



SQUAMISH - LILLOOET REGIONAL DISTRICT

Application Form - Long-Term Funding Pemberton and District Initiative Fund

Overview of PDIF Program

The Pemberton and District Initiative Fund (PDIF) is a fund established by the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton with annual funding raised via tax requisition of the associated service area. On an application basis, the PDIF program provides financial support to approved individuals, non-profit community groups and non-profit organizations whose activities will provide benefit to SLRD's Electoral Area C and Village of Pemberton..

PDIF financial support is not considered for the following kinds of expenses:

- retroactive funding for project expenses incurred prior to funding approval;
- debt retirement, reserves or mortgage pay downs;
- large scale capital & public infrastructure projects (*with approved exceptions, see policy*);
- ongoing fundamental operations of league or club-based sports programs;
- prize money.

PDIF financial assistance may be considered for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, strategic/business plan development, furnishings, equipment and supplies. Further information on eligible and ineligible expenses is provided in [SLRD Board Policy No. 16-2020 – Pemberton and District Initiative Fund Policy](#).

Instructions for Submitting a Long-Term Funding Application

Please complete and submit the attached **Long-Term Funding** application form along with any supporting information by the **deadline date of 4:00 pm on October 15**. Incomplete applications will not be accepted. Application packages may be submitted by e-mail, mail, fax or through the PDIF webpage [here](#) using the digital application form provided.

What happens after Submitting a Long-Term Funding Application

After reviewing completed applications that are submitted by the deadline date, staff will contact applicants with the next step in the process which may include an initial presentation (in-person or remotely) to the Pemberton Valley Utilities & Services (PVUS) Committee.

The PVUS Committee is the body to which staff first presents Long-Term Funding applications. The PVUS Committee makes recommendations to the SLRD Board to approve (or not approve) Long-Term Funding applications. Funding approval is subject to funding availability and is at the discretion of the SLRD Board who is the ultimate decisionmaker of Long-Term Funding applications. If funding is approved by the SLRD Board, applicants are required to enter into a funding agreement that contains insurance requirements and annual reporting requirements. Funding disbursement is dependent upon approved applicants signing the required funding agreement.

Application Date	
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Applicant Name	
Applicant website (if applicable)	
Registered Tax Charity # or Society Registration # (if applicable)	
Date of last filing of annual report / bylaws with provincial government (if applicable)	
Applicant / Primary Contact Name	
Applicant / Primary Contact Phone #	
Applicant Mailing Address	
Applicant / Primary Contact Email Address	

Applicant Status (please check all that apply)

☐ Society ☐ Community Group ☐ Charity ☐ Individual ☐ Other

Are all corporate filings with the provincial government up to date?

☐ yes ☐ no - please explain: _____

Applicant's Missions Statement or Key Goals

Details of Funding Request

1. Please identify the funding stream.

☐ Arts, Culture and Recreation stream
OR

☐ Economic Development stream

2a. Annual funding requested: \$ _____

2b. Total funding requested: \$ _____

3. Total budget of the project, program or activity: \$ _____



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4. Please attach a detailed budget, including: detailed cost estimates, sources of confirmed revenue, sources of revenue yet to be confirmed, sources of confirmed donations for labour and/or materials, and the most recent set of financial statements (if applicable).
5. Name of project, program or activity needing support. Provide a description and identify how it will benefit, strengthen and enhance the well-being of the residents of the Village of Pemberton and SLRD Electoral Area C.

5. Describe the amount of revenues requested and received from all other sources, how these are used to support the program, project or activities under application, and how PDIF funds may be used to leverage additional sources of revenue.

6. Describe the applicant's administrative structure, including how funds are managed.



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8. Describe how many persons and the geographic area the applicant serves, and how many people in the community are expected to benefit from the program, project or activities.

9. Explain the consequences if your PDIF application is not successful and what other options would be pursued.

10. Explain whether the applicant has received funding from either the SLRD or Village of Pemberton in the past. If so, provide details of what it was for and for what amount.



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11. Explain how the PDIF funding contribution would be publicly acknowledged if your funding application is successful.

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12. Indicate the start date and end date of the program, project or activity, as applicable.
(Please note that if approved, the SLRD disburses funds in August.)

Anticipated Start Date	
Anticipated End Date	

Application Checklist

(Please check each box and append the corresponding document to the application package).

Requirement	✓
Detailed Project/Program/Activity Budget, including: - Detailed Cost Estimates - Sources of Confirmed Revenue - Sources of Unconfirmed Revenue - Sources of Donations - Any other Sources of Revenue	☐
Most recent Financial Statements (as applicable)	☐
Letters of Support (as applicable)	☐
Completed and Signed Application Form (as applicable)	☐
Able to attend PVUS Committee Meeting to present in-person or remotely (as applicable)	☐
Agree to provide Annual Progress Report and a Final Report	☐

Signature of Applicant

Date