

## **West Coast Community Adjustment Program Expression of Interest Guidelines**

Proponents wishing to apply for funding under WestCCAP must initially complete an Expression of Interest (EOI). This EOI should be completed in conjunction with the Eligibility Guidelines and Criteria which are attached to determine if it meets the requirements of WestCCAP

The EOI should contain the following information:

- a) *Project Proponent* – Name, address, telephone numbers, name of key contact, type of proponent (non-profit, industry association, etc).
- b) *Project Location* - Precise location (including the name of the CF region in which it is located) of the project's activities.
- c) *Project Description* – Describe the over-all project, identify its key elements, goals, and objectives. Discuss how the project meets the Program Criteria and Eligible Project Activities. Briefly outline the proposed statement of work, personnel, time frames and implementation program.
- d) *Budget:*
  - Project Costs – Provide a cost breakdown of the project's key elements.
  - Source of Funds and Program Funding Requested – Identify sources and amounts of funding, cash, in-kind materials and contributions as well as other funding that may be in process. Identify the funds being requested from the WestCCAP.
- e) *Prior Project History* – Identify when the applicant's project or activity started, the amounts of monies obtained over the years and progress to date at meeting the objectives.
- f) *Time lines* – Identify the starting and completion dates for the project and the phasing of each key element.

g) *Community Support* – Demonstrate that this project has broad-based community support. Examples include municipal council, band and tribal council, business, service or community organizations. If there is opposition to the project, identify and describe how it will be resolved.

h) *Project Benefits* – Describe the long term tangible economic benefits such as impact on employment, new community income, development or diversification of the economy, spin-off benefits to business and government etc.

i) *Management Capability/Organizational Structure* – Describe the proponent's management including skills and expertise available and its capacity to meet regulatory requirements.

j) *Special Considerations* – Describe any other circumstances or issues that should be considered.

k) *Permission to Share Information* – Proponents must grant permission for the EOI and other future materials presented to the CFDCs to be shared with the Program Steering Committee, relevant community groups and appropriate government officials.

## **Eligibility Guidelines and Criteria**

### **1.0 PROGRAM CRITERIA**

The following criteria will be used to assess projects submitted to the West Coast Community Adjustment Program:

- Helps diversify the local economy without adversely affecting the economies of neighbouring communities;
- Has tangible long term direct economic benefits including employment creation or enhancement, incremental income or businesses and government revenues within an identifiable time frame (immediate preferable, but normally within three years);
- Focuses on long-term benefits that lead to sustainable development within the region.
- Has broad demonstrated community support and is consistent with the communities' Community Economic Development strategy;
- Leverages other private and public program funding;
- Does not request funding for activities which can be covered by other existing programs;
- Is environmentally sound and does not increase pressure on natural resources.
- Demonstrates that infrastructure projects have a complimentary relationship that will lead to realization of an economic development opportunity

### **2.0 ELIGIBLE PROJECT ACTIVITIES**

Examples of possible WestCCAP projects include:

- Value-added activities such as research and pilot projects related to selective and experimental fishing, new and diversified aquaculture opportunities into other species (black cod, sable, abalone), harvesting strategies, value-added processing and technology transfers, and habitat restoration;
- Wharf and marina infrastructure such as improving unloading facilities and technologies, more efficient sewage pump-out facilities, floating fingers to enable more and diversified usage;

- Eco-tourism such as improvement to docking facilities for ocean kayaking and pedestrian safety, and eco-interpretive facilities;
- Waterfront development such as fish markets, marine museums, and Aboriginal historic interpretive centres; and

### **3.0 INELIGIBLE PROJECTS**

Funding will not be provided to projects that:

- Subsidize businesses,
- Do not have economic benefits,
- Could be more appropriately funded by other existing government programs,
- Would cause an inappropriate net increase in the pressure placed on salmon stocks,
- Violate any federal environmental or fisheries act, regulations or policies,
- Have as its primary purpose the purchase of land or shares,
- Refinance all or any part of a debt,
- Are inconsistent with the purposes of WestCCAP
- Are aimed at achieving social or environmental rather than economic objectives
- Are core funding to support the on-going operations of an organization

### **4.0 ELIGIBLE PROJECT PROPONENTS**

Project proponents must be located in a fishing-dependant coastal community and be an incorporated, not-for-profit entity, such as:

- An economic development corporation,
- Municipal government,
- Research or educational institution,
- Industry association,
- Not-for-profit Community-based organizations, and
- Band or tribal councils.