



FREESTYLE BC
APRIL 20, 2020

Capital Project Support Application

Applications should be evaluated for their ability to meet the Capital Project Support Requirements. Each of the items contained within the Plan will be scored against an established evaluation matrix, with points allocated for each requirement.

SUPPORT REQUIREMENTS

1. Applications for support must come in the form of a written formal and detailed Business Case/Concept Plan.
2. Problem Statement/Statement of Need: Define the business opportunity or problem in clear terms, including the rationale for the proposed project. If available, provide statistical information to support the business case.
3. Project History: Briefly describe the history of the opportunity or problem that lead to the proposed project, and how the situation or need has evolved.
4. Project Description: Provide a concise summary of the proposed project and how it will meet the need or opportunity identified in the problem statement. The project overview should indicate who will benefit from the project and how they will benefit.
5. Statement of Freestyle Community Use: Provide details of who will use the facility and how municipal/provincial requirements/laws will be met or any other restrictions/safety requirements.
6. Capital Budget: Include an estimated capital budget for the project. This should include identifying all capital costs associated with the project, appropriate contingency, project quotes, as well as a cash flow schedule. A detailed budget should include items such as permits, consultants, shut downs and insurance etc.



7. Funding Sources: Identify all projected and confirmed funding sources for the project. Provide documentation of all funding sources and outline all restrictions of the funds.
8. Operating Budget: Include a forecasted operating budget for the five years following completion of the project.
9. Identify your organization's current timeline for each of the following stages of project development, including the proposed commencement date.
E.g. Concept Phase – Written descriptions, very high level concepts
Conceptual Design Phase - Design drawings are at 50% and cost estimate
Detail design – Design drawings are at 75% and are ready for technical and financial reviews
Construction/implementation – Design drawings are at 90% and full funding confirmations confirmed
10. Sustainability: Does this proposal respond to the needs and interests of a diverse freestyle population regardless of age, income, culture or physical ability? Is there demonstrated local/national support for the project? Does the project contribute to the growth and retention of the freestyle sport? Any impacts on the surrounding environment? What is the expected life of the outcome of the project?
11. Partnerships: What partnerships are required to ensure implementation, sustainability etc. Who are the partners and any letters of support? A partner can be any individual or group that is contributing time, expertise, and/or money to the project (excluding rental or lease fees) working toward a common outcome.
12. Supporting Documentation: Include any other supporting documents that you feel would assist the evaluation committee in understanding/recommending your project. This may include needs and preference studies, letters of support, comments from stakeholders and so forth.



SCORING CHART

CATEGORY	DESCRIPTION	SCORE
Strategic Goals/Objectives	Aligned with the strategic goals and objectives of Freestyle BC	15
Level of Improvement	Extent of which the project will meet or provide services at a) existing level b) new desirable level,	15
Diversity	Beneficial to wider freestyle community, or specifically targeted towards a particular sub-group	15
Sustainability	Freestyle community support/other stakeholders, financial viability, operational restrictions if any, safety concerns, risks, proposed success	20
Timeliness	Is the timeliness of the commencement, completion and longevity of the project in line with the value of support, urgency	15
Presentation/Organization	Overall presentation of application and detail of information/background, budgets, concepts etc.	20
		100