

**CANADA COMMUNITY-BUILDING  
FUND IN  
BRITISH COLUMBIA**

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

Table of Contents

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**SECTION 1 LOGGING INTO PIMS ..... 3**

**SECTION 2 INITIATING THE PROJECT SUBMISSION ..... 4**

**SECTION 3 PROJECT RECORD ..... 5**

**SECTION 4 STARTING THE APPLICATION FORM ..... 8**

**SECTION 5 WHERE IS MY PROJECT? FINDING THE PROJECT RECORD / APPLICATION FORM IN PIMS ..... 10**

**SECTION 6 UPLOADING ATTACHMENTS TO THE APPLICATION FORM ..... 13**

**SECTION 7 SUBMITTING THE APPLICATION FORM & PROJECT ..... 15**

**SECTION 8 PRINTING OR SAVING THE APPLICATION FORM AS A PDF ..... 17**

**SECTION 9 SUBMITTING THE PROJECT RECORD (YOUR STRATEGIC PRIORITIES FUND SUBMISSION) ..... 19**

## SECTION 1 LOGGING INTO PIMS

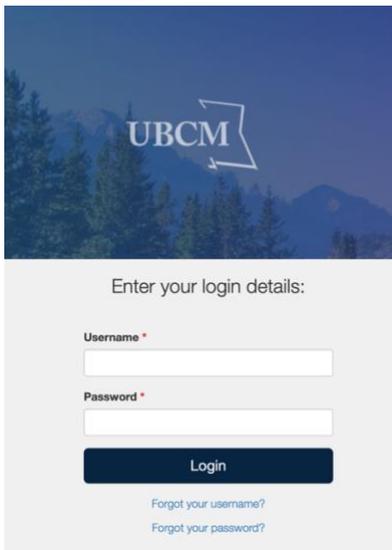
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You can access PIMS by entering this address into your browser: <https://pims.ubcm.ca>

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



Enter your login details:

Username \*

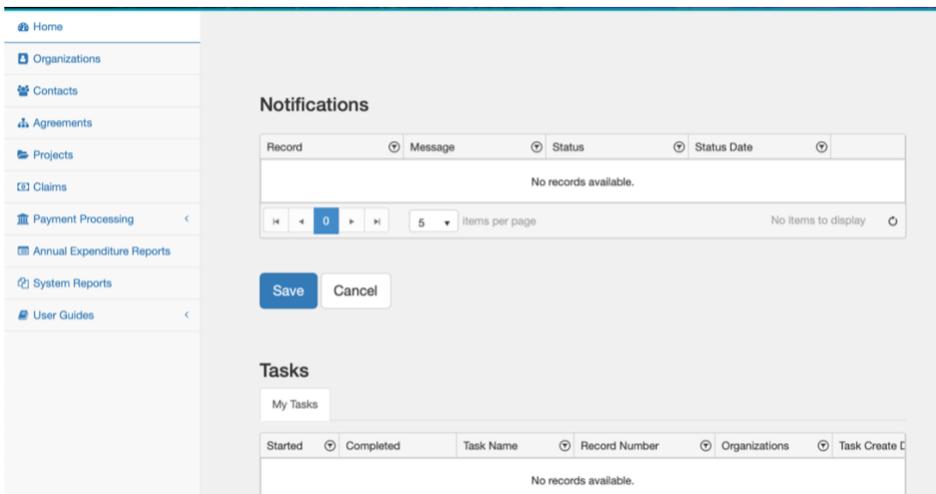
Password \*

Login

[Forgot your username?](#)

[Forgot your password?](#)

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



Home

Organizations

Contacts

Agreements

Projects

Claims

Payment Processing

Annual Expenditure Reports

System Reports

User Guides

### Notifications

Record	Message	Status	Status Date
No records available.			

5 Items per page No items to display

Save Cancel

### Tasks

My Tasks

Started	Completed	Task Name	Record Number	Organizations	Task Create C
No records available.					

## SECTION 2 INITIATING THE PROJECT SUBMISSION

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

The screenshot displays the 'Tasks' interface. On the left is a navigation sidebar. The main area is titled 'Tasks' and includes a 'My Tasks' section with a table. Below the table is a pagination control showing '0' items and '5 items per page'. There are 'Save' and 'Cancel' buttons. Below this is a 'Start New Submission' section with a blue header 'Applications For Funding'. It contains a table with columns 'Program' and 'Submission'. The first row shows 'CCBF/CWF' and 'CWF Project'. The second row shows 'CCBF/SPF' and 'Strategic Priorities Fund Project'. Below this table is another pagination control showing '1' item and '5 items per page'.

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.

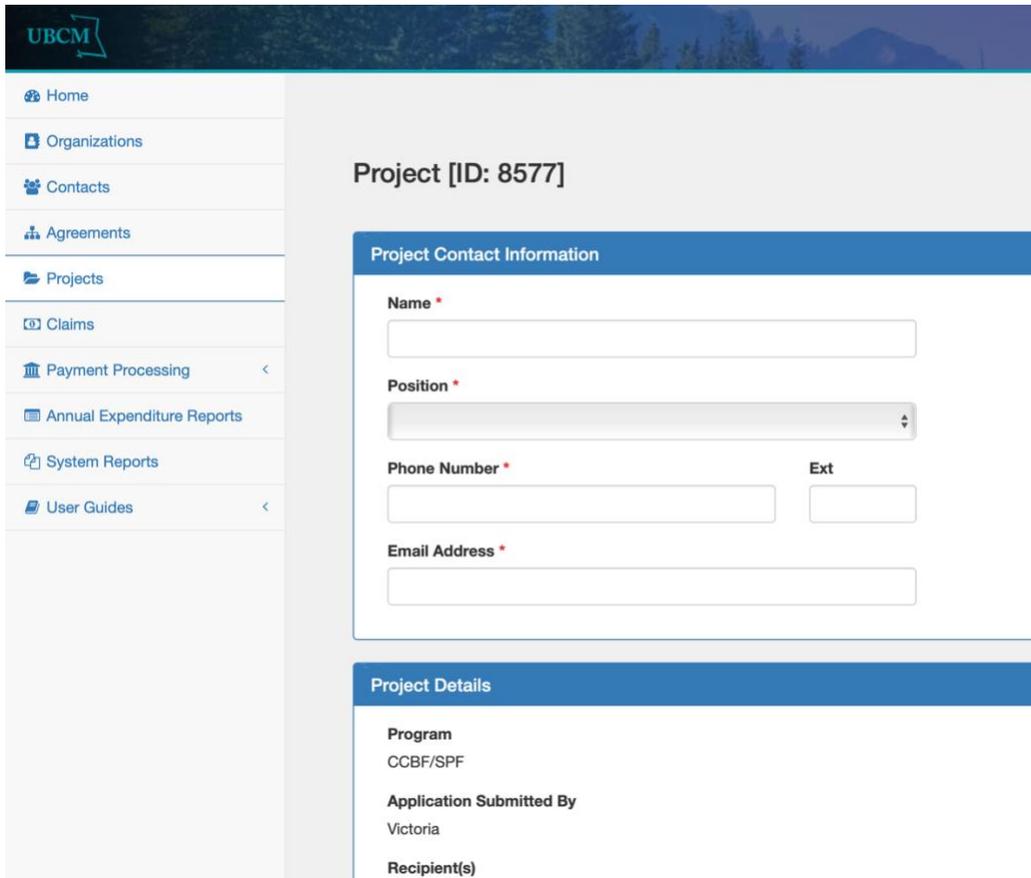
**Please ensure you are creating your SPF4 application through clicking the "Initiate Submission" button shown below. Completing the application form through an existing SPF project will not create a new project and will not be received for review**

The screenshot shows the 'Start New Submission' section with a blue header 'Applications For Funding'. It contains a table with columns: Program, Submission, Submission Available Start Date, and Submission Available End Date. The first row shows 'CCBF/CWF' and 'CWF Project' with a start date of 'Feb 09, 2017'. The second row shows 'CCBF/SPF' and 'Strategic Priorities Fund Project' with a start date of 'Mar 28, 2025' and an end date of 'Jul 15, 2027'. The 'Initiate Submission' button for the second row is circled in red. Below the table is a pagination control showing '1' item and '5 items per page'. The bottom right corner shows '1 - 2 of 2 items'.

## 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	<a href="#">Edit</a> <a href="#">Delete</a>

15 items per page 1 - 1 of 1 items

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

The screenshot shows the 'Project Details' form. Under the 'Recipient(s)' section, there is an 'Add New Record' button and a dropdown menu for selecting a recipient. The dropdown menu is open, showing a list of recipients: Abbotsford, Armstrong, Burnaby, Campbell River, Castlegar, and Chilliwack. The 'Victoria' recipient is currently selected in the main form. To the right of the dropdown menu are icons for saving (hard disc), deleting (trash), and editing (note pad and pen). At the bottom, there is a pagination control showing '1' of 2 items and '15 items per page'.

Click the hard disc icon to save the entry.

This screenshot is similar to the previous one, but the dropdown menu is open, and the 'Victoria' recipient is highlighted in blue. The hard disc icon (save) is now highlighted, indicating it should be clicked 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.

The screenshot shows the 'Project Details' form with the 'Recipient(s)' section. The dropdown menu is closed, and a grid of recipients is displayed. The grid has two rows: 'Abbotsford' and 'Victoria'. Each row has two action icons: a note pad and pen icon for editing, and a trash can icon for deleting. The 'Victoria' recipient is currently selected in the main form. At the bottom, there is a pagination control showing '1' of 2 items and '15 items per page'.

**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<sup>2</sup>

**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:

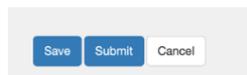
- Clicking on the hyper link that says Click Here for Google Maps.
- Once in Google Maps, right click on the project location, then left click the geolocation to copy the location to your clipboard (Capacity project's can use their City Hall's location).
- Navigate back to PIMS and paste the geolocation 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.

The screenshot shows the 'Related Forms' tab with two sections: 'Start a new Form' and 'Draft in Progress'. Both sections contain a table with columns 'Form Name' and 'Req?'. The 'Start a new Form' section has two rows, both with 'No' in the 'Req?' column. The 'Draft in Progress' section has one row with 'No' in the 'Req?' column. Both tables have a pagination bar at the bottom showing '1' and '0' items respectively, and '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.

The screenshot shows the 'Create 2025 - Capacity Building Stream Application Form for the Strategic Priorities Fund' form. The form title is '2025 Strategic Priorities Fund Capacity Building Stream Application Form'. The deadline for submission is 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. The form is divided into six sections: 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, and SECTION 6 REQUIRED DOCUMENTATION. The form fields are: 1. Project Title (text input), 2. Project Category (dropdown menu), 3. Has this project started? (radio buttons for Yes/No), 4. Estimated Project Start Date (calendar icon), 5. Estimated Project Completion Date (calendar icon), and 6. Project Rationale (text input).

Scroll to the bottom of the page and click save.

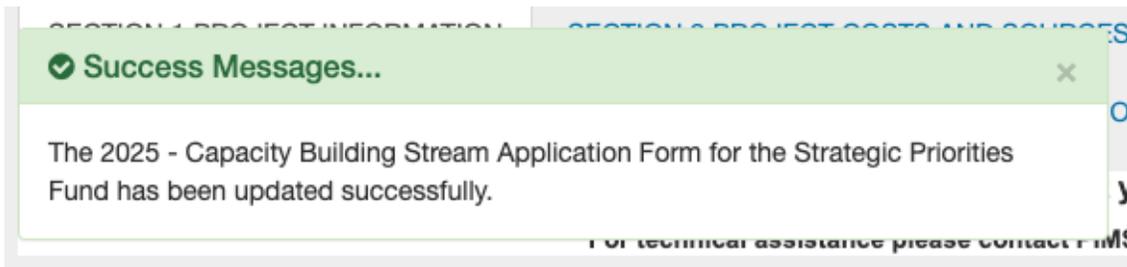
17. Has this project or a component of this project applied for or received funding through FCM's Municipal Asset Management Program or the Asset Management Planning Grant administered through UBCM? \*

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.



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](mailto:ccbf@ubcm.ca) or phone 250-356-0930  
For technical assistance please contact [PIMS@ubcm.ca](mailto:PIMS@ubcm.ca) or phone 250-356-5133 during regular business hours.

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? \*

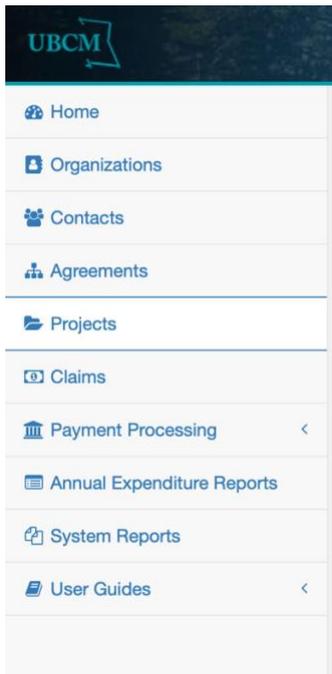
Yes     No

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

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



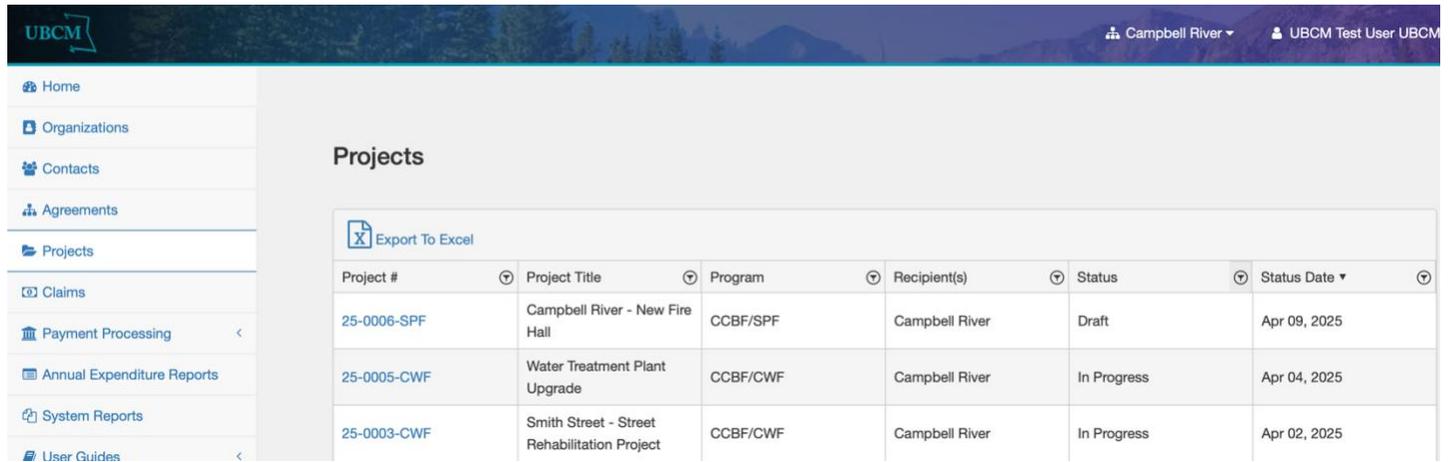
Find the project name you created. Things to consider:

- 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.

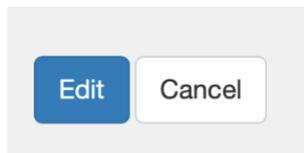
Click on the project number you want to access.



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.



### 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](mailto: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

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

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.

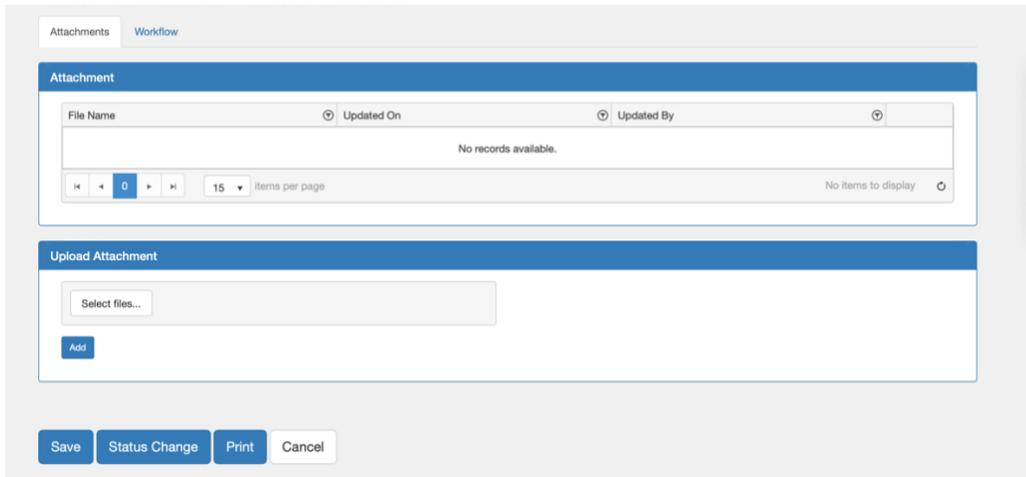
Scroll to the bottom of the page and click on the 'Edit' button. Don't forget to save your responses as you complete the form.

Edit   Print   Cancel

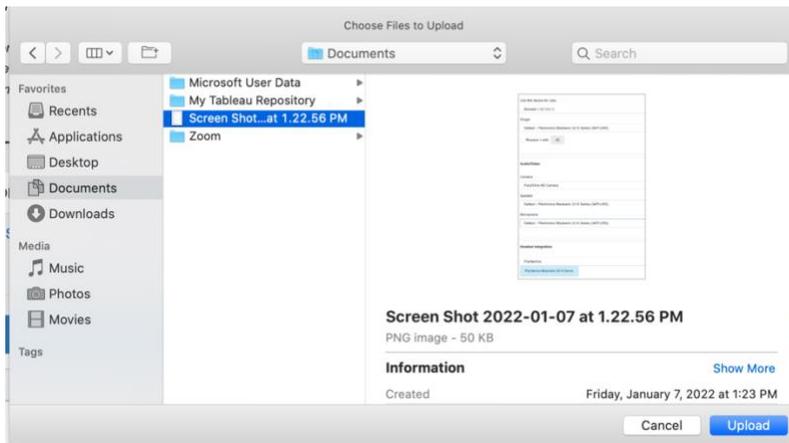
## SECTION 6 UPLOADING ATTACHMENTS TO THE APPLICATION FORM

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.

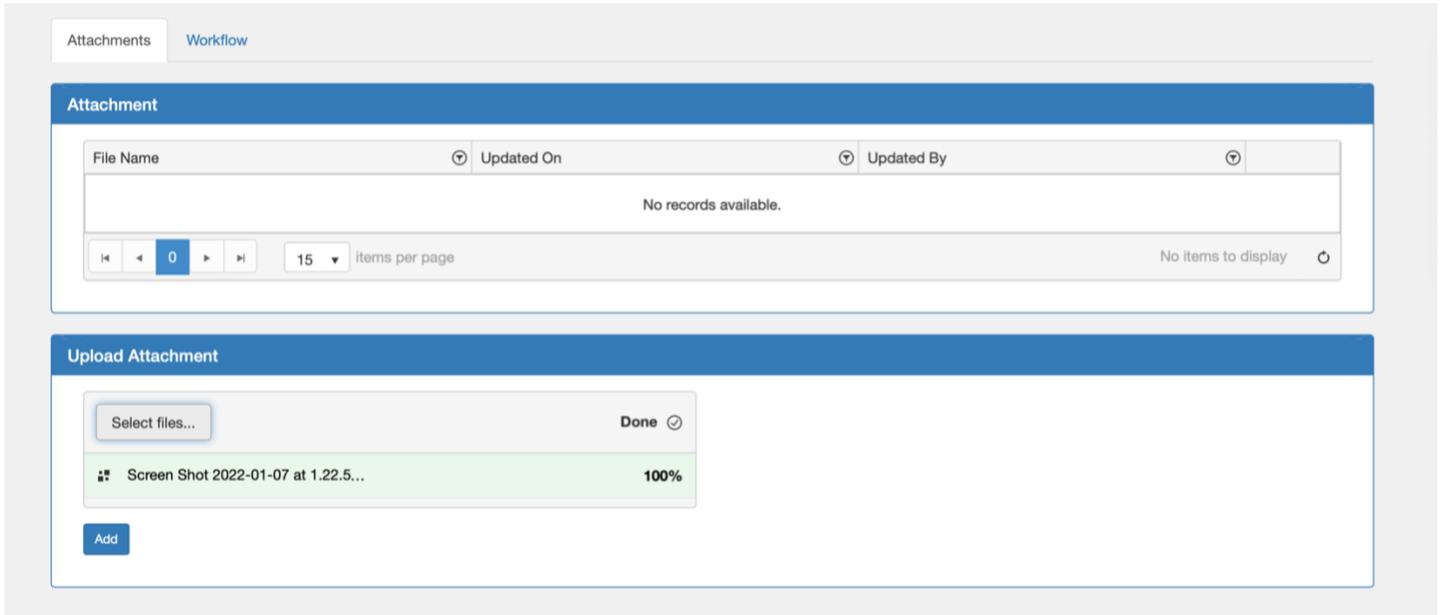


From the pop-up window, chose a file to be uploaded and click the upload button. The maximum file size is 20 MB.



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

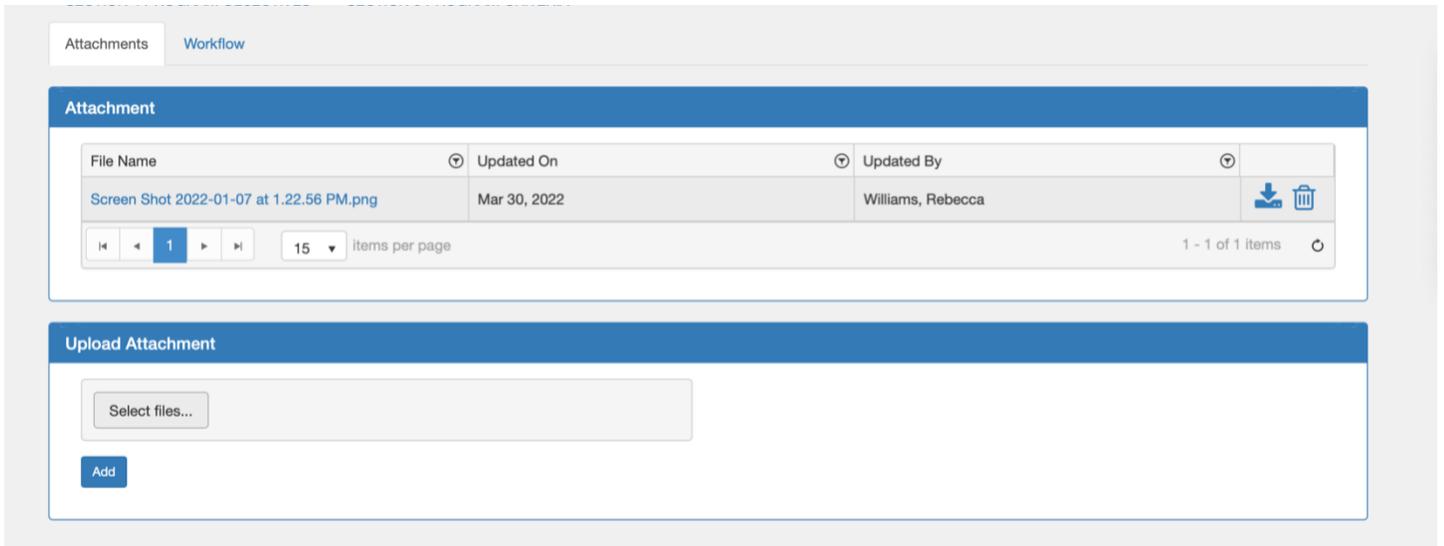
Now click the 'Add' Button below the upload attachment grid.



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.

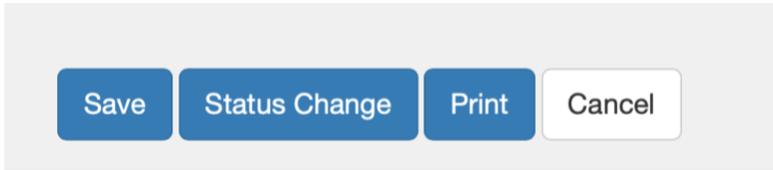
If you have any issues that cannot be resolved following the steps above contact [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)



## SECTION 7 SUBMITTING THE APPLICATION FORM & PROJECT

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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**

<b>Status Name *</b> <input type="text" value="Initiated"/>	<b>Status Date *</b> <input type="text" value="Apr 11, 2025"/>	<b>Status Note</b> <input type="text"/>
--	---	--

---

**Status History**

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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

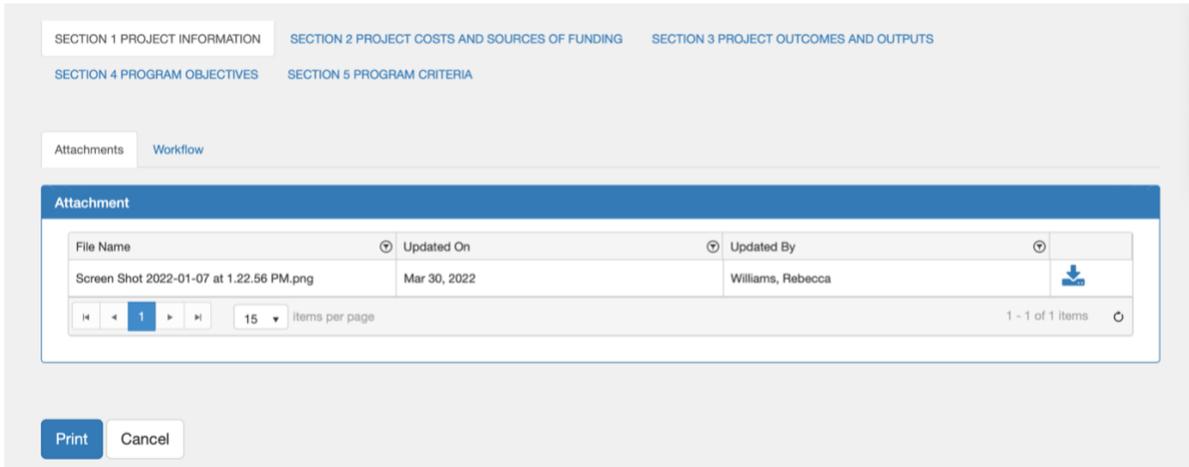
Close

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

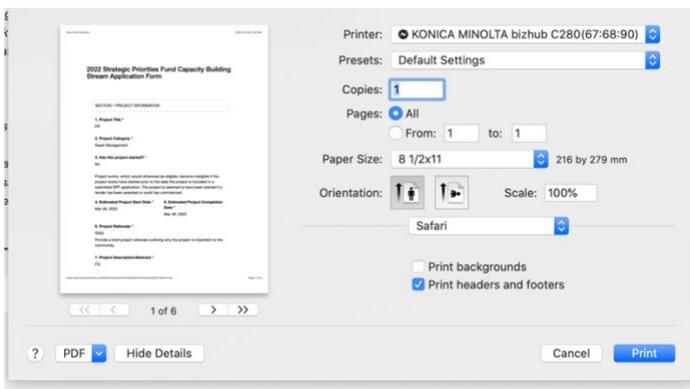
Only submitted application forms and project records will be considered for funding. If you require assistance, please contact [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)

## SECTION 8 PRINTING OR SAVING THE APPLICATION FORM AS A PDF

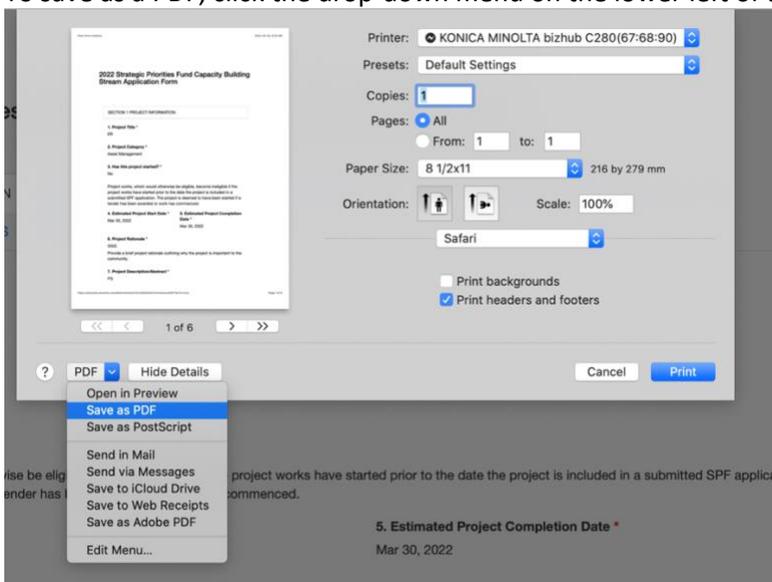
The form can now be printed or saved as a PDF. To do this, click print. A pop-up window will appear.



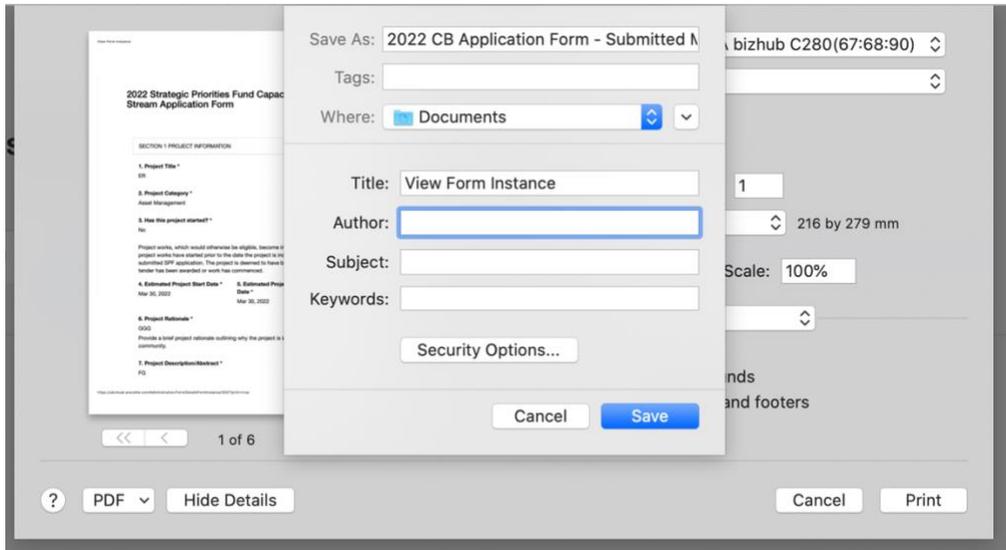
To print on paper, click the print button in the lower left corner of the pop-up window.



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.



## 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 top tab, 'Draft in Progress', is currently selected and shows 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 control showing '0' items per page and 'No items to display'. The bottom tab, 'Submitted to UBCM', is visible and shows 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 table is a pagination control showing '1' item per page and '1 - 1 of 1 items'. At the bottom of the interface are three buttons: 'Save', 'Submit', and '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 identical to the previous one, but with a white modal box overlaying the 'Draft in Progress' tab. The modal box contains the text 'The Project has been submitted successfully.' and a 'Close' button.

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