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



1. Applicant Profile

Community name (local government or First Nations band):	
Address (mailing address including city and postal code):	
Telephone:	Fax:
Email:	Website (URL):

2. Primary Contact Information

Primary contact (for this application):	Position/title:

^a Complete the following only if different from the above community contact information:

Address (mailing address including city and postal code):	Email:
Telephone:	Fax:

3. About the Grant Writer

^a Please refer to the [Grant Writing Support Application Guide](#) for eligible positions and ineligible costs.

The grant writer will work or provide services on the following basis:	
Full-time (100% dedicated grant writing position)	
Part-time (100% dedicated grant writing position)	
On-demand contract position or consultant (100% dedicated to grant writing)	
Full-time (combined position)	
^a Job title:	% of time dedicated to grant writing (minimum 30%):
Part-time (combined position)	
^a Job title:	% of time dedicated to grant writing (minimum 30%):

^a If the community has a preferred candidate for the grant writer position, please provide the following:

Grant writer name:	The grant writer is based in the community:
	Yes
	No ^a If no, please identify location:
Telephone:	Email:

Briefly describe the grant writer's background and qualifications:

^a If the preferred candidate is not located in the community, please provide the rationale.

^a If the community does not have a preferred candidate at this time, the above information must be provided to Northern Development prior to the grant writer starting employment.

4. Grant Writer Supervisor

^a Please identify the staff member that is directly responsible for supervising the proposed grant writer position:

Supervisor name:	Position/title:
Telephone:	Email:

5. Grant Writer Funding

Amount requested:	Community contribution:
\$8,000 grant rebate	\$ <i>(minimum \$2,500 community contribution within the calendar year)</i>

6. Community Priorities

^a The grant writer is required to apply for a minimum of \$200,000 to support community projects.

^a List the priority projects in the community that the grant writer will be focused on supporting:

Project name:	Funding required:	Estimated total project value:
1)	\$	\$
2)	\$	\$
3)	\$	\$
4)	\$	\$
5)	\$	\$
6)	\$	\$
7)	\$	\$
8)	\$	\$
9)	\$	\$
10)	\$	\$
TOTAL	\$	\$

7. Attachments

^a Please list all documents attached to this application:

Document name:
1) Required (if applicable): Job description for combined position(s) specifying % spent on grant writing
2)

8. Application Confirmation

I have read and understand the [Grant Writing Support Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, including attachments.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.

If approved for grant writing support funding, our organization agrees to submit a report by January 31st of the following year to verify the following performance measures for the program:

- a. Pay stub(s) for the grant writer employee or invoice(s) for the contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment
- b. Verification of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year
- c. Verification of grants approved from those applied for during the term of the program
- d. Upon request, updates on funding applications made in prior years that was financially supported under Northern Development's Grant Writing Support program

By checking the box, the applicant confirms the above information:

Date:

9. Submitting Your Application

Completed funding application forms with required attachments should be provided electronically to Northern Development by email.

Email: info@northerndevlopment.bc.ca