**Complete Communities**

**2023/24 Application Form**

Funding permitting, two application deadlines are scheduled for 2023/2024: June 16, 2023 and January 12, 2024. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline**.** All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact lgps@ubcm.ca or 604-270-8226 extension 220.

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| **SECTION 1: Applicant Information** | **AP-** *(for administrative use only)* |
| Local Government or modern Treaty First Nation:       | Complete Mailing Address:       |
| Contact Person\*:       | Position:       |
| Phone:       | E-mail:       |
| Secondary Contact Person\*:       | Position:       |
| Phone:       | E-mail:       |

\**Contact person must be an authorized representative of the applicant (i.e. staff member or elected official)*

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| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 and 4 in the *Program & Application Guide* for eligibility.

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| 1. **Rationale for Regional Projects.** Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request and support a comprehensive, cooperative approach.

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| **SECTION 3: Project Information** |
| 1. **Project Information**
	1. Project Title:
	2. Proposed start and end dates. Start:       End:
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| 1. **Project Cost & Grant Request:**
2. Total proposed project budget: $0.00
3. Total proposed grant request: $0.00
4. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for:

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| 1. **Project Summary.** Please provide a summary of your project in 150 words or less.

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| **SECTION 4: Detailed Project Information** |
| 1. **Proposed Lenses.** Applicants must select a minimum of three of the four lenses identified in the Ministry of Housing’s Complete Communities Guide to assess their community completeness. Please indicate which of the four lenses will be the primary focus of the proposed planning activities:
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| **[ ]** Housing[ ]  Transportation | [ ]  Daily Needs[ ]  Infrastructure |
| 1. **Proposed Activities.** Applicants are required to produce a report that sets out: key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes potential future actions.
2. Describe the specific activities you plan to undertake (Refer to Table 1 in the *Program & Application Guide*):

     1. How will the proposed activities meet the intent of the funding program:

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| 1. **Communtiy Goals.** Please describe how the proposed activites will support or will be used to inform community goals (specifically, but not exclusively, related to housing, climate action, transportation, and fiscal sustainability), corporate plans (e.g., OCP updates, zoning bylaw updates, housing plans, climate action plans or transportation plans).

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| 1. **Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, modern Treaty First Nations and/or Indigenous organizations as well as the specific traditional territory, reserve or other First Nation’s land that may be impacted by the proposed project.
2. Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

     1. Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

     1. Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training

     *If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.*  |
| 1. **Partnerships.** In addition to Question 1 and 9, if applicable, identify any partners that will participate in the proposed project and the specific role they will play.

     *If applicable, please submit evidence of support for the proposed activities from partners identified above. This could be in the form of a letter, email or other correspondence.* |
| 1. **Additional Information.** Please share any other information you think may help support your submission**.**

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| **SECTION 5: Required Attachments** |
| Please submit the following with the completed Application Form:[ ]  Detailed budget that indicates the proposed expenditures from the Complete Communities program and other sources (if applicable) and that aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.[ ]  Council, Board, Local Trust Committee or modern Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.[ ]  For regional projects: Council, Board, Local Trust Committee, modern Treaty First Nation resolution from each partnering applicant that clearly states approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf |

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| **SECTION 6: Signature.** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC. |
| I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within the applicant’s jurisdiction (or appropriate approvals are in place). |
| Name:       | Title:       |
| Signature:      *A certified digital or original signature is required.* | Date:       |

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca