CANADA COMMUNITY-BUILDING FUND IN
BRITISH COLUMBIA

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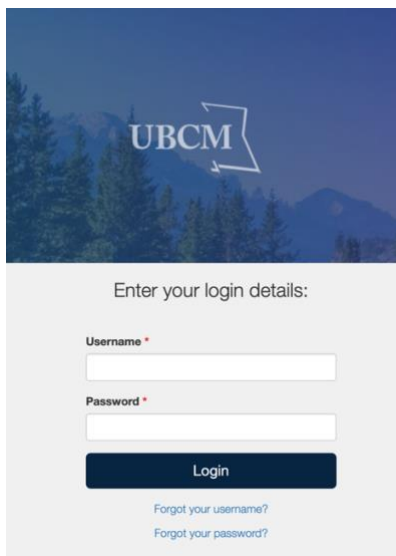# APPLICATION IN PIMS

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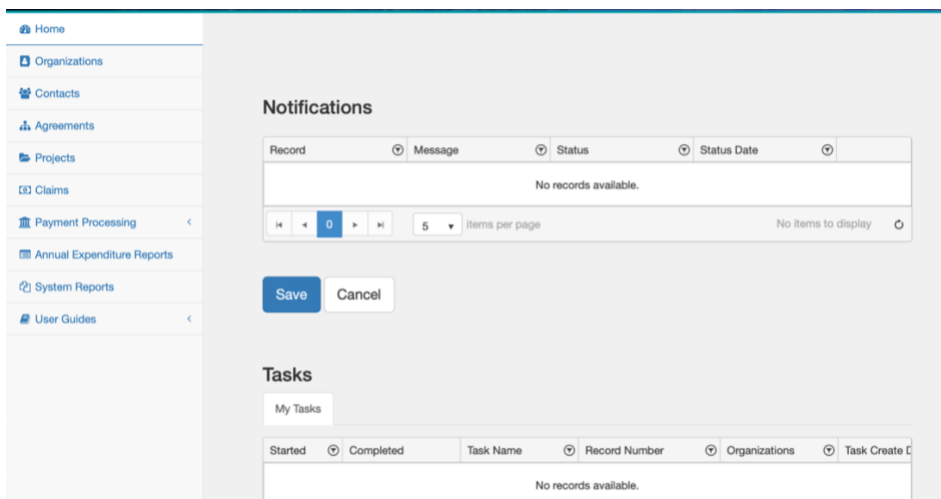- If you have forgotten your username, click on the link and follow instructions.
- If you have forgotten your password, click on the link and follow instructions.
- If you have forgotten both your username and password, start by clicking the 'Forgot your username?' link.

Enter your login details.

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

From the 'Home' page, scroll down the page until you find 'Start New Submission' under the Tasks grid.
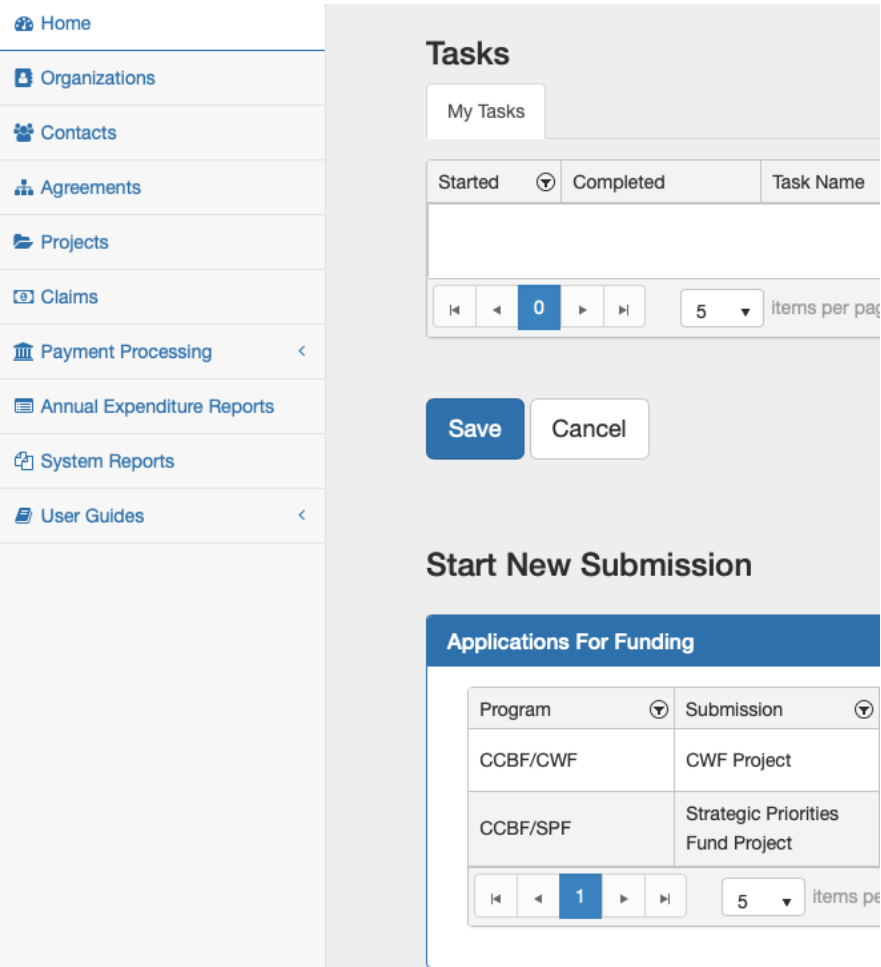
In the New Submission Grid, scroll right until you see the 'Initiate Submission' button. Click on the button located across from the Program name CCBF/SPF, Submission Strategic Priorities Fund Project.

If you expand your screen fully, you may see this button more clearly.
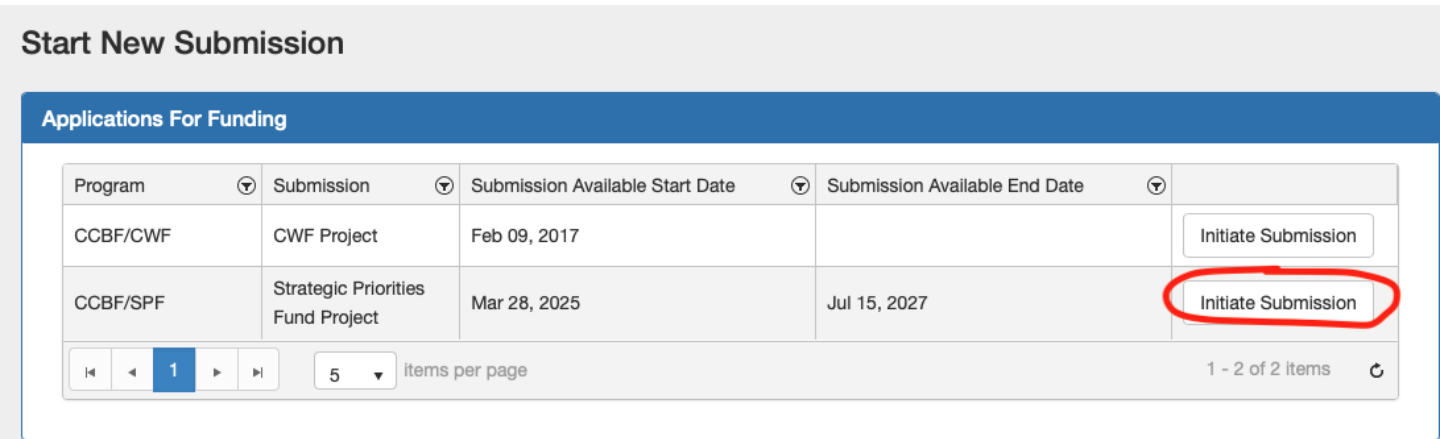
SECTION 3 PROJECT RECORD

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.

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

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

Click the hard disc icon to save the entry.

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 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 = m^2

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.

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.

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.

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

Save   Cancel

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.

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

For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

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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.

From the landing page 'Home' in PIMS, click on 'Projects'.
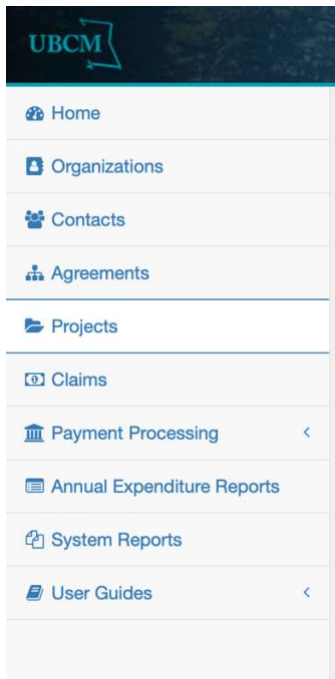
Find the project name you created. Things to consider:

- 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.

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.

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 had 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.

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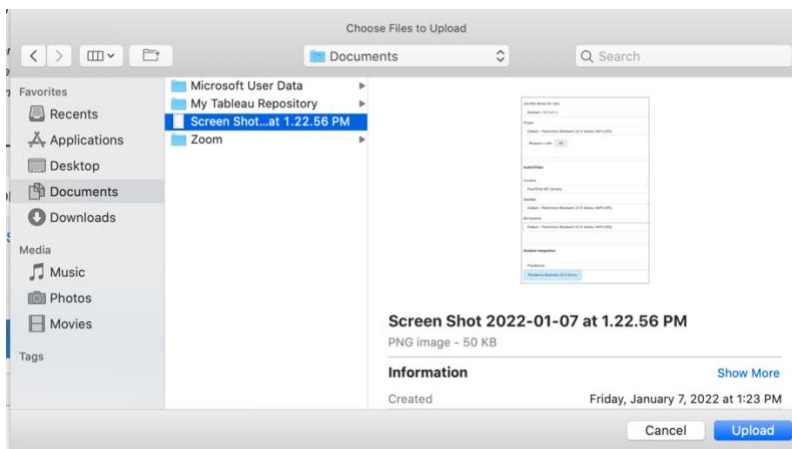
When you are ready to upload required documents and other supporting materials, navigate to the bottom of the application form page, click edit and then click on the Attachments tab.

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

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.

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

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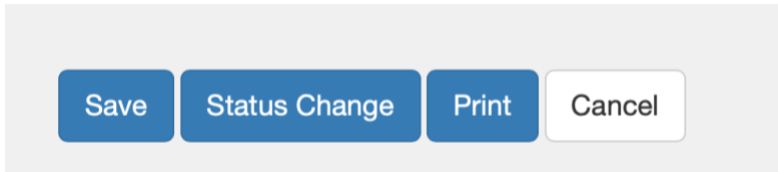
Below is the pop-up window that will appear when submitting an application form. Update the 'Status Name' to 'Submitted'. Click the 'Update' button in the lower right of the window.

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 *	Status Date *	Status Note
Submitted ⇕	Apr 11, 2025 🗓	

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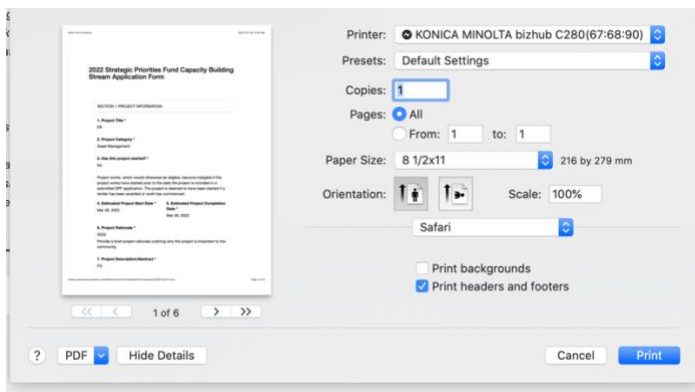
Only submitted application forms and project records will be considered for funding. If you require assistance, please contact ccbf@ubcm.ca

The form can now be printed or saved as a PDF. To do this, click print. A pop-up window will appear.
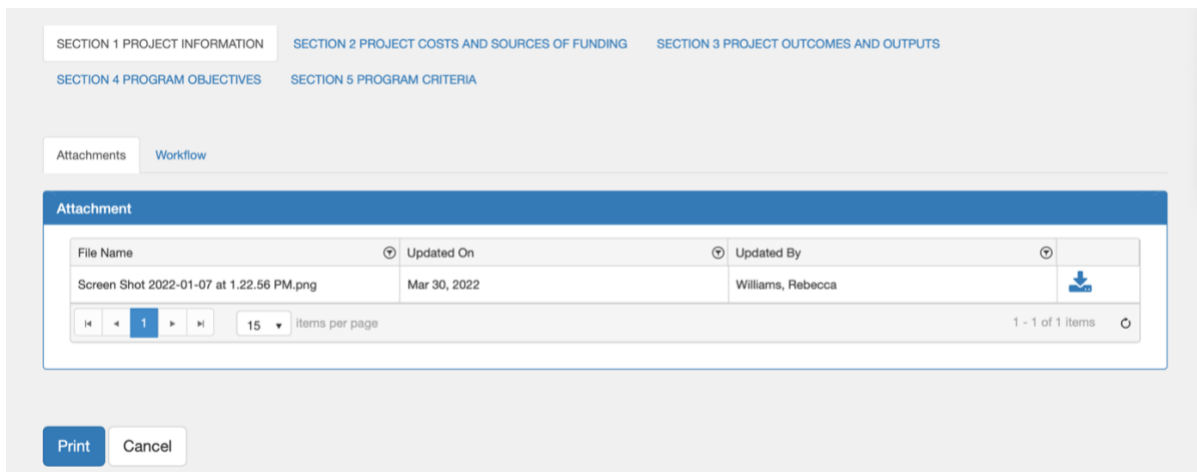
To print on paper, click the print button in the lower left corner of the pop-up window.

To save as a PDF, click the drop-down menu on the lower left of the window. Select *Save to PDF*.
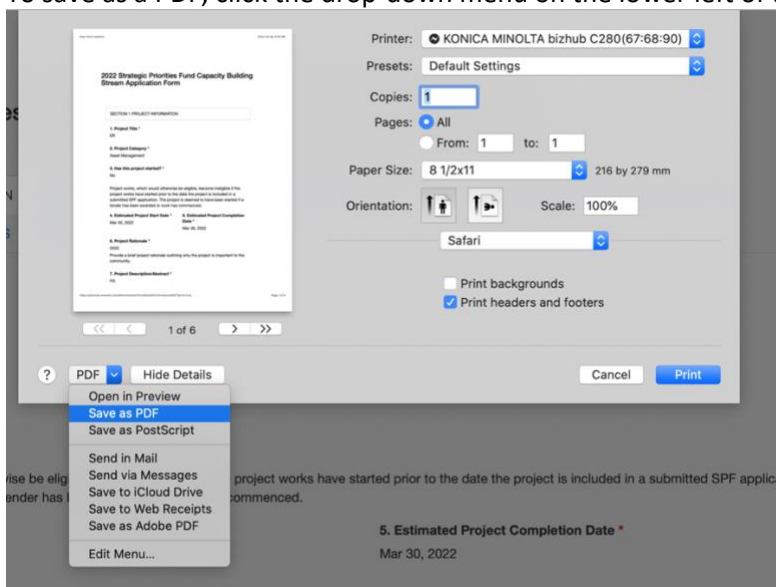
Rename the file, select 'Where' to save the file and click the save button.

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.

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.

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