

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>



★ 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

Community name (local government):	
Primary contact (for this application):	Position/title:
Telephone:	Email:

2. Economic Development Budget and Funding Request

★ *Local governments may apply for economic development staff wages, economic development activities, or a combination of each to a maximum annual grant of \$50,000.*

★ *Based on the information provided within this application, the breakdown of the budget and funding request is as follows:*

	Budget:	Funding request:
Economic development wages:	\$	\$
Economic development activities:	\$	\$
TOTAL:	\$	\$ (Max \$50,000)

3. Planned Economic Development Goals

Provide an overview of the economic development goals your community is focused on this year.

4. Economic Development Wages and Workplan

★ Fill out sections 4 if your community is applying for any portion of the grant to support wages for an economic development position.

★ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Employee name (first and last):		Position/title:	
Telephone:		Email:	
Annual salary:	% dedicated to economic development:	If not yet hired, anticipated hire date:	
\$	(minimum 50%)		
Action item:	Expected outcome(s):		
1)			
2)			
3)			
4)			
5)			
Will the employee be involved in leading or promoting any of Northern Development's programs in the community? If so, please describe how and which programs.			

5. Economic Development Activities

✦ **Fill out section 5 if your community is applying for any portion of the grant to support economic development activities.**

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Name of Activity:	Activity start date:	Activity completion date:
Provide a description of the activity:		
What are the expected outcomes of the activity:		

Lead contact responsible for delivery:	Position/title:
Telephone:	Email:

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

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Name of Activity:	Activity start date:	Activity completion date:
Provide a description of the activity:		
What are the expected outcomes of the activity:		

Lead contact responsible for delivery:	Position/title:
Telephone:	Email:

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

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Name of Activity:	Activity start date:	Activity completion date:
Provide a description of the activity:		
What are the expected outcomes of the activity:		

Lead contact responsible for delivery:	Position/title:
Telephone:	Email:

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

6. Required Attachments

Confirm all required documents attached to this application:

Local government’s latest economic development strategic plan.

✦ Please contact Northern Development staff should you require clarification.

If applying for wages: Job description.

✦ Combined positions should specify the % of time allocated to economic development.

If applying for activities: Copies of quotes.

✦ If quote(s) cannot be obtained, a detailed budget breakdown must be provided.

7. Application Confirmation

I have read and understand the [Economic Development Capacity Building 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 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.

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.

If approved for economic development capacity building funding, our organization agrees to submit a report by February 28 of the following year using Northern Development’s reporting form and provide the required attachments. After May 31, no additional reporting documentation will be accepted.

I understand that this application will not be approved until reporting on the prior year has been received and processed by Northern Development.

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

8. Submitting Your Application

Applications are accepted starting November 1 and must be received prior to midnight on March 31 to be eligible for consideration in that funding year.

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

Email: info@northerndevelopment.bc.ca