

GRANT WRITING SUPPORT

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 or First Nations band):	
Mailing address:	Telephone:
Email:	Website (URL):

2. Primary Contact Information

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

3. Grant Writer Supervisor

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

Supervisor:	Position/title:
Email:	Telephone:

4. About the Position

✦ Please refer to the [Grant Writing Support Application Guide](#) for eligible positions and ineligible positions/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)	Annual wage:
✦ Job title:	% of time dedicated to grant writing (minimum 30%):
Part-time (combined position)	Annual wage:
✦ Job title:	% of time dedicated to grant writing (minimum 30%):

5. Required Attachment (if applicable)

If applicable, confirm the required document is attached to this application:

For combined position(s), job description specifying % spent on grant writing

6. About the Grant Writer

✦ 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 ✦ If no, please identify location:
Telephone:	Email:

Briefly describe the grant writer’s background and qualifications:

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

✦ 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.

7. Grant Writer Funding/Budget

Amount requested:	Community contribution:	Budget for grant writing wages:
\$8,000 grant rebate	\$ (minimum \$2,500)	\$ (minimum \$10,500)

8. Community Priorities

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

★ *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	\$	\$

9. Application Confirmation

I have read and understand the [Grant Writing Support Application Guide](#) including the eligible positions and ineligible positions/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 February 28 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 (using Northern Development’s template).
- 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.

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

10. Submitting Your Application

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

Email: info@northerndevlopment.bc.ca