**Infrastructure Worksheet**

**Building Improvements**

August 15, 2024

**SAMPLE APPLICATION WORKSHEET**

This sample worksheet has been provided as an example only 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.

Please replace the text in blue with your project details. Note that when filling in the requested information, the more comprehensive the better in terms of facilitating the application.

**Please complete this worksheet before filling out the online form and ensure that the two align.**

\*= optional field, all other fields are required

**ORGANIZATION/GROUP INFORMATION**

**Contact First Name:** Jane

**Contact Middle Name:** M.

**Contact Last Name:** Doi

**Contact E-Mail Address:** jane.doi@example.com

**Contact Phone Number:** 555.123.4567

**Organization Name:** Nikkei Arts Society

**Organization Mailing Address:** 1234 Sakura St, Vancouver, BC, V5K 0A1

**Does your organization qualify as a Japanese Canadian organization as per the definition?** Yes

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.)

The Nikkei Arts Society is a non-profit organization dedicated to preserving and promoting Japanese Canadian culture and history. Established in 1995, our mission is to foster understanding and appreciation of Japanese Canadian heritage through educational programs, cultural events, and community services. Our organization operates a community center that serves as a hub for cultural activities, including language classes, traditional arts workshops, and historical exhibitions. We also provide support services for the Japanese Canadian community, such as senior programs, youth mentorship, and cultural preservation initiatives. Over the years, we have successfully hosted numerous events, including the annual Cherry Blossom Festival, which attracts thousands of visitors and showcases traditional Japanese music, dance, and food. Our organization is deeply committed to fostering a sense of community and ensuring that the rich cultural heritage of Japanese Canadians is preserved for future generations.

**Does your organization own the building?**

Yes

\*If you have clicked “No”, you are not eligible to apply for this fund.

**PROJECT DETAILS**

**Funding Amount Requested (Category 1: Building Improvements)**

Funding up to $500,000 per application per organization.

$500,000

**Confirmation of Project**

Confirmation that this application is for Category 1: Building Improvements up to $500,000. Each organization may apply for only one grant in the Infrastructure stream, under either Category 1 or Category 2.

YES

1. **Project Title**

The name that you wish this project to be referred to for grant management and public recognition purposes.

Nikkei Arts Centre Renovation

**2.0) Project Description**

Using the provided template, provide a short project summary followed by a detailed outline of the project including the scope of work. If known, include a list of preferred contractors. Contactor quotes will be required as a separate upload below. (File Upload. Maximum 3 pages/300 words per page.)

**Downloadable Document Template Project Description**  
The Nikkei Arts Centre Renovation project aims to restore and upgrade our existing community center to better serve the Japanese Canadian community. This comprehensive project includes the following key components:

1. **Roof Replacement:**
   * **Scope of Work:** Complete removal and replacement of the existing roof structure to address leaks and improve energy efficiency. This includes installing new roofing materials, insulation, and gutters.
   * **Preferred Contractors:** ABC Construction and XYZ Roofing Solutions.
2. **HVAC System Upgrades:**
   * **Scope of Work:** Installation of a new, energy-efficient HVAC system to ensure a comfortable environment for all users of the facility. This includes new air conditioning units, heating systems, and ventilation improvements.
   * **Preferred Contractors:** Climate Control Experts and Air Solutions Ltd.
3. **Elevator Installation:**
   * **Scope of Work:** Installation of a modern elevator to improve accessibility for all visitors, particularly those with mobility challenges. This will involve structural modifications to accommodate the elevator shaft and compliance with safety regulations.
   * **Preferred Contractors:** LiftTech Installations and Access Elevators Inc.

The project is designed to enhance the safety, functionality, and accessibility of our community center, ensuring it remains a valuable resource for the Japanese Canadian community. Detailed contractor quotes and project timelines are provided as separate uploads.

**3.0) Supplier Quotes**

Provide two quotes by suppliers or contractors for each area of the building improvements costing over 10% of the total budget. Quotes must be comparable in their scope of work (i.e. two roof quotes) so they can be compared. Quotes must be valid at the time of the application.

This requirement does not apply to key project personnel, including the project manager, writer, researcher, architect, designer, and heritage consultants.

Files Uploaded

**Conditional field: Is there a non-arm’s length relationship with any of the suppliers?** YES/NO    
  
(If YES) please indicate which suppliers have a non-arm’s length relationship and what the relationship is.

**4.0) Internal Capacity to Complete Project**

Using the provided template, describe the organization’s internal capacity and expertise to manage and execute the project. (Maximum 3 pages/300 words per page.)

**Downloadable Document Template Internal Capacity to Complete Project**  
The Nikkei Arts Society has a robust organizational structure and extensive experience in managing complex renovation projects. We have successfully completed various large-scale undertakings, demonstrating our capacity for detailed planning, stakeholder coordination, and adherence to strict timelines and budgets. Our past projects include significant restorations and renovations that required extensive interior and exterior work, preserving architectural integrity while updating facilities.

In addition to our project management capabilities, we have a strong financial management system in place. Our experienced team ensures meticulous budget planning and fund allocation, having successfully overseen the financial aspects of multiple large-scale projects. This financial expertise guarantees that all project funds are managed efficiently and transparently.

Our comprehensive approach combines skilled project management, expert architectural oversight, and rigorous financial control. This ensures that we can effectively handle all aspects of the Nikkei Arts Centre Renovation project, from initial planning and design to execution and final inspection, maintaining high standards of quality and compliance with all regulatory requirements.

**5.0) Key Project Personnel**

Using the provided template, provide the names of the key personnel and a short description of the expertise/experience bring to the project (grant writer, treasurer, consultants, architects, designers, researchers, writers, etc.). In the case of the Project Manager, provide the name and short bio and information on their past 2 projects of a similar scope. (File Upload. Maximum 3 pages/300 words per page.)

**Downloadable Document Template Key Project Personnel**

* **Project Manager:** John Smith
  + **Experience:** Over 15 years in project management, specializing in heritage building renovations.
  + **Relevant Projects:**
    1. **Location:** Sakura Hall, Vancouver, BC
       - **Project Scope:** Complete restoration of the historic hall, including structural repairs and interior refurbishment.
       - **Project Cost:** $150,000
       - **Project Timeline:** 6 months
       - **Reference:** Jane Johnson, Director, Community Projects (555) 987-6543
    2. **Location:** Japanese Cultural Museum, Richmond, BC
       - **Project Scope:** Renovation of exhibition spaces and installation of new HVAC system.
       - **Project Cost:** $120,000
       - **Project Timeline:** 5 months
       - **Reference:** Mark Lee, Museum Director (555) 654-3210
* **Architect:** Mary Lee
  + **Experience:** Specialist in historical preservation with over 10 years of experience.
  + **Relevant Projects:** Restoration of heritage sites and community centers, including the Japanese Cultural Museum and the Nikkei Memorial Park.
* **Consultant:** Dr. Oroku Saki
  + **Experience:** Renowned expert in Japanese Canadian history with over 20 years of academic and consulting experience.
  + **Relevant Projects:** Cultural heritage consulting for various community projects, including the Cherry Blossom Festival and the Japanese Cultural Museum.

**6.0) Project Schedule/Timeline**

Using one of the two provided templates (Word doc or Gantt chart), provide a detailed schedule of the project including initiative start/end dates, dependencies, milestones and who is responsible for each task. (File Upload. Maximum 3 pages)

**Downloadable Document Template Project Schedule/Timeline**

[**https://create.microsoft.com/en-us/templates/gantt-charts**](https://create.microsoft.com/en-us/templates/gantt-charts)

**Optional Gannt Chart Template or Word Document**

**Project Schedule/Timeline:**

* **Start Date:** July 1, 2024
* **End Date:** December 31, 2024
* **Milestones:**
  + **July 2024:** Begin roof replacement / **August 2024:** Complete roof
  + **September 2024:** HVAC system installation
  + **November 2024:** Elevator installation
  + **December 2024:** Final inspections and project completion

**7.0) Associated Risks**

Using the provided template, describe the risks associated with the project (e.g., cost overruns, missed milestones, hidden damages, permit applications/approvals, remote locations, security requirements, 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.)

**Downloadable Document Template Associated Risks**

The following risks have been identified for the project, along with corresponding mitigation measures:

* **Cost Overruns:** Fixed-price contracts will be obtained from all contractors to minimize the risk of cost overruns. Regular financial monitoring and contingency planning will ensure that any unforeseen expenses are promptly addressed.
* **Missed Milestones:** A detailed project schedule with clearly defined milestones and responsibilities will be followed. Regular progress meetings and status updates will help identify and address any potential delays early.
* **Permit Delays:** All necessary permits and approvals will be submitted well in advance of the project start date. Close communication with local authorities and follow-ups will ensure timely processing of permit applications.
* **Hidden Damages:** Thorough inspections will be conducted during the planning phase to identify any potential hidden damages. Contingency funds will be allocated to address any unexpected issues that arise during the renovation.
* **Skilled Labour Shortages:** Preferred contractors with a proven track record will be engaged to ensure the availability of skilled labour. Backup contractors will be identified in case of any shortages.
* **Extreme Weather:** The project timeline includes buffer periods to accommodate potential weather-related delays. All construction activities will be planned and scheduled with weather conditions in mind.

**BUDGET**

**Project Budget**

Enter a balanced budget showing all sources of funding and expenses. Your budget should include a detailed breakdown/rationale for all expenses, in particular those that comprise 10% or more of the budget. This requirement does not apply to key project personnel, including the project manager, writer, researcher, architect, designer, and heritage consultants. If project costs exceed the maximum possible grant, please also specify all confirmed additional funding sources in your budget submission. It is critical that your budget aligns with the amount of funding requested. *Please make sure your budget is worked out before completing this form.*

**BUDGET TEMPLATE**

Please note, applicants are required to use the budget form that is built into the application. All fields must be filled out in order to move forward through the application. All Yes/No fields must be checked. It is highly recommended that the budget template below be used to work out the budget before beginning the online application form. The amount needed for the project, including the amount requested and any extra costs, must align with your overall budget or the application cannot move forward.

**Total amount requested from Infrastructure**

Please enter a number less than or equal to $500,000

$500,000

**Does your budget exceed the grant available?**

If yes, by how much?

$100,000

**What is your total budget?**

In order to qualify for funding, you will be required below to provide an itemized list of confirmed sources of funding to make up the difference of the amount you are requesting from the Community Fund and the total budget of your project.

$600,000

**Confirmed Source of Funding**

Please identify each source (other grants, in-kind contributions, etc.) All sources must be confirmed at the time of application. Click + to add another line.

**Source 1:** Provincial Heritage Grant - $50,000 (Nikkei Heritage Society applied and was accepted to receive $50,000 from the Provincial Heritage Grant as part of their own building improvement grant)

**Source 2:** Community Fundraising - $40,000 (Nikkei Arts Society hosts an annual Cherry Blossom Festival, book sales, and various other fundraising events. This money will serve as a contingency fund to the project should any cost overruns occur).

**Source 3:** In-Kind Contributions - $10,000 ($5,000 for project manager, 100 hrs @ $50/hr, $5,000 labour, 150 hrs @ $33/hr)

For each section of the budget, you must determine if you have expenses within that particular section. For instance, if you require no Purchases, click NO and move onto the next section. If you *do* need to purchase, click YES and fill out the fields within the section. We have provided sample expenses within each section as a guide. If you have expenses that are not provided in the list, there is a place to list those items.

**BUDGET FORM**

**Purchases**

**Do you have Purchases?**

(E.g., Site preparation materials, building structure materials, etc.)

YES

If yes:

**Site preparation materials** YES

Cost: $20,000

Description: Includes fencing, site cleaning, and preparatory groundwork to ensure a safe and organized construction site.

**Building structure materials** YES

Cost: $100,000

Description: High-quality roofing materials ($35,000), insulation($5,000), HVAC components($35,000), and elevator installation materials ($25,000). These materials are essential for the structural integrity and functionality of the renovated building. See quotes.

**Equipment & Tools** NO

**Other Expense** (Purchases)

Please identify each expense. One expense per line. Add other lines as needed.

Cost:

Description:

etc.

**Rentals**

**• Do you have Rental fees?**

(E.g., Tool or equipment rentals, etc.)

YES

If yes:

**Equipment rental** YES

Cost: $10,000

Description: Rental of scaffolding, cranes, and specialized tools necessary for the roof replacement and elevator installation.

**Temporary rental of another facility while renovations are being done** YESCost: $5,000  
Description: Rental of a nearby community hall to continue our programs and services while renovations are underway at the Heritage Centre.

**Storage space while the renovations are being done** NOCost:  
Description:

**Other Expense** (Rentals)

Please identify each expense. One expense per line. Add other lines as needed.

Cost:

Description:

etc.

**Labour**

**Do you have Labour fees?** (Required)

(E.g., trades, subcontractors, equipment operators, etc.)

YES

If yes:

**Plumbing** NO

**Flooring** YES

Cost: $100,000

Description: Skilled tradespeople, including roofers, HVAC technicians, and elevator installers, who will carry out the renovation work.

**Roofing** YES

Cost: $50,000

Description: Specialized subcontractors with expertise in historical building renovations to ensure that the project meets all heritage preservation standards.

**Equipment operators** NO

Cost:

Description:

**Architectural and Design** NO

Cost:

Description:

**Mechanical and Civil Engineering** NO

Cost:

Description:

**Landscaping** NO

Cost:

Description:

**Electrical** NO

Cost:

Description:

**Structural** NO

Cost:

Description:

**Surveying** NO

Cost:

Description:

**Testing** NO

Cost:

Description:

**Other Expense** (Labour)

Please identify each expense. One expense per line. Add other lines as needed.

Cost:

Description:

etc.

**Fees**

Specify fees.

**Do you have fees?** (Required)

(E.g., dumping and disposal fees, delivery costs, etc.)

YES

If yes:

**Dumping and disposal fees** YES

Cost: $5,000

Description: Proper disposal of old roofing materials and construction debris in compliance with environmental regulations.

**Delivery costs** YES

Cost: $3,000

Description: Transportation costs for materials and equipment to the renovation site.

**Permitting** NO

**Other Expense** (Fees)

Please identify each expense. One expense per line. Add other lines as needed.

Cost:

Description:

etc.

**Administrative Costs**

Administrative costs must not exceed 10% of the grant total.

**Do you have Administrative Costs?**

YES

If yes:

|  |
| --- |
| **Project Management** YES  Cost: $10,000  Description: Fees for the project manager responsible for overseeing the renovation, ensuring that the project stays on track and within budget.  **Consultants** YES  Cost: $8,000  Description: Fees for architectural and historical consultants who will provide expert guidance throughout the project. |
| **Insurance and Bonds** NO  Cost:  Description: |
| **Honoraria** NO  Cost:  Description: |
|  |
| **Master Planning** NO  Cost:  Description:  **Accounting** NO  Cost:  Description:  **IT** NO  Cost:  Description:  **Banking and Real Estate** NO  Cost:  Description:  **Promotional Cost** NO  Cost:  Description: |
|  |

**Other Expense** (Administrative Costs)

Please identify each expense. One expense per line. Add other lines as needed.

Cost:

Description:

etc.

**Contingency**

Please specify the contingency amount you are budgeting. Minimum 10% of total budget.

**Amount:** $60,000

**FILE UPLOADS**

**Financial Statements**

Provide the most recent two years of accountant prepared signed financial statements (Compilation Engagement/NTR or Review Engagement or Audited). Any exceptions to this must be outlined with specific rationale and approved separately.

Uploaded

**Certificate of Incorporation**

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

Uploaded

**Attestation to insurance being in place**

Applicant has attested to insurance being in place for both general liability and Worksafe BC or equivalent

YES

**Attestation to Ongoing Maintenance**

The applicant has identified ongoing maintenance costs and made provision for the same in its operating budget

YES

**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.

YES