



LINKING A WORLD OF OPPORTUNITY

### **Community Investment Fund**

**Proposal submissions will be accepted between the dates of  
Monday, January 7, 2019 – Friday, February 8, 2019**

The Prince Rupert Port Authority (PRPA) has established a Community Investment Fund to provide financial support for projects or initiatives in the Prince Rupert and surrounding coastal communities that enhance quality of life or contribute to a lasting legacy.

The Fund is reflective of the PRPA's triple bottom line approach to measuring the success of its endeavors – namely economic, social and environmental stewardship. All Projects or Initiatives that are broad, community-based and have a meaningful and wide-reaching impact in the Prince Rupert area will be considered.

To be eligible, applicants/project proponents must be located in the Prince Rupert area.

To apply, please complete the application below.

#### **Contact Information**

Legal name of Organization:

Mailing Address:

Location of proposed project if different from the mailing address:

Contact Person/s:

Phone number/s:

Email:

Web site:

Society number (if applicable):

## **Project Name**

Describe in brief the name of the project submission.

## **Introduction**

Introduce the project and include the following information:

- If this a new project, or an existing one with plans to enhance and expand. If so, list the reasons for expansion.
- Identify the project manager and list their relevant experience.

## **Background Information**

Provide a description of your organization, including the organization's:

- Primary function within the community, year of incorporation, membership details, previous and ongoing projects, and Board of Directors.

## **Project Overview**

Provide a description of your project, including:

- The objective(s) of your project and how success will be measured.
- A timeline for your project.
- A detailed plan for ensuring the project is implemented according to schedule.

## **Eligibility Requirements**

Describe the tangible, long term benefits that your project will provide to the community.

Include:

- Annual usage of the facility and/or space.
- Documentation that your project has broad, demonstrated community support.
- Evidence your project is environmentally sound.

## **Preferred Initiatives**

Describe how your project:

- **Improves and enhances the quality** of cultural, educational, health and welfare and civic aspects of life in the Prince Rupert area.

- **Satisfies an on-going or long-term community need** in the areas of culture, education, health and welfare and civic activities.
- **Contributes to specific infrastructure projects or programs** related to the cultural, educational, health and welfare and civic aspects of life in the Prince Rupert area.
- **Contributes to a lasting legacy** or will have sufficient on-going benefits to the Prince Rupert area.

### **Funding**

Describe how your project leverages other private and/or public funding.

List the funding partners, identifying those confirmed and those who are pending. Provide full funding partner details and contact information.

Also include:

- A budget for your project, including in-kind contributions.
- Revenue and Expenses for the project.
- A detailed break-down of how funding from the Community Investment Fund will be used. Example: lumber, equipment, other materials, site preparation, installation, etc.

### **Attachments**

Provide at least 3 letters of support for your project from members and organizations within the community. Organizations should include: Not-for-profit community organizations, municipalities, First Nations communities and/or Band offices with a BCR.

### **For further information please contact:**

Brittany Pederson  
Community Relations Coordinator  
Port of Prince Rupert  
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250-627-2580 (Direct)  
250-600-4406 (Mobile)

# CRITERIA

## COMMUNITY INVESTMENT FUND

The Prince Rupert Port Authority's (PRPA) Community Investment Fund (Fund) provides financial support for projects or initiatives in the Prince Rupert area that enhances quality of life or contributes to a lasting legacy to the community. Only Projects or Initiatives that are broad community-based and have a meaningful and wide-reaching impact in the Prince Rupert and regional communities will be considered. Projects or initiatives leveraging other funding sources will be considered on a preferential basis.

**All Projects must:**

- Provide tangible long-term benefits to the community;
- Have broad, demonstrated community support;
- Leverage other private and/or public funding; and
- Be environmentally sound.

**Contributions will not be made:**

- to the operating costs of a Project or Initiative;
- to individuals;
- to partisan political projects/ initiatives;
- to projects or initiatives that are restricted to the use or benefit of specific individuals or organizations within the community;
- where activities related to or resulting from are in violation of any federal or provincial law, regulation or policy;
- to refinancing of all or any part of any term debt obligations of the funding recipient.

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Applicants submitting a request for financial support can be non-profit entities, locally-based forms of government such as municipalities; Districts and First Nation Band Councils and non-profit co-operatives.

Priority will be given to projects, initiatives or events which provide the greatest funding leverage from other sources. Community support could include written support by local community groups;

Normally the Fund will not contribute more than 90% toward project costs. However, priority will be given to those seeking 50% or less for a project, initiative or event.