



**BUSINESS, TOURISM, CULTURE AND RURAL DEVELOPMENT**

**COMMUNITY CAPACITY BUILDING PROPOSAL CHECKLIST**

Community Capacity Building (CCB) is a process that adds value to our communities. The CCB Component supports collaboration with other development stakeholders by providing training and development sessions based on a series of accredited modules to support community development.

Proposals will be considered for development sessions including the following modules:

Theme	STRATEGY & PLANNING	RELATIONSHIP BUILDING	ORGANIZATIONAL SKILLS & MANAGEMENT	CO-OPERATIVE DEVELOPMENT
<b>Modules</b>	Strategic Planning	Community Development	Organizational Governance	Basics of a Co-operative
	Proposal Writing	Public Participation	Board Orientation	Co-operatives and the Community Development Process I
	Project Management	Alternative Dispute Resolution	Meeting Management	Co-operative and the Community Development Process II
	Opportunity Identification	Group Dynamics	Leadership and Motivation	
	Opportunity Management		Interpersonal Communications	
			Communications Planning	
			Legal Issues	
			Financial Management	

All module content is available on the Department of Business, Tourism, Culture and Rural Development's website: <http://www.btcrd.gov.nl.ca/regionaldev/capacitybuilding.html>

Proposals should include:

Checklist for CCB Proposals	√
Completed Application Form <a href="http://www.btcrd.gov.nl.ca/regionaldev/rdf.html">http://www.btcrd.gov.nl.ca/regionaldev/rdf.html</a>	
Applicant's Legal Name and Mailing Address	
Organization's Mandate	
Organization's Link to Economic/Business Development	
Workshop Location	
Workshop Date	
Requested CCB Module	
Target Audience (who and #)	
Rationale for Workshop	
Request Facilitator through the CCB Facilitator Network <u>or</u> Name of Requested CCB Facilitator	
<u>Budget</u>  Meals/Travel/Accommodations/Meeting Expenses/Nutritional Breaks/Facilitator Fee/Workshop Expenses/Venue/Facilitator Travel  <ul style="list-style-type: none"> <li>• All per diem options are in accordance with those used by the Provincial Government, where meals are: Breakfast - \$8.00, Lunch - \$14.00, Dinner - \$21.70, HST included in price.</li> <li>• Nutritional break: will be reimbursed at no more than \$4.52, HST included in price, per person per day.</li> <li>• All travel rates are in accordance with those used by the Provincial Government, using basic private vehicle rates which are updated quarterly (<a href="http://www.exec.gov.nl.ca/exec/pss/working_with_us/auto_reimbursement.html">www.exec.gov.nl.ca/exec/pss/working_with_us/auto_reimbursement.html</a>); accommodations at costs incurred or \$25.00 per night; and \$5.00 incidental for each overnight stay, and any other travel costs at the amount incurred or as outlined within the project proposal.</li> <li>• Facilitator Rates: \$150 preparation fee; \$350 per day; \$175 per half day; and facilitator travel is in accordance with those used by the Provincial Government.</li> <li>• Materials: will be reimbursed at no more than \$4.52, HST included in price, per person per day.</li> </ul>	
Canada Revenue Business Number (GST/HST)	
Status with Company and Deeds <u>and</u> Provincial Company Number <a href="https://cado.eservices.gov.nl.ca/Company/CompanyMain.aspx">https://cado.eservices.gov.nl.ca/Company/CompanyMain.aspx</a>	
Valid supporting documentation for Electronic Funds Transfer. (Example: copy of a void cheque or direct deposit request from the banking institution with a bank stamp)	

Submit proposals to: Kevin Pomroy, CCB Analyst (directly or via local BTCRD office)

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