

Canada Community-Building Fund BC (Gas Tax) Information Package For Non-Profit Societies

Thank you for your interest in the Canada Community-Building Fund BC. This document will help you determine if your project is eligible and provide guidelines for an application.

This funding program has been made available by the Government of Canada and can be used for infrastructure projects that support productivity and economic growth, a clean environment, and strong cities and communities (hereinafter referred to as the “criteria”). The project must be for public infrastructure which provides a public use and benefit component. The applicant must demonstrate that the proposed project meets this requirement.

To be eligible for funding, your infrastructure project must fall into one of the following categories:

Active Transportation	Cultural Infrastructure
Sport Infrastructure	Tourism Infrastructure
Recreation Infrastructure	Broadband Connectivity

The Regional District Board of Directors will consider funding applications from registered non-profit societies operating within our Regional District boundaries for projects meeting the aforementioned criteria. In order to be considered for funding, applicants must:

- 1) Be a registered Non-profit Society in good standing with the Province of British Columbia.**
- 2) Comply with the Regional District of Bulkley-Nechako Transparency and Accountability Policy**

This policy is attached and includes requirements regarding the submission of Financial Statements.

- 3) Comply with the Regional District of Bulkley-Nechako Purchasing Policy for purchasing goods or services in relation to this project.**

Basic details of the purchasing policy are attached.

- 4) Projects must have the support of the local area Director.**

Once the Organization has an estimated project cost in mind, they should discuss the project in detail with the Director, who will advise the RDBN Staff as to the amount that he/she is able to commit to the project.



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Please note the following important information:

The funding request will not be taken forward to the Board until all application documents have been received. Board Meetings happen only once per month (dates are available on the RDBN website at www.rdbn.bc.ca)

Please ensure the application and supporting documents are received by the RDBN staff at least three weeks prior to the Board Meeting date in order for staff to review your submission and prepare the application memorandum to the Board.

The Canada Community-Building Fund Program process includes the following steps:

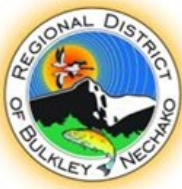
- 1) Provide the Manager of Regional Economic Development with a project description. The Manager will review the project and will work with the organization to determine eligibility (including status as a non-profit society, ownership of the property, public use and benefit, project category and eligibility of expenditures, etc.).
- 2) Discuss the project with the Electoral Area Director to gauge his/her level of support for the project.
- 3) If the Manager of Regional Economic Development determines the project is eligible, the Society can complete an application and submit the completed form and all required attachments to the Manager. The application will be reviewed and considered at a future Regional District of Bulkley-Nechako Board meeting.
- 4) If approved, the applicant will be required to sign a funding contract with the Regional District of Bulkley-Nechako and submit further required documentation prior to receiving funding for the project.

Manager of Regional Economic Development, Nellie Davis, can be reached at:

Phone – (250) 692-3195

Toll Free – 1-800-320-3339

Email: nellie.davis@rdbn.bc.ca



Key Points of the RDBN Purchasing Policy as it Relates to Canada Community-Building Fund BC Projects

The Recipient will award contracts in a manner that is transparent, competitive, and consistent with value for money principles.

The Policy specifically states 'the Recipient will adhere to the following competitive bid policies for awarding contracts':

Total Project Budget	Required Process
Purchases in excess of \$10,000, but less than \$25,000	At least two written quotes
Purchases in excess of \$25,000 but less than \$75,000	At least three written quotes
Purchases in excess of \$75,000	Tenders or Requests for Proposals (RFP) from at least three suppliers

The number of competitive bids may be less than those specified above if the number of suppliers within a reasonable area is limited. If less than the required number of quotes are available, please provide documentation as to your complete RFP process (who you approached, when, their response, and any follow-ups made in an effort to get a quote).

The use of BC Bid, the electronic public tendering process made available by the Province of BC is required for purchases of goods or services in excess of \$75,000 or construction contracts in excess of \$200,000.

Tenders and RFP's must clearly identify the criteria that will be used in their evaluation along with their weighting and methods of evaluation against their criteria.

The Recipient will provide the RDBN with copies of all requests for quotations, tenders, or requests for proposals, all responses received, and other contracts entered into, upon request.

Please note, ALL quotes should include the following information:

- i. Name and contact info of contractor
- ii. Date and terms of quote (some quotes expire in 30 days, some will be honoured for a year or more)
- iii. Cost of materials
- iv. Cost of labour
- v. Any extra costs included in quote (rental of specialized equipment, freight for special order materials, etc.)
- vi. A note regarding any extra costs anticipated that are not included in the quote (hydro hookups, building permits, etc.)
- vii. All taxes (PST and GST listed separately)
- viii. Total cost of the quote

The successful contractor will be required to provide an adequate level of detail so that the RDBN can confirm the scope of the project and to confirm eligibility of specific items in the project quote. It is the Applicant's duty to ensure that this level of detail is provided by the contractor.



RDBN Transparency and Accountability Policy

All organizations that receive funding through a grant program such as Grant-in-Aid or Canada Community-Building Fund BC (excluding municipalities and school districts) must abide by the following terms:

- a) If the grant request exceeds \$25,000 for a capital expenditure or \$10,000 for any other expenditure, or if the organization has received more than \$25,000 (in total) in the last two calendar years from any source of government funding, then the organization must provide financial statements (with some specified review procedures concerning cash¹) prepared by a CPA²; or
- b) If the grant request exceeds \$75,000, or if the organization has received more than \$150,000 (in total) in the last two calendar years from any source of government funding, then they must provide financial statements prepared and reviewed³ by a CPA; or
- c) If the grant request exceeds \$250,000, or if the organization has received more than \$250,000 (in total) in the last two calendar years from any source of government funding, then they must provide audited financial statements.

Footnotes:

¹The specified procedures concerning cash include the verification of monthly bank reconciliations, the verification of the beginning and ending year cash accounts for the organization with the organizations bank or credit union, it includes a review and proper accounting of all prepaid expenses and accrued liabilities, and it includes verification that all designated “restricted” accounts are externally restricted only (and not restricted by the organizations board).

²CPA refers to a Certified Professional Accountant licensed to work in British Columbia.

³ Reviewed Financial Statements mean for this policy that a “Review Engagement” was carried out by an accountant. For more information please refer to the Canadian Standard for Review Engagements published by CPA Canada (currently CSRE 2400).