

**BC Tourism Climate Resiliency Initiative**

 **Micro-Grants Sample Application Form**

**January 2024**

 

   

Note: This word file is for Application test and preparation only. All Applications must be submitted via online form available after January 29th at <https://www.destinationbc.ca/what-we-do/destination-management/bc-tourism-climate-resiliency-initiative/what-we-do-destination-management-bc-tourism-climate-resiliency-initiative-project-2/>

Questions:

**APPLICANT INFORMATION**

Legal Name of Applicant Business or Organization:

Operating Name:

Applicant Type (Business, Non-Profit or Indigenous Organization):

Business Number:

Is the business registered and headquartered in BC? (Yes or No):

### APPLICANT MAILING ADDRESS

P.O Box*:*

Street Number:

City:

Province:

Postal Code:

### CONTACT INFORMATION

Name:

Title:

Phone Number:

Email Address:

### PROJECT INFORMATION AND GENERAL ELIGIBILITY

Project Name

*Please assign your project a short name*

Project Location

*Please indicate the location the project work will occur.*

Tourism Region

*If you're unsure, confirm your tourism region here:* <https://www.destinationbc.ca/what-we-do/destination-management/destination-development/planning-area-look-up-tool/>

(Cariboo Chicotin Coast, Kootenay Rockies, Northern BC, Thompson Okanagan, Vancouver Coast and Mountains, Vancouver Island)

Total Project Cost

*This is the total amount the project costs to implement, including the amount requested through this grant and other funding sources combined.*

Funding Request

*Amount requested through this grant program up to $15,000.*

Does the project support the Tourism sector? (Yes or No)

Describe the tourism experience provided that is connected to this project:

*1300 characters max*

Has the applicant organization been in operation for more than 2 years? (Yes or No)

Is your organization a local government? (Yes or No)

Does the organization have at least 51% Indigenous ownership? (Yes or No)

### TOURISM CLIMATE RESILIENCY INITIATIVE – PROJECT ALIGNMENT

Project Summary: Please describe your project in one short phrase.

*800 characters max*

What type of project is this? (Adaptation Project, Certification, or Sustainability Project)

Project Overview: Please provide a description of your project and the work you will do.

*1700 characters max*

Project Alignment: Please describe how this project aligns with the Micro-grant Guidelines and/or the TCRI goals around sustainability or climate adaptation.

*Review* *TCRI Guidelines and Goals*

### SUSTAINABILITY OR ADAPTATION PLAN

Have you been through the BC Tourism Sustainability Network (BCTSN) program and have a resulting sustainability assessment or customized action plan for improving sustainability and/or climate preparedness? (Yes or No)

If you have not been through the BC TSN Program, do you have a sustainability plan that has been co-developed with experts that support this initiative? (Yes or No)

Please describe how this project aligns with the recommendations in one of the above two plans.

*1300 characters max*

Please provide a link to the Sustainability Plan, or email it in PDF format to: DestinationStewardship@destinationbc.ca

Is your project shovel ready (where planning & engineering is advanced enough that construction or other actions can start in the short term)? (Yes or No)

Has the project been endorsed by the relevant decision makers (e.g. Board of Directors, Council) and have the appropriate authorizations? (Yes or No)

Does the project have support from community stakeholders? (Yes or No)

Is there a designated project manager or point person to lead the implementation of this project? (Yes or No)

Will the project be completed before March 31, 2025 based on current projections? (Yes or No)

lease describe your risk mitigation strategy and how the project can be completed successfully as planned within one year given the above factors.

*1700 characters max*

### BUDGET AND FUNDING

Is the total funding requested less than 50% of total project costs (or less than 75% of project costs for Indigenous or non-profit organizations)? (Yes or No)

## FUNDING SOURCES

Please provide a list of additional funders involved in the delivery of this project. Please list your own organization if funding is internal.

|  |  |  |
| --- | --- | --- |
| Funder Name | Amount contributed | Status (Confirmed or In Progress) |
|  |  |  |
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## DETAILED BUDGET

Please list your budgeted expenses in the below table.

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Description | Type (Construction, Materials, Equipment, etc) | Total Project Cost | Project Costs to be Funded with TCR Initiative Micro-Grant |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please identify any risks that may occur with the planned budget.

*1300 characters max*

### ON ATTESTATION

On behalf of:

I/We:

certify that the information contained in this form is, to the best of my knowledge, correct and complete.

**I Need Help**

If you have questions or are facing any barriers to the submission process, support is available.

Email destinationstewardship@destinationbc.ca to ask questions or make an appointment to get help with your submission. Appointments are available up to one week before submissions are due and may be limited in cases of high demand.