

## Program Overview

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The **Grant Writing Support** program provides up to \$8,000 in rebate funding each year to support the employment of a locally based grant writer. The funding is provided to local governments and First Nations bands in the Trust's service region.

Eligible grant writers must prepare funding applications to agencies, foundations and government programs, and must be under the direct supervision of a local or band government employee or designate.

The Trust provides a total of \$432,000 in annual rebate funding to support grant writing positions across central and northern B.C. each year.

### Features and benefits of the program:

- § The rebate covers up to 76% of a grant writer's wages for a minimum of 400 hours of employment for a grant writer position based in the local community each year
- § The program creates additional capacity to assist local non-profits with grant application research and writing and to pursue community funding priorities
- § The program increases a community's or non-profit group's success accessing financial grants to pursue its strategic priorities
- § Grant funding support generates increased economic development capacity for local governments and First Nations
- § Northern Development provides timely response to funding applications and rebate claims for communities and non-profits that wish to access funding through the program
- § [Interactive web-based grant writing training](#) is available on-demand from Northern Development's website to assist grant writers throughout the region. The Trust also provides community grant writing workshops on an on-demand basis

## Objective

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To help the communities and non-profit agencies of central and northern B.C. access more funding dollars to support crucial economic development projects and initiatives throughout the region

## Program Eligibility

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### Eligible organizations

- § Municipalities
  - § Regional districts
  - § First Nations
- <sup>a</sup> *Eligible local governments and First Nations must be located within Northern Development's service region*

## Eligible grant writing positions (*minimum 400 hours*)

The following types of grant writing positions are eligible for Northern Development rebate funding

- § Dedicated full-time, part-time or on-demand grant writer (staff or contract position)
- § Additional hours for an existing part-time staff member where the grant writing portion of the job is at least 30% of the total workload. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- § A new combined staff position where the grant writing portion is at least 30% of the total workload e.g., grant writing/deputy corporate officer, grant writing/economic development, grant writing/planning officer. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate

## Ineligible costs

- § Travel, relocation, office expenditures, and any additional salary or benefit costs (including CPP and EI) are the responsibility of the employer
- § Salary or contract costs for combined chief administrative officer/grant writer, chief financial officer/grant writer, and band administrator (or manager)/grant writer positions
- § Costs incurred in time periods outside the year approved for funding support
- § GST and PST

## Application Intake Deadlines

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Funding applications are accepted for this program on an annual intake cycle. Applicants should apply for the following year's funding starting November 1<sup>st</sup> of each year and no later than January 31<sup>st</sup> of the year applied for. Please note that there are a limited number of spots available each year.

<sup>a</sup> For example, an applicant would apply starting November 1, 2014 and no later than January 31, 2015 for 2015 funding.

The [Grant Writing Support Application Materials](#) are available on Northern Development's website.

## Review Process

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Northern Development staff will review the application to ensure completeness, eligibility and availability. Northern Development staff will contact the applicant within 30 days of receiving the application.

<sup>a</sup> For example, an application received on November 14, 2014 will be reviewed by staff and the applicant will be contacted by December 14, 2014.

Successful applicants will receive an approved-in-principle letter.

<sup>a</sup> As the program provides rebate funding, applicants are responsible for financially supporting the grant writer position throughout the approved year.

<sup>a</sup> If the grant writer is unknown at the time of the application, the information in section 3 of the Grant Writing Support application form must be provided to Northern Development prior to the grant writer starting employment.

Unsuccessful applicants will also receive written notification.

## Reporting Deadlines

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The local government or First Nations band must submit a report no later than January 31<sup>st</sup> of the following year using Northern Development's reporting form to verify performance measures for the program. The following performance measures are required:

- a. Payroll costs for the grant writer employee/contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment
- b. Verification of a minimum of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year
- c. Updates on funding application statuses marked as pending made in prior years where a grant writer was financially supported under Northern Development's Grant Writing Support program

Northern Development staff will review and verify complete reporting for the year and based on acceptance, a rebate of up to \$8,000 is issued to the local government or First Nations band. Complete reports are required prior to January 31<sup>st</sup> of the following calendar year.

<sup>a</sup> For example, a project approved for the 2014 calendar year must submit complete reporting no later than January 31, 2015

The [Grant Writing Support Reporting Form](#) is available on Northern Development's website.

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