



Application Guidelines: Economic Development Projects

Coast Opportunity Funds

Project Summary (1-2 pages)

1. Applicant information: Name of applicant, primary contact person(s) and their email, address, and phone and fax numbers
2. Project name and 1-2 sentence Project description
3. Overview of the goals and objectives of the Project
4. Brief rationale for the Project
5. Summary of key activities and expected outcomes from work plan
6. “Next steps” to be taken upon completion of this Project
7. Total amount requested
8. Summary of funding sources and use of funds
9. Project start and completion dates
10. Proposed timing and amounts of award payments

Project Information (~10 pages, not including supporting documents)

1. Project Description:

- **Background and Rationale**—why this Project and why now? How does the Project address an economic development need and/or take advantage of opportunities? What are the anticipated benefits to the First Nation or community? Please also make clear the Project’s current stage of development.
- **Scope of Work**—in broad terms, what do you intend to do and accomplish? What products, services, activities, etc. will flow as a result of this Project?
- **Goals and Objectives**—list the specific goals and objectives of the Project.
- **Decision Points / Milestones**—what are the critical points during the Project implementation where a decision or decisions will be made regarding whether to move forward, change course, or end the Project?
- **Next Steps**—once completed, what do you intend to do with the outcomes/outputs from this Project? How does this Project fit in to the First Nation’s long-term plans? If these next steps require additional funding, indicate anticipated sources and amounts of those funds.

- ##### **2. Business Arrangements and Structures:**
- Diagram and/or describe the arrangements and structures integral to the design and operation of the enterprise. Describe the ownership structure and legal status of the Project entities and assets. Make clear the relationship between any operating, holding, or investment vehicles as well as Government entities, joint ventures, and industry or other partners. Please also explain the role of your Board, Band/Tribal Council, and/or their appointed committees in reviewing, approving, managing, and overseeing the Project.

- ##### **3. Legal and Regulatory Requirements:**
- Describe relevant legal, regulatory and reporting requirements from all levels and branches of Government. Include the current status of any applications, requirements, etc.

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4. **Work Plan (including timeline and budget):** The work plan should clearly lay out the steps needed to achieve the Project's goals and objectives. It should map out each proposed activity, who will carry it out, and the expected outcome, cost, and timeline. Below is an example of Column Headers for a work plan.

Outcome / Deliverable	Actions / Activities	Individual(s) or Agency responsible for action/activity	Budget (for specific action/activity)	Start Date (for specific action/activity)	End Date (for specific action/activity)
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Please note:

- The activities should be of sufficient detail to show that you have thought through the range of issues you are likely to confront as well as the necessary sequencing of the various activities.
 - Include the necessary details to support your budget estimates.
 - The timelines and budgets should support the award payments proposed in section 10 of the Project Summary.
 - If you are seeking retroactive funding, please indicate which activities those are and the total amount of retroactive funding.
5. **Human Resources:** Describe how you intend to staff the Project, including who the key individuals are and their roles in planning, managing, and implementing the Project. If your human resource team does not currently have the expertise to successfully complete the Project, please explain your plans to build the necessary capacity.
6. **Financial Information:** Provide a summary of the overall financing structure of the enterprise, and explain how your request to Coast Funds fits within this financing structure. Provide *pro forma* financial statements detailing current or anticipated revenues, costs, and balance sheet requirements, including summary of projected cash flows. Please list all sources and amounts of secured, pending, and potential funding.
7. **Success Factors / Risks:** Describe critical factors for success for the Project. Explain the key risks that threaten the Project's success as well as how you intend to mitigate them. Please specifically address how current economic and market conditions affect the planning and viability of the Project.
8. **Appendices:** List any documents that you are submitting in support of this application. We welcome submission of business plans, feasibility studies, marketing plans, or other documents that provide greater clarity and detail regarding the Project.
9. **Submission and Review:** *Please note—Coast Funds strongly encourages applicants to submit a Letter of Intent and discuss the proposed project with Coast Funds staff well in advance of writing a full proposal.* Completed applications should be emailed to Neil Philcox, Director of Projects, at neil@coastfunds.ca. Each application will first be reviewed by Coast Funds staff and then by a Project Review Committee comprised of members of our Board of Directors. The Project Review Committee will develop a recommendation to the full Board, and the full Board in turn makes the final decision on how to respond to the application. The calendar for reviewing applications is as follows:

Completed applications received by:	...will be reviewed by Coast Funds Board on:
May 14, 2010	June 16, 2010
August 6, 2010	September 21, 2010
October 15, 2010	November 16, 2010