

**Coast Sustainability Trust  
Community Matching Fund  
Stage 1 Application – Project Eligibility**

Stage 1 of the application process simply determines if a proposed project meets the tests of eligibility for the Coast Sustainability Trust (CST). Proponents should submit a letter and a 2 – 3 page concept paper to the CST Trustee. The concept paper should have the following headings and contain the essential information on the proposed project, namely:

1. **Applicant Information** – Name, address, telephone numbers, name of key contact, type of proponent (community, non-profit, Economic Development Commission, industry association), etc.
2. **Location**
3. **Project Description** – Describe the overall project; identify key elements; give the project goals and objectives. How does the project fit the Guiding Principles and Program Objectives of the CST? Briefly outline the proposed statement of work, personnel, time frames and implementation program.
4. **Budget** – The budget should include the following elements:
  - Project Costs – Provide a cost breakdown of the project’s key elements.
  - Source of Funds and Amount Requested – Identify sources and amounts of funding, cash, contributions as well as other funding proposals that may be in process. Also outline the amount of funds being requested from the CST.
  - Cash Flow Analysis – If the project is a revenue-generating project, there needs to be a cash flow analysis and an indication as to how funds generated would be used.
5. **Funding History** – This section should outline when the project or activity started, the amounts of monies obtained over the years, and progress to date at meeting the objectives.
6. **Time Lines** – Identify the starting and completion dates for the project, the phasing process, including what phases are complete, and each key element.
7. **Community Support** – This is a requirement that may differ between projects. Generally, however, there must be a clear indication that this project has broad based community support. Community support can come in many forms but should include support from community groups such as business or service organizations, community groups, regulators and so on, and must include support from the relevant municipal council, Band Council or other relevant elected government body.
8. **Project Benefits** – Describe the long-term tangible economic benefits, such as impact on employment; amount of new income to community; ability of project to develop

or diversify the economy, spin-off benefits to business and government; and other economic benefits to the Community.

9. **Market Assessment and Competitive Impact** – Describe the market and any studies completed. Identify possible competition within the industry and against others in the community or nearby communities, and comment on the expected impacts.
10. **Management Capability/Organizational Structure** – Project management, required skills and expertise available, regulatory requirements and status, etc.
11. **Appendices** – Normally, there should not be any in a Stage 1 application. However, the proponent may want to attach a drawing or other BRIEF materials that may clarify or support the project.
12. **Permission to Share Information** – Proponents must grant permission for the concept paper and other future materials presented to be shared with the Trustee, the Regional Steering Committee, relevant community groups and appropriate government officials.

Immediately after a proposal is received, an acknowledgement letter will be sent to the proponent. The Trustee will not provide direct assistance to the proponents in the preparation of proposals, but can provide information and interpretation of the guidelines of the program.

The Trustee will review all Stage 1 proposals, and a determination will be made on basic eligibility. In order to assist in making the determination, the Trustee will rely on RSC members and other local citizens and elected officials to provide advice and assistance in defining eligibility and priority projects under the CST.

The Trustee will attempt to make a determination on eligibility within 10 working days of the receipt of a proposal. As soon as a determination is made, a letter will be sent to the proponents outlining the decision with respect to Stage 1. If a project is rejected, the letter will state the reasons and indicate what would be needed to allow the project to become eligible. If a project is deemed to be eligible, the Trustee will send the proponent a letter acknowledging their eligibility. The Trustee will request that the applicant submit a detailed stage 2 proposal and return the completed documents as quickly as possible. This document can be found on the CST website.

In case of doubt, the CST Trustee is available to respond to queries at these contact numbers:

Eric van Soeren, Trustee	
Phone	250-537-1533
Fax	250-537-1534
Email	<a href="mailto:eric@vansoeren.net">eric@vansoeren.net</a>