appropriate council of a Participating First Nation is attached.

The resolution should include all of the following:

- Project title
- Date of the application
- Amount requested
- Date the resolution was passed
- List of the councillors passing the resolution
- Organization that is authorized to receive project payments

In addition to the Council resolution, a Board resolution is only required if the application is from a company (e.g. development corporation) or non-profit society.

Board Resolution

A signed resolution from the Board of Directors of the organization applying for funds is attached.

The resolution should include all of the following:

- Project title
- Date of the application
- Amount requested
- Date the resolution was passed
- List of the directors passing the resolution