



Olympic/Paralympic Live Sites Guidelines

Olympic/Paralympic Live Sites will help local government bodies and non-profit societies that have the interest and the enthusiasm to participate in the spirit of the *2010 Olympic and Paralympic Winter Games*. Funding is available to assist with special community projects (capital or major equipment purchase) that ensure the benefits of hosting the Games are shared throughout British Columbia.

Preference will be given to those projects with broad public appeal that are widely accessible to the community. Applicants are encouraged to be imaginative but should clearly demonstrate how their project captures the spirit of the *2010 Olympic and Paralympic Winter Games*.

Olympic/Paralympic Live Sites funding will be used to assist smaller and medium projects (those with budgets of under \$1 million). Major projects will be funded through a different program.

Two applications forms are available, one for capital projects and the other for major equipment purchases. Please ensure the correct form is completed.

APPLICANTS

Local governments located outside the GVRD and the Whistler – Squamish corridor including, Municipalities, Cities, Towns, Villages, Regional Districts and unincorporated rural areas, are eligible to submit an application for program funding. Registered non-profit societies, whose applications have been endorsed by local government, are also eligible to apply.

All applicants must submit a detailed project budget, including sources of funding, quotes and estimates, a construction schedule and drawings, if applicable.

PROJECTS

The *Olympic/Paralympic Live Sites Program* will provide funding for the construction or upgrading of facilities that leave a lasting Olympic legacy within the community and for the development of Olympic event viewing venues, including theaters, multi-media or portable teleconferencing systems, dedicated media rooms and major equipment purchases such as overhead display systems.

To qualify for an award, a project must:

- Be a one-time capital project (for example the renovation or construction of facilities, or major equipment purchase)

- Meet a need and be valuable to the community
- Be widely accessible to the general public

Applicants must provide a financial plan showing the cost of the project and substantial project support. Support can include:

- The applicant's own funds
- Other sources of funding

Projects must be described in detail, including a statement indicating what the project will achieve, and a plan for recognition of *Olympic/Paralympic Live Sites* support.

PROJECT REVIEW

Applications will be reviewed according to the following criteria aimed at assessing the viability and benefits of the proposed project:

- How the project captures the spirit of the *2010 Olympic and Paralympic Winter Games* and leaves a lasting legacy within the community
- Community need and public benefit from the project
- The applicant's ability to complete the project successfully
- The applicant's financial position and need
- The economic benefits the project will bring to the community (including local job creation)
- The need to distribute funds throughout all regions in British Columbia
- Funds available in the *Olympic/Paralympic Live Sites* budget

ELIGIBLE COSTS

Costs must be incurred after the submission and approval of an *Olympic/Paralympic Live Sites* application. Eligible project costs under this program include:

- Architectural, engineering and construction design studies
- All construction costs including equipment, labour and material
- Start-up, testing and calibration costs
- Site preparation and improvement costs
- Project management and financing costs prior to project completion
- Legal costs

MONEY WILL NOT BE APPROVED FOR THE FOLLOWING PURPOSES:

- Debt reduction, endowments, charitable donations or fundraising campaigns
- Start-up costs for new organizations/programs
- Ongoing operational or maintenance expenses

- Lodges, church halls, and fraternal society halls will not be considered unless it can be clearly demonstrated that the facility is the only reasonable venue available for community use.
- Vehicles
- Municipal infrastructure projects such as sewer, water and road projects
- Costs associated with property development such as rezoning and subdivision.
- Salaries and wages of the applicant's employees engaged in the planning and/or delivery of the project.
- Planning and feasibility studies
- Contributions in kind.

DETERMINING THE AWARD AMOUNT

All applications are eligible to receive funding up to a maximum of \$330,000.

Awards can be up to one-half of total eligible project costs.

Please keep in mind the following when calculating your total project costs:

- The value of donated assets may not be included in the total project cost
- GST and PST costs may not be included in the total project cost
- Total project costs may include financing costs and professional fees

If the actual eligible project cost is less than the budgeted eligible cost, the award will be up to one-half of the lower amount.

If the actual project cost exceeds the estimate on the application, the applicant will be responsible for the increased costs.

Communities are encouraged to solicit private sector partners, where applicable, to assume responsibility for some or all of the project risks (design, construction, finance, operating).

HOW YOU WILL BE NOTIFIED OF RESULTS

Once a decision has been made concerning your application, you will receive a letter. If your project has been approved, the letter will stipulate the funds to be awarded and provide details of the contribution agreement between your organization and the provincial government.

The contribution agreement will set out the conditions under which the funds will be released to you, along with conditions for use of official *Olympic/Paralympic Live Sites* signage and other forms of recognition.

AWARD PAYMENTS

Responsibility for arranging interim financing rests with the applicant, however, interim project-financing charges may be included in the estimated total project costs.

Awards are paid in accordance with the payment schedule included in the contribution agreement between the provincial government and the successful applicant.

Proof of equipment purchases can be demonstrated by providing copies of paid invoices and both sides of cancelled cheques.

Other awards are usually paid in three equal installments:

1. When the project is started and contracts signed, the applicant may request the first payment by sending a copy of the signed contract and proof that work has started.
2. When the project is half finished, the applicant may request a second payment by sending a status report, prepared by an independent professional, along with a statement detailing incurred and paid expenditures. If the report is acceptable, a second payment on the approved award will be made.
3. When the project is finished, the applicant may request the final payment by sending a final status report with a complete statement of expenses audited by a professional accountant (C.A., C.G.A. or qualified C.M.A.).

Smaller awards are usually paid in two equal installments:

1. When the project is half finished, the applicant may request the first payment by sending a status report, prepared by an independent professional, along with a statement detailing incurred and paid expenditures.
2. When the project is finished, the applicant may request the final payment by sending a final status report with a complete statement of expenses audited by a professional accountant (C.A., C.G.A. or qualified C.M.A.).

The applicant must own any assets acquired with the award in order to ensure continued maintenance and public ownership of the asset.

APPLICATION DEADLINES

Applications may be submitted at any time. Final funding decisions will be made by March 31, 2007. Projects must be completed no later than March 31, 2008.

The *Olympic/Paralympic Live Sites Program* has a limited budget and many worthwhile applications to consider. Unfortunately, some deserving projects, which satisfy the application requirements, may not be funded due to budget restrictions.

NOTE: No funding will be provided for money spent on a project before an application is received and approved.

Any information collected on the application(s) for this program and any supplementary information (of a personal nature or otherwise) is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The information will be used to assess eligibility for program funding.

FOR MORE INFORMATION, PLEASE CONTACT:

Olympic/Paralympic Live Sites

Mailing Address: Ministry of Economic Development
Infrastructure Development Branch
PO Box 9327, Stn Prov Govt
Victoria, British Columbia
V8W 9N3

Location: 7th Floor, 1810 Blanshard Street
Victoria, British Columbia

Telephone: (250) 952-0675

Facsimile: (250) 952-0688