



BC Parks 100 Applicant Information Sheet

In 2011, BC Parks is celebrating its 100th anniversary, marking the establishment of British Columbia's first provincial park, Strathcona Park, and the beginning of B. C.'s provincial park system. Throughout 2011, numerous events and initiatives are taking place across the province to celebrate BC Parks' centennial. The Community Legacy Program will involve B.C. communities in commemorating this milestone by carrying out projects in provincial parks across the province.

WHAT IS THE BC PARKS COMMUNITY LEGACY PROGRAM?

As part of BC Parks' centennial, community organizations are invited to submit an application for project funding, ranging from \$5,000 to \$20,000, to carry out projects that encourage shared stewardship within:
parks, recreation areas, protected areas, conservancies or ecological reserves designated under the *Protected Areas of British Columbia Act*, *Environment and Land Use Act*, *Park Act* or *Ecological Reserve Act* (referred to from now on as "Park").

Applicants must confirm that the project area of interest is within a Park. Specific Park information can be found on BC Parks' website: <http://www.env.gov.bc.ca/bcparks/explore/>.

A total of \$500,000 is available to support Community Legacy Program projects across the province.

WHAT KIND OF PROJECTS ARE ELIGIBLE?

Community Legacy Program projects can be any improvement or enhancement to a Park with a tangible outcome including, but not limited to:

- educational signs;
- enhancements to support recreational uses,
- trail restoration and enhancements; and,
- upgrades that make a Park more accessible to a variety of users.

Projects that conserve natural and cultural values are also encouraged, and include initiatives that protect these values, restoration projects and studies.



PRIOR TO SUBMITTING AN APPLICATION

Prior to submitting an application, applicants are encouraged to discuss their applications with BC Parks staff. To find out the appropriate regional contact, please email BCParks100@gov.bc.ca. Please include “Community Legacy Program” in the title of your email and in the body, indicate the Park you are considering for your project.

HOW DO I APPLY?

Community Legacy Program application forms are available online at: <http://bccf.com/clp-application> .
Electronic applications are preferred but hard copies are also acceptable and may be sent to:

The BC Conservation Foundation
Suite 206- 17564 56A Avenue
Surrey BC, V3S 1G3

The use of a courier is recommended, but regular mail is also acceptable.
Applications must be on time.

WHAT DO I NEED TO INCLUDE IN MY APPLICATION?

The application form will guide you to include important information that will be used to judge the merit of your project (as explained below). Make sure to complete all sections of the application form that apply to your project. Be sure to detail realistic timelines, personnel requirements, labour costs, safety plans, material costs, the specific location and how the project will be delivered. See the Deliverables and Evaluation Criteria below for further guidance on what your application should include.

EVALUATION

This section details all of the mandatory and desirable criteria against which applications will be evaluated. Applicants should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

MANDATORY CTITERIA

Applications not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

WHO CAN APPLY?

Applications will be accepted only from the following groups:

- A society incorporated under the *Society Act*.
- Local governments as defined in the *Local Government Act*.
- A First Nations Government, Indian Band, or Tribal Council or Tribal Association, established as a legal entity with sufficient authority to enter into a legally binding agreement with the Province.
- Schools, school districts, or public post-secondary institutions as defined by the *School Act*.

WHAT ARE THE APPLICATION RULES?

- The application must be received at the closing location before the specified closing time.
- The application must be in English.
- Applicants must use the application form.
- 1 copy of the application form must be submitted.
- Projects must take place in a Park.
- Projects must be consistent with the Park Management Plan or Park Management Direction.
<http://www.env.gov.bc.ca/bcparks/explore/> .
- Projects involving infrastructure placement or upgrades must consider appropriate locations and will require meeting BC Parks' Facility Standards which can be accessed on the following website:
<http://www.env.gov.bc.ca/bcparks/operations/facstand/starthere.pdf> .
- Applications must not require a major impact assessment.
- The Province's portion of the application budget must not be less than \$5,000 or more than \$20,000.

Successful applicants will be required to provide evidence of liability insurance covering all persons working or volunteering on a park project prior to receiving funding.

DESIRABLE CRITERIA

Applications meeting all of the mandatory criteria will be further assessed against desirable criteria.

Applications will be evaluated to ensure that the Community Legacy Program is geographically represented across the province of B.C., in a diversity of Parks. An evaluation panel will evaluate applications using the following criteria.

Applicants must demonstrate:

- At least a 25% contribution to the project (for evaluation of in-kind support such as donations, volunteer labour, sponsorship or other sources of funding, see below).
- Considerations to reduce or mitigate environmental and cultural impacts of the project.
- Collaboration with one or more partners.
- How the project makes Parks more accessible (to people with disabilities, to new user groups, etc.).
- How a variety of Park users will benefit from the project.
- The project's feasibility (realistic timelines, personnel requirements, labour costs, safety plans, material costs, the specific location and how the project will be delivered).
- Ongoing, future legacy values of the project.
- The applicant's capacity to deliver all aspects of the project.
- The majority of the project will be complete by December 31, 2011.

Applications that demonstrate the following will receive higher scores:

- How the project involves or benefits First Nations, youth, and/or new Canadians.
- How the project enhances the ecological, recreational or cultural values of a given Park.
- Strategies to reduce or address any expenses for the projects' ongoing maintenance for BC Parks.

VOLUNTEER LABOUR AND IN-KIND VALUATION GUIDELINES:

In-kind support may be fulfilled in any combination of volunteer time, donated labour, equipment, services and materials from other sources based on:

- Donated materials at verified fair market value.
- Donated accredited professional services at verified fair market value.
- General labour (e.g., administrative support, trail building etc.): \$10.00/hour.
- Skilled Labour (e.g., marketing, communications, construction supervisor, etc.): \$25.00/hour.

Applications that contribute funding from other sources will be evaluated on the dollar amount.

DELIVERABLES

All projects must be fully completed by March 1, 2012, but applicants that demonstrate that the majority of their projects will be completed by December 31, 2011, will be given preference. All successful applicants will be required to submit a final project report before March 1, 2012. (A report template will be provided once the successful applicants have been determined).

The final report has two purposes. First, the report should document that all elements of the contract have been fulfilled. This documentation should include proof that the project funds were used responsibly and as intended. The second purpose of the final report is to highlight the achievements of the Community Legacy Program. BC Parks will use the information included in the final report to profile the success of the program.

The final report must include:

- Final project expenses.
- A project summary explaining how your project has benefited the community.
- Pictures of community collaboration and action during the project that can be used by BC Parks to highlight the 2011 Community Legacy Program¹.
- Contributions made by various partners to the project.
- The number of volunteer hours contributed to the project.
- Any promotional materials created during the project (if applicable).
- Copies of any media coverage of the project (if applicable).
- Any other materials that expresses the activities and success of the project.

¹ Please note that any submitted image must be accompanied by a signed General Image Release form and any identifiable individual pictured in the photographs must complete a Photograph Release Form (minors must have their guardian do so on their behalf). These forms will be available once successful applications have been awarded.



IMPORTANT PROGRAM DATES:

Applications Available:	May 10, 2011
Applications Deadline:	1:00 PM (Pacific Time) June 16, 2011
Successful Applicants Announced:	June 30, 2011
Projects Commence:	July 5, 2011
Estimated Construction Seasons (Pending weather and Fisheries window if applicable ²)	July 5 -December 30, 2011
Project substantially complete	December 31, 2011
Project completion and final report deadline:	March 1, 2012
Community Legacy Projects celebrated on BC Parks' website:	April 30, 2012

² More information about criteria for fisheries timing windows for different regions in British Columbia can be found here: www.pac.dfo-mpo.gc.ca/habitat/timing-periodes/index-eng.htm