

# Grant Writing Support Application Guide



## Program Overview

The Grant Writing Support program provides annual grant funding to support a grant writing position in a local government or First Nation band within the Trust's service region. The grant writer supports communities by preparing funding applications to agencies, foundations and government programs in order to access more funding dollars to support crucial economic development projects and initiatives throughout the region. Additionally, the grant writer provides additional capacity to support local non-profits with grant application research and writing in order to pursue community funding priorities.

## Funding Terms

Up to \$8,000 in grant funding to a maximum of 76% of eligible grant writer wages each calendar year.

Northern Development provides a total of \$432,000 in annual funding to support 54 grant writing positions across central and northern B.C. each year. Please note that there are a limited number of spots available each year.

## Eligible Applicants

- Local governments
- Registered status First Nations bands

✦ *Eligible local governments and First Nations must be located within Northern Development's service region.*

## Application Intake Deadlines

Northern Development approves Grant Writing Support projects on an annual basis.

Applications are accepted starting November 1, but must be received prior to midnight on January 31 to be eligible for consideration in that funding year. Please note that there are a limited number of spots available each year.

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

## Review Process

Northern Development staff will contact the applicant within 30 days of receiving the application.

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

- As the program provides rebate funding, applicants are responsible for financially supporting the grant writer position throughout the approved year.
- If the grant writer is unknown at the time of the application, the information in section 6 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.

## Eligible Positions and Ineligible Positions/Costs

### Eligible Grant Writing Positions (*minimum 400 hours*)

- Dedicated full-time, part-time or on-demand grant writer (staff or contract position).
- Full-time or 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 grant writing must be provided to Northern Development.

### Ineligible Positions

- Local government combined economic development/grant writer positions where the position is approved under the Economic Development Capacity Building program.
- Salary or contract positions for:
  - Combined chief administrative officer/grant writer
  - Combined chief financial officer/grant writer
  - Combined band administrator (or manager)/grant writer
  - Combined positions where grant writing is less than 30% of the total workload

### Ineligible Costs

- GST
- Costs incurred in time periods outside the year approved for funding support
- CPP, EI, WCB and other benefits, bonuses, or allowances such as vehicle, phone, or living
- Costs related to recruiting, hiring, or relocating
- Travel, office expenditures, and costs other than wages

## Reporting Deadlines

The local government or First Nations band must submit a report no later than February 28 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 (using Northern Development's template).
- 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 February 28 of the following calendar year.** Applicants will have until May 31 to submit any revised reporting or requested information. **After May 31, no additional documentation will be accepted.**

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

## To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email **by January 31<sup>st</sup>**.

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

## Resources

- [Funding Program Matrix](#)  
Available funding programs and eligibility criteria.

## Questions?

### Northern Development Initiative Trust

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