

Village of Telkwa

Guidelines for NDI Regional Development Proposals

Introduction

The following proposal guidelines have been set by the Northern Development Trust – Board of Directors and fine-tuned by the Village of Telkwa so that they reflect the unique needs and desires of our specific municipality. These guidelines are considered mandatory requirements prior to submission to the Village of Telkwa, the Regional Advisory Committee and the NDI Board.

Guidelines

1. All projects must be endorsed by the Village of Telkwa by resolution prior to being forwarded to the Northwest Regional Advisory Committee (RAC). The Northwest RAC is responsible to receive, assess and recommend to the NDI Board project proposals within its defined region.
2. All projects must demonstrate broad support at the RAC level and fit within the defined areas in the legislation, namely:
 - i. Forestry;
 - ii. Pine beetle recovery;
 - iii. Transportation;
 - iv. Tourism;
 - v. Mining;
 - vi. Olympic;
 - vii. Small business;
 - viii. Economic development;
 - ix. Energy; and
 - x. Agriculture.
3. Proposals should demonstrate, where applicable:
 - a) Leveraging (the use of multiple sources of funding including the organizations own resources to collaboratively achieve a project);
 - b) Sustainability (the projects should be operationally self sustaining over the long term and produce measurable sustaining economic development to the Northern Trust area);
 - c) Job Creation (jobs created during project work and jobs created following the completion of a project. Note: Volunteer work can be valued for the purposes of budgeting to demonstrate in kind donations, but cannot be used to determine job creation); and
 - d) Small community participation (the projects should demonstrate community consultation and a focus wherever possible in enhancing economic development opportunities for smaller communities).
4. Proposals must demonstrate that a business case and due diligence¹ test has been completed for each proposal. Projects must be financially viable.
5. The Village of Telkwa will only consider projects with the potential to provide significant long-term employment, taxation or whole community benefit.
6. The Village of Telkwa is responsible for follow-up to ensure that money is used for the purpose it was intended.
7. Funds are not substitutes for existing government or other funding programs at any level, but this principle does not exclude the Village of Telkwa from being able to access other government cost sharing programs or from requesting assistance for participation.
8. All approved funds are to be distributed to the Village of Telkwa for administering of approved projects.

¹ The care that a prudent person might be expected to exercise in the examination and evaluation of risks affecting a business transaction.

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9. Projects that provide a benefit beyond the Village or the Region may be considered for shared funding from other interested municipalities or regional districts.
10. Proposals that provide benefits to Telkwa and areas beyond the Northwest Region, may be endorsed to the NDIT Board with a resolution of support from Telkwa Council.
11. The Council of the Village of Telkwa will review the allocation of Telkwa NDI Funds every year. Council may amend the allocation at any time to reflect the needs of the Village of Telkwa, by a resolution.
12. Allocation of Funds

In an effort to be clear and transparent, of the total NDI allocation to the Village of Telkwa (\$480,104.00), the following distribution plan attempts to ensure that the funds are utilized in the most effective and dynamic way possible:

Allocation of Telkwa NDI Funds	Amount \$
Municipal Capital Expenditures:	\$350,000.00
Telkwa Community Initiatives Low Interest Loan Program ²	\$20,104.00
Telkwa Community Initiatives Grant Program ³	\$10,000.00
Telkwa Community Initiatives Legacy Investment Fund ⁴	\$100,000.00
Total	\$480,104.00

Application Process

Applying for funding assistance through the Telkwa Community Initiatives funding envelopes is a two-stage process:

1. Please submit a brief "letter of intent", outlining the overall project you are considering. Blank format letters of intent are available at the Village office.

Pending approval from Village Council, you will be invited to submit:

2. A formal & detailed application which clearly addresses all of the guidelines and business case analysis as outlined on page one of this memorandum. A detailed project application form is available at the Village office.

Telkwa residents, entrepreneurs and organizations are encouraged to apply for funding assistance. Funding letters of intent and/or formal applications are to be delivered directly to the Village of Telkwa.

Please clearly label email subject or envelopes to show:

Village of Telkwa
NDI Application Package
PO Box 220
Telkwa, BC
V0J 2X0
administrator@telkwa.com

² Low interest rates will be set on an annual basis.

³ Grant funds are only available for non-profit organizations. Private sector need not apply.

⁴ Investment funds to be retained in escrow – interest earned to be transferred to the Low Interest Loan Program.