

Tumbler Ridge Community Resiliency Fund Funding Application Guide

Designed by the Community, for the Community

The Tumbler Ridge Community Resiliency Fund priorities have been developed through a community-led process. Every funding decision will be guided by the community priorities identified through that engagement process, ensuring that investments reflect the needs, opportunities, and aspirations of Tumbler Ridge.

1. Welcome

Thank you for your interest in the Tumbler Ridge Community Resiliency Fund (the Fund).

This guide will help you understand the Fund, choose the right funding stream, and complete your application with confidence. The application process has been intentionally designed to be simple and accessible. We are interested in understanding the difference your project will make—not how well you write grant applications. We encourage you to connect with the Northeast BC Community Foundation (NEBCCF) to discuss your idea before applying, and we are here to assist you with application development.

2. About the Community Resiliency Fund

The Fund supports projects that strengthen healing, connection, wellbeing and long-term community resilience. It invests in community-led initiatives that respond to local needs and create lasting benefits for the people of Tumbler Ridge. All applications are reviewed by a local Community Advisory Committee prior to final funding decisions by the NEBCCF Board.

3. Community-Identified Priorities

A defining feature of this Fund is that funding decisions will be guided by priorities identified by the Tumbler Ridge community. During the summer of 2026, residents, organizations, youth and service providers helped identify those priorities through a community engagement process. All funding requests must clearly demonstrate how they support one or more of the community-identified priorities listed below.

PRIORITY	WHAT FUNDING COULD SUPPORT
Youth Well-being, Belonging & Opportunity	Youth Centre expansion/enhancement and extended hours; programming focused on arts, music, technology, recreation and outdoor recreation; mentorship & leadership programming; employment and volunteer opportunities; trips and transportation; programming that is inclusive, low-

	barrier and accessible.
Community Mental Health, Wellness & Healing	Sustainable community healing/wellness activities; clinical counselling supports beyond existing gov funded programming; peer support programming; grief and trauma supports; group and individual wellness activities; parent/family wellness supports.
Community Connection & Social Cohesion	Community gatherings; neighbourhood events; recreation; arts and culture; community meals; outdoor activities; intergenerational activities; initiatives that reduce isolation and marginalization.
Strengthen Local Organizations & Community Capacity	Community gatherings; neighbourhood events; recreation; arts and culture; community meals; outdoor activities; intergenerational activities; initiatives that reduce isolation and marginalization.
Accessible & Inclusive Participation	Transportation; program subsidies; childcare; evening/weekend programming; accessibility supports; outreach; programming for residents who may be underserved or isolated
Community Resiliency, Skills & Preparedness	Psychological First Aid; trauma/grief literacy; emotional-regulation education; volunteer training; community preparedness; leadership development; emergency preparedness initiatives
Community Identity, Hope & Memorialization	Community beautification; public spaces; arts; recreation; parks; community gardens; locally led legacy projects; activities supporting community pride and identity.

4. Our Funding Philosophy

The Community Resiliency Fund is intended to be community-led, accessible and supportive. We recognize that organizations have different levels of experience and capacity, so the amount of information we ask for increases with the size and complexity of the funding request.

When reviewing applications, we look for projects, programs and initiatives that:

- Create meaningful community benefit;
- Support healing, connection and resilience;
- Align with the community-identified priorities;
- Are practical, achievable and well planned; and
- Demonstrate responsible use of funds.

We encourage applicants to focus on clearly explaining their idea in plain language. Strong community projects are not defined by polished grant writing—they are defined by the positive difference they make.

5. What We Fund

The Fund supports projects that contribute to healing, resilience, community connection and long-term wellbeing that are in alignment with the identified community priorities.

6. Funding Streams

Three funding streams are available based on the size and complexity of your project.

Funding Stream	Amount	Application	Purpose
<u>Community Project</u>	Up to \$5,000	Short Application	Small community projects
<u>Community Resilience</u>	\$5,001–\$25,000	Expanded Application	Larger community initiatives
<u>Strategic Community Investment</u>	Over \$25,000	Expression of Interest → Full Proposal (by invitation)	Major strategic investments

Click on the links above will give you access to the application drafting document.

7. Who Can Apply

The Foundation welcomes applications from organizations that are committed to strengthening healing, connection, well-being, and long-term community resilience.

The following organizations are eligible to apply directly:

- Registered charities and other Canada Revenue Agency (CRA) qualified donees;
- Local governments;
- Indigenous governments, Nations, and organizations;
- Schools, churches, and other eligible qualified donees.

Community groups and non-profit organizations that are **not** CRA qualified donees are also encouraged to apply. To receive funding, these organizations must partner with a qualified donee that is willing to act as the grant holder. If you are unsure whether this applies to your organization, the Foundation is happy to help identify an appropriate partner.

Applying Through a Qualified Donee

If your organization is not a qualified donee, your qualified donee partner must:

- agree to act as the grant holder for the project;
- provide their CRA charitable registration number (or other qualified donee status, where applicable);
- receive and administer any grant funds on behalf of the project; and

- provide a letter confirming their support for the application and their agreement to fulfill this role. This letter must be included with your application.

Organizational Readiness

Applicants should demonstrate that they have the capacity to successfully manage the project and responsibly steward grant funds. This includes:

- sound financial management practices;
- appropriate governance and oversight (such as a volunteer board, committee, or governing body appropriate to the organization); and
- the ability to deliver and report on the proposed project.

If you are unsure about your eligibility or need assistance finding a qualified donee partner, please contact the Northeast BC Community Foundation before submitting your application. We are happy to help determine the best approach.

8. Projects Budgets and Eligible Expenses

Every project is different.

We recognize that every project has unique budget needs. The examples below are intended to provide guidance rather than an exhaustive list. If an expense is reasonable, directly supports your project, and aligns with the purpose of the Fund, it may be eligible even if it is not specifically listed. If you are unsure, we encourage you to contact the Northeast BC Community Foundation before submitting your application.

What Your Grant Can Be Used For

- Project supplies, materials and equipment;
- Facility or venue rental;
- Printing, communications and promotional materials;
- Accessibility supports;
- Insurance, permits and licences required for the project;
- Professional services, facilitators, instructors and honoraria (including Elders, Knowledge Keepers and cultural practitioners);
- Project coordination and staff time directly related to the project;
- Volunteer recognition;
- Food and refreshments that support community participation;
- Childcare, transportation and accessibility supports that reduce barriers to participation;
- Workshops, training, community events, cultural programming, recreation and wellness activities;

- Small equipment purchases and minor capital improvements directly related to the project; and
- Reasonable administrative costs directly related to the project (generally up to 10% of the grant request).

What Your Grant Can't Be Used For

- Direct financial assistance to individuals or families (*other supports exist for these needs*);
- Scholarships or bursaries (*other supports exist for these needs*);
- General organizational operating costs not directly related to the project;
- Debt repayment, loan or mortgage payments;
- Political activities or activities intended to promote a particular political party or candidate;
- Religious worship or activities intended primarily to advance a particular faith;
- Private business development or commercial ventures intended to generate private profit;
- Major capital projects, land acquisition or building construction (unless approved through the Strategic Community Investment stream);
- Expenses incurred before grant approval (unless pre-approved by the Foundation);
- Activities already completed;
- Alcohol; and
- Expenses not directly related to the approved project.

Expenses That May Need Additional Explanation

The following expenses may be eligible but may require additional information to help the Advisory Committee understand why they are necessary:

- Technology or specialized equipment;
- Professional consulting services;
- Travel outside the Tumbler Ridge area;
- Capital purchases;
- Multi-year initiatives;
- Contingency costs;

Tips for Building a Strong Budget

- Ensure your budget clearly supports the activities described in your application.
- Request only the funding needed to successfully deliver your project.
- Provide realistic and reasonable cost estimates.
- Include in-kind contributions, including volunteer time, required to make the project successful
- Demonstrate good stewardship of donated funds.

If you have questions about eligible expenses, contact the Foundation before applying.

9. How to Apply

Select the funding stream that best matches your project and complete the corresponding application form. If you are unsure which stream is appropriate, please contact the Foundation before applying.

10. Application Review Timelines

Applications will be received on a rolling intake basis with a monthly review of applications. The Community Advisory Committee will review applications received in the prior calendar month, i.e. applications received in October will be reviewed in November. Upon Advisory Committee review, recommendations for funding will be made to the NEBCCF Board for final funding decisions.

11. How Applications Are Reviewed

Applications are reviewed for eligibility and assessed against the community-identified priorities, community impact, feasibility and value for money. Larger funding requests require a greater level of due diligence.

12. If Your Application Is Approved

Successful applicants will receive a grant agreement outlining the funding amount, payment process, reporting requirements and any conditions of funding.

13. Reporting Back

Reporting is proportionate to the size of the grant. We want to understand what you did, the difference your project made, and how the funding was used.

14. Need Help?

We encourage you to contact the Northeast BC Community Foundation about your application before you start writing it. We are here to assist you in simplifying the process and getting the Fund working in the community in impactful ways. If you have questions about your project or application, please contact the Northeast BC Community Foundation. info@nebccf.ca or 250.782.8748 ext 5.