

Program Overview

The **Grant Writing Support** program provides \$405,000 in annual funding from the Cross regional Account for grant writer positions employed by municipalities, regional districts, incorporated improvement districts, and First Nations bands within the Northern Development Initiative Trust region. Each year, \$7,500 in rebate funding is provided to approved municipalities, regional districts, incorporated improvement districts, and First Nations bands to support employment of a locally-based grant writer that is directly supervised by local or band government administration to prepare funding applications to agencies, foundations, and government programs.

Features and Benefits of the Program:

- Up to 75% of the wages for the first four months or a minimum of 400 hours of employment for a grant writer position based in the local community each year.
- Additional capacity to respond to community priorities and non-profit requests for grant application research and writing.
- Increased success accessing financial grants for communities, First Nations, and non-profit groups.
- Increased economic development capacity for municipalities, First Nations, and rural areas.
- Timely response to funding applications and rebate claims.
- Interactive web-based grant writing training is available on-demand from Northern Development’s website to assist new grant writers throughout the region:

<http://northerndevelopment.bc.ca/community-funding/grant-writing-support/on-demand-proposal-writing-webinar>

Objective

To assist municipalities, regional districts, incorporated improvement districts, and First Nations bands to build grant writing capacity and expertise that leads to a direct increase in funding for projects and programs in central and northern BC.

Application Intake Deadlines

Funding applications are accepted to this program on an annual intake cycle. Complete applications must be received by Northern Development prior to March 31st each year.

- If a municipality, regional district or First Nations band has been approved for Grant Writing Support funding for the previous year, complete reporting must be provided to Northern Development prior to January 31st or applying for funding in a new year.
- If required, applicants can download the Grant Writing Support Reporting Form online at:

<http://northerndevelopment.bc.ca/community-funding/grant-writing-support>



Program Eligibility

Eligible Organizations

- Municipalities
- Regional Districts
- Incorporated Improvement Districts
- First Nations

Funding Terms

Municipalities, regional districts, incorporated improvement districts, and First Nations bands may apply for one \$7,500 grant rebate each calendar year to fund a grant writer position.

Job Creation

Grant Writing Support funding must contribute towards the equivalent of at least four months or 400 hours of verified full-time equivalent grant writer employment through contract or direct hire.

Qualifying for Rebate Funding

The municipality, regional district, incorporated improvement district, or First Nations band that has been approved-in-principle for annual grant writing support funding must submit documentation verifying a minimum of \$10,000 in incremental wages or contract payments along with the required final grant writing support reporting prior to Northern Development issuing a \$7,500 rebate. Any travel, relocation, office expenditures, and any additional salary or benefit costs are the responsibility of the employer.

Application Process

1. The municipality, regional district, incorporated improvement district, or First Nations band completes the Grant Writing Support funding application form found at <http://northerndevelopment.bc.ca/community-funding/grant-writing-support> and submits it electronically to the Northern Development Initiative Trust. Application forms will be accepted beginning January 1st of each year and successful applicants will be notified within four (4) weeks of receipt of applications.
2. Successful applicants will receive an approved-in-principle letter. As the program provides rebate funding, applicants are responsible for financially supporting the grant writer position and upon completion, submitting a rebate claim to Northern Development for reimbursement of the \$7,500 rebate by January 31st of the following year.
3. The municipality, regional district, incorporated improvement district, or First Nations band recruits, hires, and employs a grant writer who works for at least four months or a minimum of 400 hours, applying for a minimum of \$200,000 in funding for community projects.
4. The municipality, regional district, incorporated improvement district, or First Nations band submits a report within one month of completion of the grant writer's work term to verify performance measures for the program. Reporting forms are available on Northern Development's website at <http://northerndevelopment.bc.ca/community-funding/grant-writing-support>. These forms require the following performance measures:
 - a. Payroll costs for the grant writer employee/contractor verifying at least four (4) months or 400 hours of employment.

- b. Verification of \$200,000 grants applied for by the grant writer during the term of employment.
 - c. Verification of grants approved from those applied for during the term of the program.
 - d. Updates on funding applications made in prior years where a grant writer was financially supported under Northern Development's Grant Writing Support program.
5. Northern Development staff will review and verify complete reporting for the year and, based on acceptance, a grant reimbursement is issued to the municipality, regional district, incorporated improvement district, or First Nations band. Complete reports are required by prior to January 31st of the following calendar year. The reporting form is available on Northern development's website at:
<http://northerndevelopment.bc.ca/community-funding/grant-writing-support>

For program enquiries
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