

Chartered Community Project Proposal: Application Checklist

Chartered Community:

Chartered Community Address:

Applicant Name:

Project Name:

Pre-Approval

Project Costs

Project budget showing the work to be completed by contractor(s), materials like appliances or furniture, estimated costs such as moving costs, etc.

Bids (ideally 3) from contractors for the work to be completed

Contractors' proof of insurance and liability*

Contractors' Letter of Good Standing with WorkSafeBC*

Project Support

Chartered Community Board of Director resolution of support for the project application

Letters of support from stakeholders, including local government, Indigenous organizations, or potential partners*

Testimonials from community members about the value of the project*

Project Description

Drawings/renderings of the work to be done*

Description of what work must be done by contractors and what work can be done by volunteers (if applicable)

Description of any permits needed, or conformation from the local jurisdiction that no permits will be needed

Statement from landlord (if in a leased space) agreeing to the proposed project

Site Details

Property inspection report

Pictures of the existing location (if it exists) showing its current condition

Address of the existing location (if it exists)

Copy of current or draft lease for the space, if the project involves leased space

Before First Payment

Copies of any required building permits

Copy of signed contract or engagement letter with contractor(s), including timeline for completion

Before Second Payment

Statement on project progress

Pictures of project progress

Before Final Payment

Statement of project completion

Pictures of finished project

**Supplementary documentation that is recommended but not necessary to submit alongside your application, depending on the type of project your community is proposing.*