

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)
24)				\$	\$	\$	
25)				\$	\$	\$	
26)				\$	\$	\$	
27)				\$	\$	\$	
28)				\$	\$	\$	
29)				\$	\$	\$	
30)				\$	\$	\$	
31)				\$	\$	\$	
32)				\$	\$	\$	
33)				\$	\$	\$	
34)				\$	\$	\$	
35)				\$	\$	\$	
TOTALS:				\$	\$	\$	

5. About the Grant Writer

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

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

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

Email: finance@northerndevelopment.bc.ca

Fax: 250-561-2563

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