

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**1. Applicant Profile**

Project #	Community Name (Municipality, Regional District, or First Nations Band):

**2. Primary Contact Information**

Primary Contact (for this report):	Position / Title:	Address (street, city, postal code):
Email:	Telephone:	Fax:

**3. Required Attachments**

*Please ensure you include the following attachments in your reporting package:*

**Proof of payment to grant writer; payments should total a minimum of \$10,000. Proof can include copies of paystubs, copies of invoices, or a project ledger from your accounting software.**

**4. Grant Applications**

**The Grant Writer is required to apply for a minimum of \$200,000 to support community projects.**

Date: (dd-mmm-yyyy)	Project Name:	Funding Agency:	Grant Description:	Total Project Value:	Amount Applied For:	Amount Awarded:	Approved? (Yes/No/Unknown)
1)				\$	\$	\$	
2)				\$	\$	\$	
3)				\$	\$	\$	
4)				\$	\$	\$	
5)				\$	\$	\$	
6)				\$	\$	\$	
7)				\$	\$	\$	
8)				\$	\$	\$	
9)				\$	\$	\$	
10)				\$	\$	\$	

Date: (dd-mmm-yyyy)	Project Name:	Funding Agency:	Grant Description:	Total Project Value:	Amount Applied For:	Amount Awarded:	Approved? (Yes/No/Unknown)
11)				\$	\$	\$	
12)				\$	\$	\$	
13)				\$	\$	\$	
14)				\$	\$	\$	
15)				\$	\$	\$	
16)				\$	\$	\$	
17)				\$	\$	\$	
18)				\$	\$	\$	
19)				\$	\$	\$	
20)				\$	\$	\$	
21)				\$	\$	\$	
22)				\$	\$	\$	
23)				\$	\$	\$	

Date: (dd-mmm-yyyy)	Project Name:	Funding Agency:	Grant Description:	Total Project Value:	Amount Applied For:	Amount Awarded:	Approved? (Yes/No/Unknown)
24)				\$	\$	\$	
25)				\$	\$	\$	
26)				\$	\$	\$	
27)				\$	\$	\$	
28)				\$	\$	\$	
29)				\$	\$	\$	
30)				\$	\$	\$	
31)				\$	\$	\$	
32)				\$	\$	\$	
33)				\$	\$	\$	
34)				\$	\$	\$	
35)				\$	\$	\$	
<b>TOTALS:</b>				\$	\$	\$	

## 5. About the Grant Writer

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Grant Writer Name:	Address (street, city, postal code):	Total Salary Paid:
		\$
Telephone:	Email:	Grant Rebate Requested (3/4 of total salary paid):
		\$ (maximum of \$7,500)

## 6. Authorization

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I AFFIRM THAT the information in this report is accurate, complete, and fairly presented. I authorize Northern Development to make enquiries in order to verify the results reported, and I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary. I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name:

*Organization Signing Authority*

Title:

Date:

## 7. Submitting Your Project Reporting

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Completed Project Reporting forms with required attachments can be submitted to Northern Development by:

Email: [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca)

Fax: 250-561-2563

Mail: Northern Development Initiative Trust  
301 – 1268 Fifth Avenue  
Prince George, BC V2L 3L2