



Instructions

- 1 Please fill in all fields marked with a red asterisk (\*).
- 2 Use the "Tab" key to move from field to field in order, or the mouse to select any available (white-filled) field.
- 3 To paste copied information into a cell, you must double-click in the cell before pasting.  
**Note:** do NOT use "Cut" (or Control-X) to remove information from a cell as this may make the application form unreadable.  
Use the Delete key to remove information; use "Copy" (or Control-C) to copy information for pasting in another location.  
**Note:** Mac users - do NOT use Numbers as the form will not function properly.
- 4 Some boxes have drop-down lists where you can select a value; for these boxes, click on the arrow that appears when your cursor is in the box, and select from the list.
- 5 Please attach completed Project Budget to your Application submission through the Rural Dividend website.

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1. Project Information

Applicant Name (maximum 250 characters)

Columbia Shuswap Regional District - Shuswap Economic Development Department

e.g. Timberlake Chamber of Commerce

Project Name (maximum 250 characters)

Shuswap Economic Development Strategy Implementation

e.g., Timberlake Farmers' Market Stalls

Funding Stream (select from drop-down list):

Partnerships Project

Using the Program Guide definitions, select a funding stream from the list

Is this a Destination Trail Project? ☐Yes

2. Project Costs

Provide a detailed breakdown of costs related to project implementation. Totals will be auto-calculated and used in later calculations.

Category	Description of Cost (REQUIRED) (maximum 250 characters)	Costs	Funding
<b>Salary and Wages</b>  Provide the following information in the description of cost:  • job title • wage rate • number of hours or months of employment • if position is existing or is for a new hire	Business Development Coordinator - Wage Rate: 25 hours per week @ \$35.00/hour - annually x 2 years = \$91,000.00	\$ 91,000	Rural Dividend
	Economic Development Officer - Management of project	\$ 25,000	Other
	Tourism Marketing Coordinator - Wage rate: 8 hours per week @ \$25.00/hour - annually x 2 years = \$20,800.00	\$ 20,800	Other
	Film Commissioner - Wate Rate: Contract - \$500.00 per month for 20 months x 2 years = \$10,000.00	\$ 10,000	Other
	Sub-total	\$ 146,800	
<b>Consulting and Professional Fees</b>  Provide the following information in the description of cost:  • description of the service • name of the consultant / professional providing the service (if known) • length of the contract (may be an estimate)	Communication Plan - Consultant - one year	\$ 6,000	Other
	Economic Recovery Plan - EDCD Consulting - one year	\$ 25,000	Rural Dividend
	Agriculture Information Database - Consultant - two years	\$ 25,000	Rural Dividend
	Shuswap Ambassador Program - Consultant - two years	\$ 10,000	Other
	Sub-total	\$ 66,000	
<b>Travel and Meetings</b>  <i>Meals and project travel related expenses must be based on government per diem rates.</i>  Provide the following information in the description of cost:  • type of travel (air, car, etc.) • destination • number of nights • number of people	Travel Expenses - Business Development Coordinator - travel for committee meetings and business visits	\$ 5,000	Other
	Sub-total	\$ 5,000	
<b>Training</b>  Provide the following information in the description of cost:  • name/type of course/training • duration of the course/training • number of participants cost is based on • description of related expenses that may be included (ex. room rental, materials & supplies, registration fees)	Committee training - orientation and economic development courses	\$ 7,000	Other
	Shuswap Ambassador program - front line staff training	\$ 24,040	Rural Dividend
	Shuswap Ambassador program - front line staff training	\$ 960	Other
	Sub-total	\$ 32,000	
<b>Marketing and Promotion</b>  Provide the following information in the description of cost:  • type of marketing and/or promotion (online, brochures, etc.) • if hard copy, how many copies are made (may be an estimate) • if an event, include a description of any related expenses (room rental, refreshments, etc.)	Regional community profiles with sub-profiles	\$ 10,000	Rural Dividend
	Expanded website	\$ 40,000	Rural Dividend
	Townfolio	\$ 3,000	Other
	Resident attraction/marketing collateral	\$ 20,000	Other
	Shuswap Grown Program	\$ 9,860	Other
	Regional wayfinding signs - entrance signs	\$ 50,000	Rural Dividend
	Regional Tourism Marketing Initiatives	\$ 30,840	Other
	Producer Tours, Image Library, Web Refresh	\$ 28,000	Other
	Sub-total	\$ 191,700	
<b>Equipment, Capital and Supplies</b>  Provide the following information in the description cost:  • description of the item(s) • quantity of item(s), if applicable • description of any wages associated			

with the item(s) (ex. set-up & installation).			
	Sub-total	\$	-

Infrastructure Related Costs  Provide the following information in the description of cost:  • breakdown of all activities (ex. plumbing, electrical work, etc.) • description of all materials required • description of all wages and/or contractor costs including duration worked & number of employees			
	Sub-total	\$	-

Other Costs  Any costs that do not fit under other categories (ex. space or room rentals).			
	Sub-total	\$	-

Total Project Cost	\$	441,500
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3. Project Funding				
Section 3A: Rural Dividend Funding Request				
		Amount \$	% of Total Cost	
Rural Dividend Funding Request	Auto-Calculated from Section 2. Project Costs	\$ 265,040	60.0%	
Section 3B: Applicant Contribution (Required for Single Applicant & Partnerships)				
	Description (REQUIRED) List all source(s) for applicant contribution (ex. reserve funds, partner name, development trust, etc.) (maximum 250 characters)	Verified (Y/N)	Amount \$	% of Total Cost
Applicant Financial Contribution				0.0%
				0.0%
				0.0%
				0.0%
				0.0%
In-Kind Portion of Contribution	Auto-Calculated from Section 2. Project Costs	\$ -	0.0%	
	Sub-total	\$ -	0.0%	
Section 3C: Project Funding (List the remaining source(s) of all contributions to demonstrate how the project will be funded)				
	Additional In-Kind Contributions The remaining amount of in-kind contributions that cannot be applied towards the applicant contribution		Amount \$	% of Total Cost
In-Kind Contribution	Auto-Calculated from Section 2. Project Costs	\$ -	0.0%	
	Sub-total	\$ -	0.0%	
	Description (REQUIRED) Provide the level of government, name of program, etc. (maximum 250 characters)	Verified (Y/N)	Amount \$	% of Total Cost
Other Government Funding				0.0%
				0.0%
				0.0%
				0.0%
				0.0%
	Sub-total	\$ -	0.0%	
	Description (REQUIRED) List the source(s) of remaining other funds (ex. bank loan, industry, development trust, etc.) (maximum 250 characters)	Verified (Y/N)	Amount \$	% of Total Cost
Other Funding	Tax Requisition for Shuswap Economic Development Department through the CSRD	Yes	\$ 156,460	35.4%
	Salmon Arm Economic Development Society	Yes	\$ 5,000	1.1%
	Community Future Shuswap	Yes	\$ 5,000	1.1%
	Village of Chase Cash Contribution for marketing - annually \$5000.00 for two years = \$10,000.00	Yes	\$ 10,000	2.3%
				0.0%
	Sub-total	\$ 176,460	40.0%	
Section 3D: Totals				
Sub-total Funding (Sections 3B & 3C)		\$	176,460	
Total Project Funding		\$	441,500	

4. Summary of Project Costs and Project Funding		
Project Costs	Amount \$	% of Total Cost
Salary and Wages	\$ 146,800	33.3%
Consulting and Profesional Fees	\$ 66,000	14.9%
Travel and Meetings	\$ 5,000	1.1%
Training	\$ 32,000	7.2%
Marketing and Promotion	\$ 191,700	43.4%
Equipment, Capital, and Supplies	\$ -	0.0%
Infrastructure	\$ -	0.0%
Other Costs	\$ -	0.0%
	\$ 441,500	100.0%
Project Funding	Amount \$	% of Total Cost
Rural Dividend Funding	\$ 265,040	60.0%
Applicant Contribution	\$ -	0.0%
Additional In-Kind Contribution	\$ -	0.0%
Other Government Funding	\$ -	0.0%
Other Funding	\$ 176,460	40.0%
	\$ 441,500	100.0%

Please attach completed Project Budget to your Application submission through the Rural Dividend website.

**End of Form - press "Tab" key to return to the beginning**