Worksheet Infrastructure

**Category 1 | Building Improvements**

This worksheet has been provided to help applicants gather the necessary information and support documents in preparation for filling out the online application form. This document is for draft purposes only and cannot be submitted – please transfer the information to the online form when ready. Only online applications will be accepted.

\*= optional field, all other fields are required

**Contact First Name Contact Middle Name\* Contact Last Name Contact E-Mail Address Contact Phone Number Organization Name**

**Organization Mailing Address**

**Does your organization qualify as a Japanese Canadian organization as per the definition? Yes/No**

A Japanese Canadian Organization can be either a) a not-for-profit organization whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians or enhance and encourage Japanese or Japanese Canadian cultural activities. It must have an established constitution and by-laws and have been incorporated for at least two years; or b) incorporated under a provincial or federal corporations Act without the distinction of a not-for-profit designation, as long as the primary focus of the organization satisfies the above definition.

The organization must have an established constitution and by-laws and have been incorporated for at least two years.

*If you have selected "No" your organization is not eligible to receive an Infrastructure grant.*

# Description of Organization

Description of the organization, including its mission statement, a brief history of the organization and its current activities. Highlight the services and activities that the organization hosts that serve the Japanese Canadian community. (Maximum 300 words.)

# Breakdown of Organization Membership\*

If applicable, description of the organization’s membership totals, including the breakdown of Japanese Canadians and their families, and an estimate of the number of Survivors and Descendants of families who lived in BC prior to April 1, 1949. (Maximum 300 words.)

# Does your organization own the building?

Yes•/No••

# •Attestation of Ownership

Confirmation that the organization owns the building

# Confirmation of Project

Confirmation that this application is for Category 1: Building Improvements. Each organization may apply for only one grant in the Infrastructure stream, under either Category 1 or Category 2.

# Funding Amount Requested

Category 1: Up to $250,000.

# Project Schedule

Provide the project schedule.

# FILE UPLOADS

**Description of Project**

Description of project, including the activity and its benefit to the Japanese Canadian community. (Maximum 3 pages/300 words per page.)

# Budget

On the provided form, submit a balanced budget showing all sources of funding and projected project costs. If project costs exceed the maximum possible grant, a list of confirmed additional sources of funding must also accompany this budget.

# Supplier Quotes

Provide three quotes by suppliers or contractors for each area of the building improvements.

# Key Project Personnel

List of key personnel. If known, provide their names and a short description of the expertise/experience they bring to the project.

# ••Rental Documentation

If renting, organizations will be required to provide all necessary documentation outlined in the application. This will include: 1) long-term lease agreement; 2) project approval letter from the building owner; 3) a guarantee from the Japanese Canadian Organization to return the building to its pre-renovation condition upon end of lease if required by the owner. 4) Additional documentation may be required.

# Associated Risks

Describe the risks associated with the project (e.g., project readiness, technologies, multiple partners, land acquisition, skilled labour shortages, extreme weather, etc.) as well as corresponding mitigation measures. (Maximum 3 pages/300 words per page.)

# Internal Capacity to Complete Project

Describe the organization’s internal capacity and expertise to manage and execute the project. (Maximum 3 pages/300 words per page.)

# Certificate of Incorporation

Provide a copy of the organization’s Certificate of Incorporation.

# Financial Statements

Provide the most recent financial statements from the last two years.

# Attestation of Application

By completing this application form I declare that the information above is truthful and accurate to the best of my knowledge and belief.