

# Canada Community Revitalization Fund (CCRF) – Applicant guide

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## Overview

The Canada Community Revitalization Fund (CCRF) is intended to help communities across Canada build and improve community infrastructure so they can rebound from the effects of the COVID-19 pandemic. With a national allocation of \$500 million over two years, the Fund's purpose is to support not-for-profit organizations, municipalities and other public institutions, as well as Indigenous communities on the road to economic recovery. The focus of the funding will be for projects that assist with community vitality, support social and economic cohesion and help reanimate communities.

## Eligibility

### Eligible applicants

- not-for-profit organizations, including co-operatives and business improvement areas (BIAs)
- municipal or regional governments established by or under provincial or territorial statute
- local service districts, regional districts or similar types of entities that are established as unincorporated units of governance
- rural communities that are incorporated but considered non-municipal bodies
- a public-sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by province, territory, municipal or regional government and that provides municipal-type infrastructure services to communities
- an Indigenous organization such as Indigenous-led not-for-profits and organizations which include but are not limited to First Nations as represented by their Chief and Council, Tribal Councils, Indigenous Representative Organizations, Métis and Inuit organizations and Settlements as well as Indigenous/First Nation/Métis Settlement owned organizations

Important note: Eligible applicants must be capable of entering into a legally-binding agreement. Furthermore, applicants must be able to demonstrate the ability to carry out regular and ongoing maintenance and repair required to keep the assets in good working order beyond the funding period.

### Non-eligible applicants

- provincial and territorial governments
- for-profit organizations
- individuals

## Eligible activities

The CCRF will provide support for projects involving:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces. Examples include projects such as farmers markets, community centres, community museums, cultural centres, parks, community gardens, greenhouses, recreational trails and facilities, bike paths, public outdoor community sport facilities and spaces, libraries, waterfront spaces and tourism facilities.
- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions. Examples include supporting economic growth by investing in infrastructure for existing community assets for public benefit that have a local community impact, business parks, multi-purpose centres, co-working spaces and other similar spaces while ensuring that post COVID-19 health and safety requirements are addressed.

## Priorities

Priority may be given to projects that are:

- shovel ready
- bringing in other partners to leverage project funding (priority may be given to those projects that require a federal contribution of only 50 percent)
- of a smaller scope where the project will be completed within the required timeframe to ensure that the program benefits will be shared broadly
- funding requests can be up to \$750,000, however requests for funds under \$500,000 may be given priority
- helping communities rebound from the effects of the pandemic and contribute to the reanimation of communities, towns and cities
- demonstrating measurable direct or indirect social-economic benefits
- encouraging the participation of underrepresented groups and take into consideration the unique challenges of rural and remote communities

Eligible projects will be prioritized in the following order of importance:

- revitalize main streets or downtown cores

- improve or reinvent outdoor spaces
- reduce environmental impacts, including greenhouse gas emissions
- increase accessibility to public spaces for everyone to enjoy inclusive of people with disabilities

## Eligible costs

Eligible costs include all reasonable costs necessary for carrying out the project. Costs incurred and paid on or after April 19, 2021 may be eligible. Eligible costs include items such as:

- costs associated with the constructions, enhancements, alterations, restoration and/or the undertaking of leasehold improvements
- incremental fees paid to professional, technical personnel, consultants and contractors for activities directly related to the project
- purchase of equipment or machinery directly related to or necessary for the project
- costs associated with the enhancement, improvement and/or development of a site or infrastructure
- direct materials and supplies related to the project
- incremental salaries and benefits for individuals employed for the project

## Ineligible costs

- costs associated with maintenance and operational activities that typically need to be undertaken on a recurring/annual basis
- motorized vehicles
- the purchase of a building
- land

## Funding available

- Western Economic Diversification Canada (WD) may provide up to 75% of project costs, with a maximum contribution of \$750,000. Applicant organizations are responsible to secure at least 25% of project costs.
- For assistance provided to an Indigenous not-for-profit organization or community, the maximum contribution rate for eligible costs may go up to 100%.
- Stacking limit may be up to 100% (all assistance provided through government funding).
- Financial assistance will be a non-repayable contribution.

## In-kind costs

In-kind contributions are **not** eligible, and cannot be included in the total project costs. Costs must be incurred and paid by an applicant to be included as part of the total eligible project costs.

Examples of in-kind contributions:

- volunteer labour
- equipment and material donations
- financial discounts for equipment and materials

## Employee salary costs

The incremental salary costs of an applicant's employees and other related costs will only be considered as an eligible cost under the following conditions:

- the applicant is a local, regional or First Nations government or not-for-profit organization
- the applicant confirms and substantiates that it is not economically feasible to tender a contract
- employees or equipment are employed directly in respect of the work that would have been the subject of the contract
- the costs were approved in advance and are included in the Contribution Agreement

## Other important details

Incomplete applications, with missing mandatory information or documentation, will not be assessed and will be considered ineligible for funding.

- required documentation
  - financial statements over the past 2 years\*
  - confirmed funding\*
  - copy of ownership/lease agreement\*
  - proof of permission to undertake renovations\*
- supplementary documentation
  - letters of support
  - project plan/Gantt chart
  - regulatory approvals
  - resolutions to proceed
  - documentation acknowledging construction readiness

Applicants are encouraged to contact WD at 1-888-338-WEST (9378) if they have any questions regarding the Application for Funding.

## How to complete the application for funding

Refer to the guidance below for explanations of how to complete the application form.

Note: Fields marked with an asterisk (\*) are mandatory, and you will be unable to submit your application if such fields are left blank, or if you do not attach the mandatory documents.

## **Organization information**

### **Legal name of applicant organization\***

The name of the organization that appears on your incorporation documents, and/or Partnership Agreement or other relevant documentation related to the formation of your organization.

### **Operating name (if different than legal name)**

Provide the name you are operating under if different from the full legal name.

### **Mailing address\*, email, fax, website address of your organization**

### **Are you an Indigenous (First Nation, Métis, Inuit) organization?\***

Select yes or no.

Eligible applicants include Indigenous-led not-for-profits and organizations. These could include, but are not limited to, First Nations as represented by their Chief and Council, Tribal Councils, Indigenous Representative Organizations, Métis and Inuit organizations and Settlements as well as Indigenous/First Nation/Métis Settlement owned organizations.

### **Corporate Status\***

Indicate if your organization is a for-profit or a not-for-profit organization.

### **Type of Organization (select best fit)\***

Select from the drop down menu what most accurately reflects your organization type.

### **I have a Canada Revenue Agency (CRA) Business number\***

Select yes or no.

### **Provide your CRA Business number or GST number (first 9 digits only)**

The unique business number or GST number assigned to your organization by the CRA. For information on obtaining a business number, visit the CRA's Business Number Registration page.

### **Jurisdiction of Incorporation\***

Select from the drop down menu your organization's jurisdiction of incorporation.

### **Incorporation Number**

As shown on your Certificate of Incorporation.

### **In the province of**

Indicate in which province the organization was incorporated.

### **Date of Incorporation**

Indicate the date the organization was incorporated.

### **Alternate number type and alternate number**

If you do not have a CRA business number or an incorporation number, please provide an alternate identification number and type of alternate number, such as a band number or education number.

**Number of employees working for your organization (full time equivalents)\***

Indicate the number of full-time equivalent employees (FTEs) working for your organization and, if applicable, any organizations affiliated with the applicant. Part-time employees should be calculated based on their equivalent to a FTE. For example, a part-time employee working approximately 20 hours per week should be represented as 0.5 FTE.

**Provide a brief description and summary of your organization (maximum of 500 characters)**

Describe your organization and explain the organization's mandate and priorities.

**Project Primary Contact Person\***

This person will be contacted for any follow-up on this application. Note that the fields marked with the red \* need to be completed in order to submit this form.

**Project Secondary Contact\***

This person will be contacted if the primary contact is unavailable. Again, please ensure the fields marked with a red \* are completed.

## **Project Information**

**Project title (maximum of 90 characters)\***

Provide a title that accurately reflects the activities and results of the project. Should your project be approved, this description will be disclosed on the Government of Canada's Open Government public website as part of its proactive disclosure guidelines. A project title can be a maximum of 90 characters including spaces.

The project title must begin with a verb and include the type of community infrastructure and location. You may wish to highlight any significant improvements if space permits.

See examples below:

- Renovate x and y at the (community infrastructure) in (location)
- Expand the (community infrastructure) in (location)
- Create a (community infrastructure) in (location)

**Project address is the same as Mailing address**

Select 'yes' if the address at which the project will be undertaken is the same as the organization's mailing address. If checked, the mailing address will automatically be entered.

**Project address / location (Including suite, unit, apt #)**

If the project address is different from the mailing address, enter the location at which the project will take place.

**Briefly describe your project activities in plain language. The description should include the objectives of the project, as well as key activities of the project and how these activities will achieve the intended objectives of the project. (Maximum of 1,000 characters including spaces)**

Provide a brief description of your project, including why you are undertaking this project and the goals you aim to achieve. Please provide explicit details on the work being planned, and clearly identify any project risks and mitigation measures to address these risks (e.g., project delays due to weather; challenges in finding contractors; and inability to secure confirmed funding). Your answer should serve as a rationale for why this project should receive funding through the CCRF, and contain any relevant information on the community asset being impacted.

**Briefly describe the economic benefits associated with this project. (1,000 characters including spaces)**

Explain how the project will benefit the community or fill a community need or gap. Please outline any information about the specific population or community need this project will address. Provide a clear and concise summary (e.g. 4-5 sentences).

**Which WD Priority does this project best support?**

Please select 'outside of current departmental priorities' from the list.

**Explain how this project supports the indicated priority. (Maximum of 2000 characters including spaces)\***

Please respond with 'not applicable'.

## **Project Timelines**

**Proposed project start date\***

This is the proposed date the agreement between the applicant and WD comes into effect. For this program, the earliest possible project start date is April 19, 2021. Any date subsequent to April 19, 2021 is acceptable.

**Proposed project end date\***

This is the date the project activities will cease. For the CCRF program, projects must be completed on or before March 31, 2023.

## **Project Costs\***

**Description, Type, Amount**

There are five cost descriptions that you can use. Please group costs into these cost categories, with the total value for each category listed in the 'amount' section:

- Materials and supplies

- Contractors/professional fees/consulting fees
- Capital costs such as playground equipment
- Incremental salaries and benefits for employees
- Other

The system will total the costs automatically and populate the 'Total project costs' field.


## Cash Flows\*

WD's fiscal year end is March 31. Please separate the total costs that you expect to incur over the 2 years of the program- the first year ends March 31, 2022, and the second year ends March 31, 2023.

To enter cash flow information, click on the **down arrow** on the far right for the fiscal year you are interested in. Click the **Edit** option that appears.

Cash Flows			
<u>Fiscal Year (Ending March 31) ↑</u>	<u>Total Fiscal Expenditures</u>	<u>WD Funding</u>	<u>Non-WD funding</u>
2021/22	\$0	\$0	\$0
2022/23	\$0	\$0	\$0

Enter the Total Fiscal Expenditures and the amount requested from WD, and hit submit. You will still have the ability to edit the project cost item after hitting the Submit button.

 Edit
×

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**Fiscal year (Ending March 31) \***

2022/23

**Expenditures \***

\$

**WD Amount Requested \***

\$

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Submit



The system will automatically calculate total WD funding requested, as well as Total Fiscal Expenditures. Note that this total must equal total projects costs from the project cost section.

## Funding Partners\*

The first line in the list of funding partners is reserved for your own organization. Please add other funding partners or contributors, if any, in subsequent rows. Identify all potential contributors that will provide a monetary contribution to the project. In-kind contributions are not eligible, and therefore should not be listed in this section.

To add a funding partner, click on the “Add New Funding Partner” button and the following window will appear for you to input the information. Enter the funder’s name, then choose from the drop down box the “Funding Category” - the best definition of the funding organization (government, non-government, etc). Then choose whether the funding is confirmed or not, and the amount. Click the Submit button once complete.

Funding Partner	Funding Category	Funding Confirmed	Amount
Applicant			\$0

### **Briefly describe any project partnerships (non-financial and financial), including any costs covered (maximum of 500 characters including spaces)\***

Please describe your relationship with project partners, and describe any non-financial contributions to the project. For example, the partner might be donating equipment, promotion, advice, etc.

## Benefits

### **Primary Activity\***

Choose the activity from the drop down box that best aligns with your project.

### **Indicator\***

There are three project indicators. For each indicator, the target date is your project end date (e.g. March 31, 2023). The target is the numerical forecast related to that indicator.

### **# of jobs maintained**

A job maintained refers to a job that existed within the organization prior to the project, but will not continue, or would likely be lost if the project is not funded. One FTE job is the equivalent of 12 person months of employment. In the case of seasonal or part time employment, the person months of employment should be converted to FTE job. For example, an employee that works 6 months of the year is 0.5 FTE.

## **# of jobs created**

A job created refers to a job that did not exist with the organization prior to the project, but which was created as a result of the project.

## **Please provide information on any other significant economic benefits that your project could achieve (maximum 1000 characters including spaces)\***

This is a mandatory field. If there are other indicators that are unique to your project, please use this space to describe those indicators. If not, please respond 'not applicable'.

## **Does your project have activities that will benefit Francophones?\***

If your project includes activities that will directly benefit the Francophone community in Western Canada or if you are willing to modify your project to extend its benefits to the Francophone community, choose yes.

## **If yes, describe how the project activities will benefit Francophones (maximum of 1500 characters including spaces)**

Explain how the objectives of this project will benefit Francophones in Western Canada and what specific activity(ies) will be directed at Francophones. For example, does your community have a significant Francophone population that will benefit from the project? Does the project celebrate Francophone heritage? Will the French language be used in the project?

## **Clearly outline if the project aligns with other Government of Canada priorities, provincial government priorities, industry needs, and your organization's long-term research, capital, and/or strategic plans (maximum of 1500 characters including spaces)**

This is not a mandatory field. If none apply, simply write 'not applicable'.

## **Project Timelines\***

### **Milestone**

A milestone is a project activity that can be clearly defined and measured. For example, if the project involves installing park benches, related milestones could be 'benches purchased', 'benches delivered', 'benches installed'.

### **Date of expected completion\***

This is the date that the milestone should be completed by. For example 'benches purchased by September 30, 2021'; 'benches delivered by October 30, 2021'; 'benches installed by November 30, 2021.'

### **Timeline Comments\***

Add any information necessary to provide additional clarity regarding the milestones.

## **Management\***

**Clearly demonstrate that your organization has effective governance measures in place to execute this project. Indicate how oversight will be provided to the project (maximum of 2000 characters including spaces)**

Please describe the governance structure of your organization. If there is a Board of Directors, please indicate how often the board meets, the number of people on the board, and how the board members are chosen (for example, are they members of the local business community? Subject matter experts? Appointed by local government?) Is there any additional oversight for the organization? How is the management group structured?

**Describe the qualifications and related experience of the key individuals that will be responsible for managing and implementing the project (maximum of 2000 characters including spaces)\***

Provide information for key individuals including the management team, and any other individuals that will be critical to ensuring the project is completed successfully.

## **Project Details**

**Community Infrastructure Type. Please select one of the following:**

Select the infrastructure type that most closely aligns with your project. You can only select one type.

**If “Other” was selected, please specify type.**

**Short Project Description. Provide a summary of the rehabilitation, renovation, revitalization or expansion work being planned. If you are planning to submit more than one project application, please indicate the priority of this project in relation to your other projects (Priority XX of YY). (maximum of 500 characters including spaces)\***

Provide a brief summary of your project. Also, please indicate if your organization is planning to submit multiple applications. If there are going to be multiple applications, please rank the priority of this application.

**Does your organization own the community infrastructure which you are planning to rehabilitate or is a long-term lease and permission to undertake the renovations in place? If you select, “Lease with permissions” it is mandatory to attach the lease to the documents section of this form.**

Choose the option that best describes your organization’s relationship with the infrastructure involved in this project. If this is a lease with permissions, please attach the lease at the end of this application form. Also, please also indicate the governance relationship between you and the entity that owns the infrastructure.

**Is the facility non-commercial in nature and open for use to the public and not limited to a private membership?\***

Respond yes or no.

**Are plans and specifications for the project prepared?\***

Respond yes or no.

**Have all necessary construction permits and environmental approvals been secured?\***

Respond yes or no.

**If yes, please explain (maximum of 500 characters including spaces)**

Please advise what permits were necessary, and when the permits were issued. Further, please indicate if the permit requires work to be completed by a specific date. If the project is subject to the Federal Impact Assessment Act, please advise what stage the approval process is at, and if there are any restrictions or conditions that need to be met.

**Can the project be completed by March 31, 2023?\***

Respond yes or no.

**Please include any details on community or stakeholder engagement that has been conducted in relation to the project (maximum of 500 characters including spaces)\***

Indicate if how the community or stakeholder engagement was done, what concerns were raised, and how those concerns were addressed.

**Does the project enable more people to use the space?\***

Respond yes or no.

**If yes, please explain (maximum of 500 characters including spaces)**

Please indicate the average usage prior to the project, and indicate how much the usage will be increased, and how you determined that level of usage was appropriate.

**Does the project contribute to socio-economic impacts (e.g. increase in economic and social activity)?\***

Respond yes or no.

**If yes, please explain (maximum of 500 characters including spaces)**

Describe the economic and social benefits to the community (e.g. increase in visitors to an area; more customers for nearby businesses; improved quality of life for rural or remote residents; or supporting jobs in your local community).

**Does your project promote environmental benefits?\***

Respond yes or no. Environmental benefits are defined as activities that support a clean growth economy, that decrease greenhouse gas emissions, or that make the community space more energy efficient. Some actions include, but are not limited to:

- reducing greenhouse gas emissions
- promoting clean energy
- reducing impact on landscapes/aquatic ecosystems
- improving recycling/waste management
- conserving or restoring natural spaces
- improving environmental quality through other sustainability or green actions or measures

**If yes, please explain the environmental benefits (e.g., demonstration and/or installation of clean, green and/or environmentally sustainable technologies). (maximum of 1000 characters including spaces)**

Please explain the environmental benefits of the project.

**Does your project remove barriers and improve accessibility for persons with disabilities?\***

Respond yes or no. Where applicable, accessibility improvements and/or the removal of barriers will be considered in project assessment.

Some activities include, but are not limited to:

- installing accessible entrance door openers
- creating accessible outdoor spaces with ramps or rubber surfacing
- elevators
- accessible washrooms
- visible and audible alarm systems
- obtaining signage with large print
- implementing high contrast lettering on all text
- braille

**If yes, please explain how access will be improved. (Maximum of 1000 characters including spaces)**

If you answered yes, please describe how your project intends to improve accessibility standards. If you have already detailed these components previously in your application, please highlight them here and add any additional details that may be pertinent.

**Are any project activities expected to occur on federal lands?\***

Respond yes or no. Federal lands are:

- Lands that belong to Her Majesty the Queen in Right of Canada, or that Her Majesty the Queen in Right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories, or Nunavut.
- The following lands and areas:
  - the internal waters of Canada, in any area of the sea not within a province
  - the territorial sea of Canada, in any area of the sea not within a province
  - the exclusive economic zone of Canada
  - the continental shelf of Canada
- Reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands.
- Activities on federal lands could be subject to additional requirements.

**Will your project have a significant impact on Indigenous communities?**

Respond yes or no.

**If yes, describe how the project will have a significant impact on Indigenous communities. (e.g., Will Indigenous Peoples be the primary users of the facility?) Is the applicant an entity owned or operated by Indigenous Peoples? Does the applicant have a mandate to assist or deliver services to Indigenous Peoples?). (maximum of 1000 characters including spaces)\***

Explain how the objectives of this project will benefit Indigenous communities in Western Canada and what specific activity(ies) will be directed at Indigenous Communities.

## **Signing Authority**

Indicate the individual within your organization who has signing power/the authority to enter into an agreement. This person may be different than the contact person. Note that the fields marked with the red \* need to be completed in order to submit this form.

## **Diversity and Inclusion**

The Government of Canada is committed to diversity and inclusion so that all Canadians have the opportunity to participate in and contribute to the growth of the economy. Gender and diversity data collected may be used for research, statistics, program and policy evaluation, risk management, strategy development, reporting, and gender-based analysis (including GBA+). This information can help the Government of Canada monitor progress on inclusive access to federal support programs and services; to identify and remove barriers; and, to make changes to improve inclusive access. The Government of Canada understands that participation of underrepresented groups is an integral part of building strong and inclusive communities.

**Is your organization majority (i.e. over 50%) owned or led by individuals who-self identify as:**

Majority owned or led is defined as an organization with one or more of the federal inclusive growth priorities groups, with a long-term control and management of the organization and an active role in both strategic and day-to-day decision making. If applicable, please indicate whether your organization is led or majority-led by one or more of the listed groups. Note that this information will not be used in the assessment process. Aggregate and anonymous data may be shared with other federal organizations, and/or published for reporting and monitoring purposes. If you do not know if a particular group is involved in the management team, or prefer not to answer, please select 'prefer not to answer/do not know' from the drop down box.

**Will your project directly support any of the following diverse groups?**

This question is regarding the people that will benefit from this project. Will your project directly support any of the groups listed? If so, please answer 'yes'. If you do not know if your project will directly support a particular group, or prefer not to answer, just leave the field blank. This information may be considered in assessing your project.

## **Documents**

Attach the following documents, if relevant, to your application:

- most recent 2 years of financial statements
- documentation that shows the applicant's portion of funding is confirmed
- proof of permissions to undertake renovations
- letters of support
- copy of ownership/lease agreement
- project plan/Gantt chart
- any other supporting documents

Contact WD should you have any questions about your proposed project, or issues submitting your application.