

CANADA COMMUNITY-BUILDING FUND IN BRITISH COLUMBIA

HOW TO SUBMIT YOUR STRATEGIC PRIORITIES FUND (SPF) APPLICATION IN PIMS

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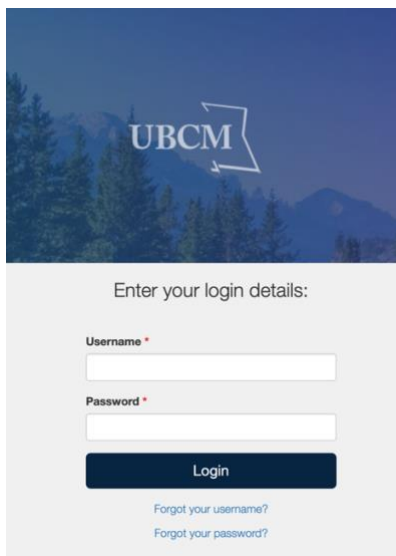
SECTION 1 LOGGING INTO PIMS

You can access PIMS by entering this address into your browser: <https://pims.ubcm.ca>

You require a username to access to PIMS. If you do not have one, please contact PIMS@ubcm.ca

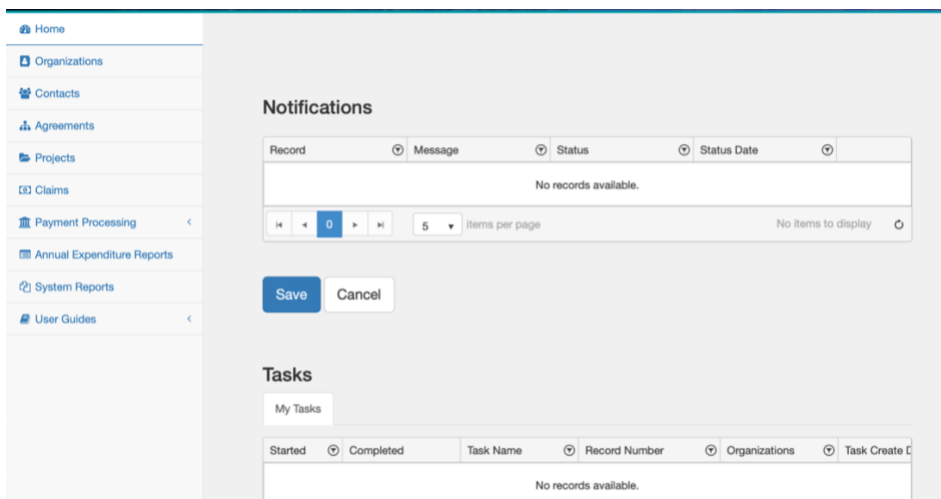
- If you have forgotten your username, click on the link and follow instructions.
- If you have forgotten your password, click on the link and follow instructions.
- If you have forgotten both your username and password, start by clicking the 'Forgot your username?' link.

Enter your login details.



The login form features a header image with the UBCM logo. Below the header, it prompts the user to 'Enter your login details:'. There are two input fields: 'Username *' and 'Password *'. A dark blue 'Login' button is positioned below the password field. At the bottom, there are two links: 'Forgot your username?' and 'Forgot your password?'.

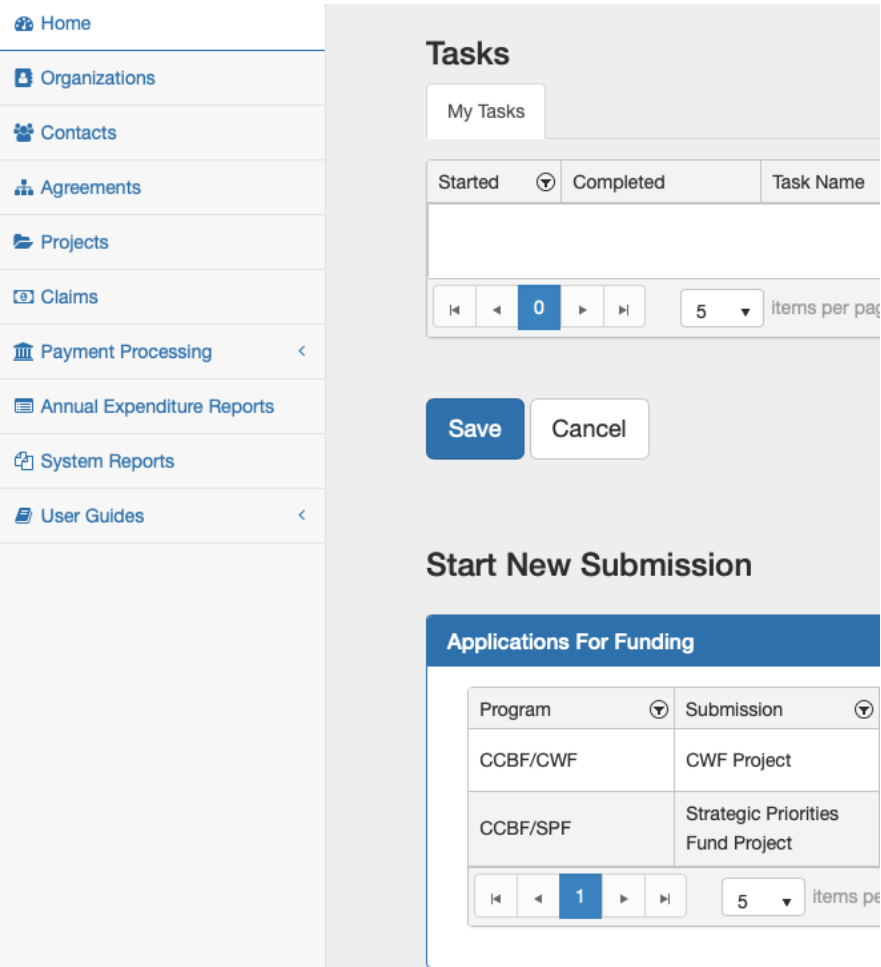
Once logged in you will land on the PIMS Home page.



The PIMS Home page has a left-hand navigation menu with links to Home, Organizations, Contacts, Agreements, Projects, Claims, Payment Processing, Annual Expenditure Reports, System Reports, and User Guides. The main content area is divided into two sections: 'Notifications' and 'Tasks'. The 'Notifications' section shows a table with columns for Record, Message, Status, and Status Date, but it contains no data. Below the table are 'Save' and 'Cancel' buttons. The 'Tasks' section shows a table with columns for Started, Completed, Task Name, Record Number, Organizations, and Task Create Date, also with no data.

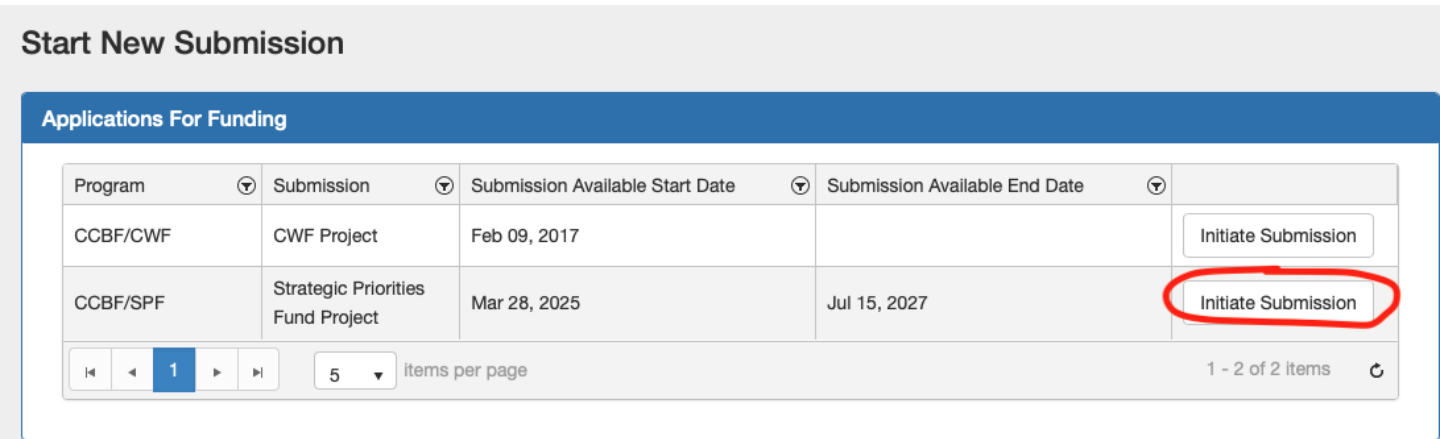
SECTION 2 INITIATING THE PROJECT SUBMISSION

From the ‘Home’ page, scroll down the page until you find ‘Start New Submission’ under the Tasks grid.



In the New Submission Grid, scroll right until you see the ‘Initiate Submission’ button. Click on the button located across from the Program name CCBF/SPF, Submission Strategic Priorities Fund Project.

If you expand your screen fully, you may see this button more clearly.



SECTION 3 PROJECT RECORD

Fill Out Project Details: After clicking the ‘Initiate Submission’ button, a new project record will open.

All of the mandatory fields in the project record will need to be filled out in order to move onto completing the application form.

UBCM

Home

Organizations

Contacts

Agreements

Projects

Claims

Payment Processing

Annual Expenditure Reports

System Reports

User Guides

Project [ID: 8577]

Project Contact Information

Name *

Position *

Phone Number *Ext

Email Address *

Project Details

Program

CCBF/SPF

Application Submitted By

Victoria

Recipient(s)

If you are undertaking a project in coordination with another Ultimate Recipient, click the ‘Add New Record’ button and a new field will appear.

Recipient(s)

+ Add New Record

Recipient

Victoria

1

15 items per page

1 - 1 of 1 items


From the dropdown menu, select the Ultimate Recipient that you will be working with.



Project Details

Program
CCBF/SPF

Application Submitted By
Victoria

Recipient(s)

 [Add New Record](#)

Recipient	
<input type="text"/>	 
Victoria	 

15 items per page 1 - 2 of 2 items


Click the hard disc icon to save the entry.





Project Details

Program
CCBF/SPF

Application Submitted By
Victoria

Recipient(s)

 [Add New Record](#)

Recipient	
<input type="text"/>	 
Abbotsford	 
Armstrong	
Burnaby	
Campbell River	
Castlegar	
Chilliwack	

of 2 items


If you need to delete a recipient, click the garbage can icon in the 'Recipient' grid. If the Recipient needs to be updated, click the note pad and pen icon.




Project Details

Program
CCBF/SPF

Application Submitted By
Victoria

Recipient(s)

 [Add New Record](#)

Recipient	
Abbotsford	 
Victoria	 

15 items per page 1 - 2 of 2 items

Project Title: Provide a meaningful and descriptive project title that include the name of asset and/ or project location. Do not use abbreviations.

- E.g. Chetwynd Sewer Lift Station Upgrades

Project Description: Provide a meaningful project description which includes the name of the asset, project location, infrastructure type, investment type, all project output and project outcome metrics.

Project Category: Select the project category that best aligns with your project.

Project Start Date and Estimated Project Completion Date: Click the calendar icon to enter the project start date and estimated project completion date.

Type of Investment: Select primary type of investment that best aligns with your project. For projects with more than one investment type, select the one with the highest investment of SPF funding.

Output Indicators: Select the output indicators best associated with your project.

Output Indicator Numeric Value: Enter increase based on selected indicator.

- E.g. Number of Meters Squared the new firehall will be
- For Capacity Building enter 1.

Output Indicator Metric: Select the appropriate metric.

- E.g. Using the new firehall example above = m²

Outcome Indicator: Select the Outcome Indicator best associated with your project.

Outcome Indicator Numeric Value: Enter increase based on selected indicator.

- For Capacity Building enter 1.

Outcome Indicator Metric: Select the appropriate metric.

Geolocation: Provide the geolocation for your project by:

- Clicking on the hyper link that says Click Here for Google Maps.
- Once in Google Maps, right click on the project location, then left click the geolocation to copy the location to your clipboard (Capacity project's can use their City Hall's location).
- Navigate back to PIMS and paste the geolocation in the appropriate cell.
- If your project has various locations or a start and end location, separate locations with a comma.

Population Served Indicator Value: Provide Population Served directly by the project.

Does this project enable, support or preserve housing supply in your community: Answer the following Community Housing Supply question and provide any quantitative and qualitative information on how the project enabled, supported or preserved housing supply in your community.

Under funding details, enter the requested values for total funding request (SPF request), estimate total project costs and if additional funding sources are secured.

Scroll to the bottom of the page and click the save button.

Save Submit Cancel

SECTION 4 STARTING THE APPLICATION FORM

Navigate to the related forms tab (below where the funding details were entered). Click the form name that is required for your application submission, Capital Infrastructure or Capacity Building. Only 1 application form is required for each project submission. The application form is required with your project submission.

Related Forms Attachments Workflow

Start a new Form

Form Name	Req?
2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund	No
2025 - Capital Infrastructure Stream Application Form for the Strategic Priorities Fund	No

15 items per page

Draft in Progress

Form Name	Req?
	No

15 items per page

A new window will open showing the application form. Below is an example of a Capacity Building application form. 'Create' is shown in the title of the form until you save it.

Continue to fill out the application at your leisure and remember to click save frequently.

Create 2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund

2025 Strategic Priorities Fund Capacity Building Stream Application Form
Deadline for submission: Friday, September 12, 2025
It is important that you save the data entered in this form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. Please refer to the [Program Guide](#) for additional information on the funding program and the Strategic Priorities Fund [How-To Guide for PIMS](#) which applicants can refer to on how to successfully submit an application form in PIMS.

For questions regarding the SPF program and eligibility please contact ccbf@ubcm.ca or phone 250-356-0930
For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

SECTION 1 PROJECT INFORMATION SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING SECTION 3 PROJECT OUTCOMES AND OUTPUTS SECTION 4 PROGRAM OBJECTIVES SECTION 5 PROGRAM CRITERIA
SECTION 6 REQUIRED DOCUMENTATION

1. Project Title *

2. Project Category *

3. Has this project started? *

4. Estimated Project Start Date *

5. Estimated Project Completion Date *

6. Project Rationale *

Scroll to the bottom of the page and click save.

17. Has this project or a component of this project applied for or received funding through FCM's Municipal Asset Management Program or the Asset Management Planning Grant administered through UBCM? *

☐ Yes
☐ No

SECTION 1 PROJECT INFORMATION SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING SECTION 3 PROJECT OUTCOMES AND OUTPUTS
SECTION 4 PROGRAM OBJECTIVES SECTION 5 PROGRAM CRITERIA

The document will be saved successfully when this message is shown.

✓ Success Messages...

The 2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund has been updated successfully.

For technical assistance please contact PIMS

Once saved the Application Form will no longer say 'Create' at the top of the form.

2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund

2025 Strategic Priorities Fund Capacity Building Stream Application Form
Deadline for submission: Friday, September 12, 2025
It is important that you save the data entered in this form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. Please refer to the [Program Guide](#) for additional information on the funding program and the Strategic Priorities Fund [How-To Guide for PIMS](#) which applicants can refer to on how to successfully submit an application form in PIMS.

For questions regarding the SPF program and eligibility please contact ccbf@ubcm.ca or phone 250-356-0930
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Page 1

SECTION 1 PROJECT INFORMATION SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING SECTION 3 PROJECT OUTCOMES AND OUTPUTS
SECTION 4 PROGRAM OBJECTIVES SECTION 5 PROGRAM CRITERIA SECTION 6 REQUIRED DOCUMENTATION

1. Project Title *

2. Project Category *

Select your option

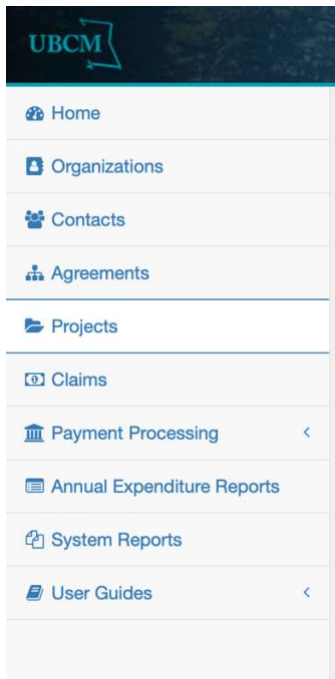
3. Has this project started? *

☐ Yes ☐ No

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

SECTION 5 WHERE IS MY PROJECT? FINDING THE PROJECT RECORD / APPLICATION FORM IN PIMS

From the landing page 'Home' in PIMS, click on 'Projects'.



Find the project name you created. Things to consider:

- In the project screen you will see all the projects ever created for your organization. Once a record is created it cannot be deleted.
- Do not submit the project for consideration until you have completed and submitted the application form first. All forms live within the project record.
- While the project is in the 'Draft' status, you can update any fields in the project record until the project is submitted. The functionality is the same for application form records.

In the 'Project' grid look for the following:

- File number will be 25-####-SPF.
- Look for the Project Title.
- A program will be CCBF/SPF.

Click on the project number you want to access.

UBCM

Campbell River

UBCM Test User UBCM

Home

Organizations

Contacts

Agreements

Projects

Claims

Payment Processing

Annual Expenditure Reports

System Reports

User Guides

Projects

Export To Excel

Project #	Project Title	Program	Recipient(s)	Status	Status Date
25-0006-SPF	Campbell River - New Fire Hall	CCBF/SPF	Campbell River	Draft	Apr 09, 2025
25-0005-CWF	Water Treatment Plant Upgrade	CCBF/CWF	Campbell River	In Progress	Apr 04, 2025
25-0003-CWF	Smith Street - Street Rehabilitation Project	CCBF/CWF	Campbell River	In Progress	Apr 02, 2025

Editing Project Record

In order to edit your project record or application form, scroll to the bottom of the project record and click the ‘Edit’ button.

Edit

Cancel

Finding my Application Form

Navigate to the bottom of the project page to the ‘Related Forms’ tab. All saved forms are located in the ‘Draft in Progress’ grid. Click on the name of the form to open.

If you do not see your form under ‘Draft In Progress’ but you have started a form, the reason why you don’t see it is possibly because you did not save the form prior to leaving PIMS.

Please contact ccbf@ubcm.ca if you have issue opening a draft application form.

Organizations

Contacts

Agreements

Projects

Claims

Payment Processing

Annual Expenditure Reports

System Reports

User Guides

Related Forms

Attachments

Workflow

Start a new Form

Form Name	Req?	Available From	Available To
2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund	No	Apr 01, 2025	Nov 01, 2025

1

15

items per page

1 - 1 of 1 items

Draft in Progress

Form Name	Req?	Initiated On	Initiated By
2025 - Capital Infrastructure Stream Application Form for the Strategic Priorities Fund	No	Apr 09, 2025	UBCM Test, UBCM Test User

1

15

items per page

1 - 1 of 1 items

To edit an application form, click on the form in the ‘Draft in Progress’. A new window will appear.

Scroll to the bottom of the page and click on the ‘Edit’ button. Don’t forget to save your responses as you complete the form.

Edit

Print

Cancel

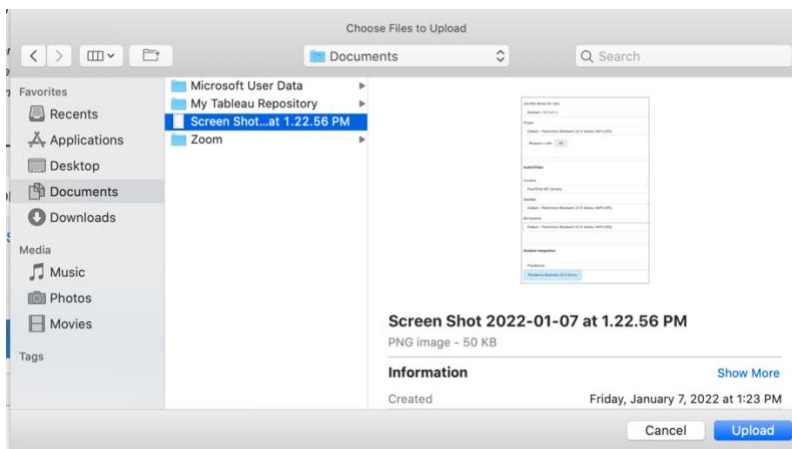
SECTION 6 UPLOADING ATTACHMENTS TO THE APPLICATION FORM

When you are ready to upload required documents and other supporting materials, navigate to the bottom of the application form page, click edit and then click on the Attachments tab.

Click on the select files... button under the Upload Attachment grid.

The screenshot shows the 'Attachments' tab selected. At the top, there are tabs for 'Attachments' and 'Workflow'. Below this is a table header with columns: 'File Name', 'Updated On', and 'Updated By'. The table body is empty, displaying 'No records available.' Below the table is a pagination bar showing '0' items, '15' items per page, and 'No items to display'. Below the table is a section titled 'Upload Attachment' containing a 'Select files...' button and an 'Add' button. At the bottom of the form are buttons for 'Save', 'Status Change', 'Print', and 'Cancel'.

From the pop-up window, chose a file to be uploaded and click the upload button. The maximum file size is 20 MB.



As shown below, once the selected file is ready for upload it will appear green and ready 100%.

Now click the 'Add' Button below the upload attachment grid.

AttachmentsWorkflow

Attachment

File Name	Updated On	Updated By
No records available.		

0

15 items per page

No items to display

Upload Attachment

Select files...Done

Screen Shot 2022-01-07 at 1.22.5...

100%

Add

A file that is successfully uploaded will appear in the 'Attachment' grid as shown below. If you have multiple files to upload this step will need to be completed again until all the files have been uploaded successfully.

If you experience any issues uploading files, please review your file to ensure it is no more than 20 MB. Only one file can be uploaded at a time.

If you have any issues that cannot be resolved following the steps above contact ccbf@ubcm.ca

AttachmentsWorkflow

Attachment

File Name	Updated On	Updated By	
Screen Shot 2022-01-07 at 1.22.56 PM.png	Mar 30, 2022	Williams, Rebecca	Download Delete

1

15 items per page

1 - 1 of 1 items

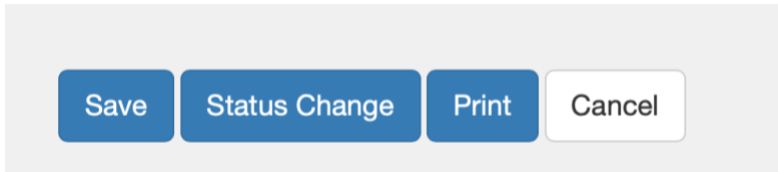
Upload Attachment

Select files...

Add

SECTION 7 SUBMITTING THE APPLICATION FORM & PROJECT

Once the application form is complete and all of the attachments have been added you can submit your form. Click 'Save' and then click 'Status Change'.



Below is the pop-up window that will appear when submitting an application form. Update the 'Status Name' to 'Submitted'. Click the 'Update' button in the lower right of the window.

Status Update ×

Status

Status Name *	Status Date *	Status Note
<div>Initiated</div>	<div>Apr 11, 2025</div>	<div></div>

Status History

Update

Close

After the 'Update' button is clicked a green banner will appear that reads "The Form instance has been updated successfully".

Status Update



✔ The Form Instance status has been updated successfully.

Status

Status Name *

Submitted

Status Date *

Apr 11, 2025



Status Note

Status History

Update

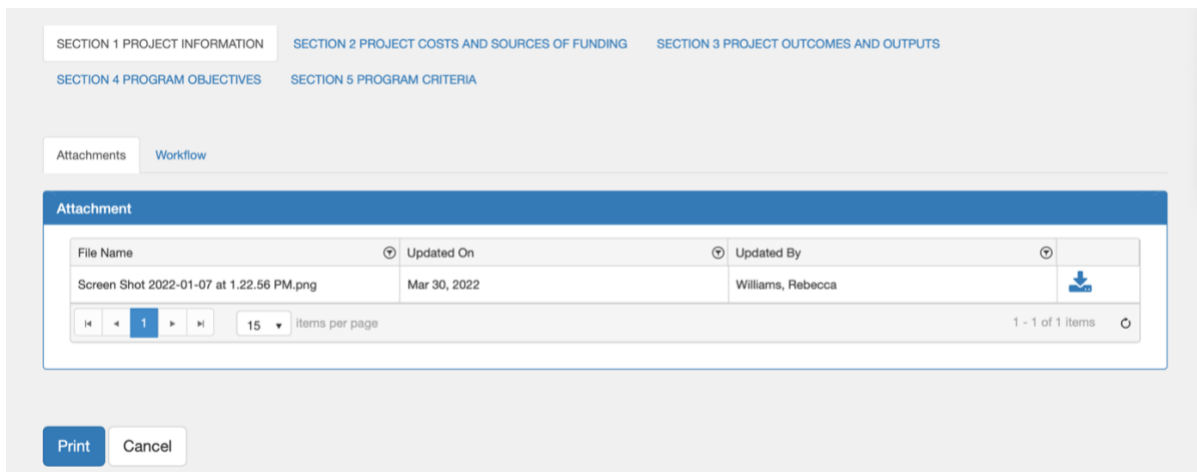
Close

All information will be available in PIMS for you to read. Editing functions are not available after the application form has been submitted.

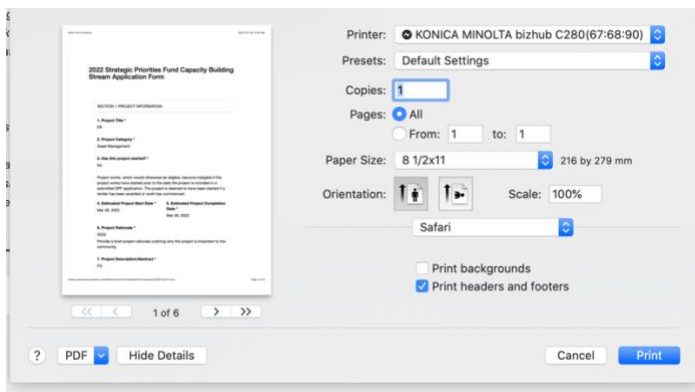
Only submitted application forms and project records will be considered for funding. If you require assistance, please contact ccbf@ubcm.ca

SECTION 8 PRINTING OR SAVING THE APPLICATION FORM AS A PDF

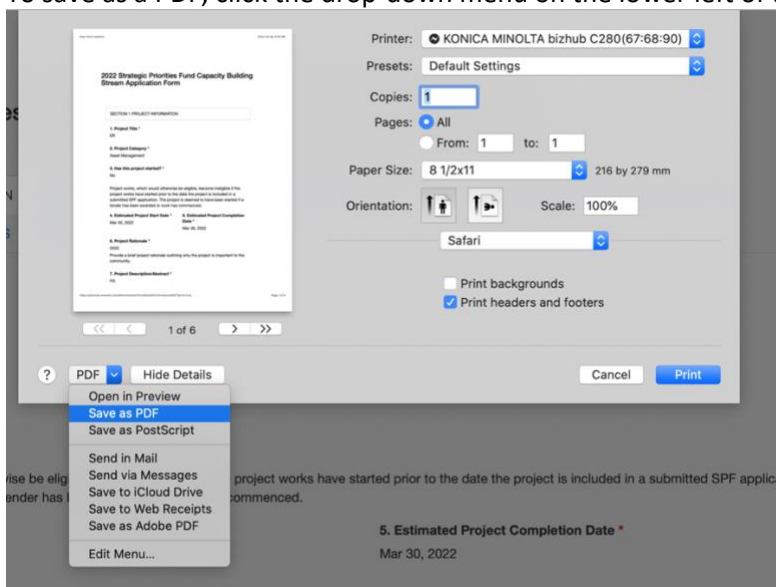
The form can now be printed or saved as a PDF. To do this, click print. A pop-up window will appear.



To print on paper, click the print button in the lower left corner of the pop-up window.



To save as a PDF, click the drop-down menu on the lower left of the window. Select *Save to PDF*.



Rename the file, select 'Where' to save the file and click the save button.

The screenshot shows a PDF viewer interface with a 'Save As' dialog box open. The dialog box has the following fields and options:

- Save As:** 2022 CB Application Form - Submitted M
- Tags:** (empty text field)
- Where:** Documents (selected from a dropdown menu)
- Title:** View Form Instance
- Author:** (empty text field, highlighted with a blue border)
- Subject:** (empty text field)
- Keywords:** (empty text field)
- Security Options...** (button)
- Buttons:** Cancel, Save

The background PDF document is titled '2022 Strategic Priorities Fund Capacity Stream Application Form' and shows 'SECTION 1: PROJECT INFORMATION'. The viewer interface includes a 'PDF' dropdown, 'Hide Details', 'Cancel', and 'Print' buttons at the bottom.

SECTION 9 SUBMITTING THE PROJECT RECORD (YOUR STRATEGIC PRIORITIES FUND SUBMISSION)

To successfully submit your submission to the Strategic Priorities Fund, you will need to submit your project record.

Ensure the application form is in the 'Submitted to UBCM' grid.

Click the 'Submit' button at the bottom of the project record.

The screenshot shows a web interface with two tabs. The 'Draft in Progress' tab is active, showing a table with columns: Form Name, Req?, Initiated On, and Initiated By. The table is empty, displaying 'No records available.' Below the table is a pagination bar with '0' items, '15' items per page, and 'No items to display'. The 'Submitted to UBCM' tab is also visible, showing a table with columns: Form Name, Req?, Submission Date, Status, and Status Date. The table contains one record: '2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund', 'No', 'Apr 11, 2025', 'Submitted', and 'Apr 11, 2025'. Below the tabs are 'Save', 'Submit', and 'Cancel' buttons.

Form Name	Req?	Initiated On	Initiated By
No records available.			

0 15 items per page No items to display

Form Name	Req?	Submission Date	Status	Status Date
2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund	No	Apr 11, 2025	Submitted	Apr 11, 2025

1 15 items per page 1 - 1 of 1 items

Save Submit Cancel

A successfully submitted project record will show the message 'The Project has been submitted successfully'. If you need to navigate back to the project record, please see section 5 of this document.

This screenshot is similar to the previous one but includes a white modal box overlaying the 'Draft in Progress' tab. The modal contains the text 'The Project has been submitted successfully.' and a 'Close' button. The 'Submitted to UBCM' tab and the 'Save', 'Submit', and 'Cancel' buttons remain visible below the modal.

Form Name	Req?	Initiated On	Initiated By
No records available.			

0 15 items per page No items to display

The Project has been submitted successfully. Close

Form Name	Req?	Submission Date	Status	Status Date
2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund	No	Apr 11, 2025	Submitted	Apr 11, 2025

1 15 items per page 1 - 1 of 1 items

Save Submit Cancel

Section 8 describes how to print the Project Record or save it as a PDF. All information will be available in PIMS for you to read. Editing functions are not available after the documents have been submitted. Only submitted application forms and project records will be considered for funding.

Please record your projects number for future reference if needed. The number will be the 25-####-SPF