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✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Applicant Profile

Local government:	
Primary contact (for this application):	Position/title:
Telephone:	Email:

2. Project Overview

Provide a brief overview of the current housing issues affecting your community:
Provide an overview of the steps taken to ensure the community housing needs assessment report will comply with the new provincial regulations:

3. Project Scope

Outline the scope of work and key deliverables of the housing needs assessment report:

4. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)
Project start date	
Project completion date	

5. Project Budget

✦ *Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.*

Expense item:	Amount (\$):	Vendor:	Verification:
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
TOTAL PROJECT BUDGET:			\$

6. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):
Grant	\$ <i>★ Maximum allowable grant is \$10,000</i>

7. Other Funding Sources

Funding source: <i>★ Do not use acronyms.</i>	Amount (\$):	Funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
	\$	Grant	Approval letter attached Date approval expected:
	\$	Grant	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	

★ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

8. Leveraging

Northern Development funding leverage for the project:

The funding request as a percentage of total project funding is: _____ %

★ Leverage % = (Northern Development funding request) ÷ (Total project funding)

★ Northern Development provides funding up to a maximum of 50% of an eligible project budget.

9. Consultant Background

✦ *If the community has identified a consultant or consulting agency, please fill out Section 9.*

Organization name:		
Consultant name (first and last):	Telephone:	Email:
Briefly describe the consultant's background and qualifications:		

10. Attachments

List all documents attached to this application:

Document name:
1) Required: Local government resolution of support
2) Required (if applicable): Funding approval letter(s)
3) Preferred: Detailed quotes / scope of work
4)
5)
6)
7)
8)
9)
10)

11. Authorization

I have read and understand the [Housing Needs Assessment Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

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 also 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 agree to publicly acknowledge funding and assistance by Northern Development.

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 may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:

12. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ *Do not scan this form.*

Email: info@northerndevlopment.bc.ca