

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. Lead Applicant Profile

Local government:	Is this a joint application with another local government?
	Yes + If Yes, please complete section 2. No
Supervisor name/primary contact:	Position/title:
Telephone:	Email:

2. Partner Applicant Profile (if applicable)

+ Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.

Partner local government 1 (if applicable):	Supervisor name(s):
Partner local government 2 (if applicable):	Supervisor name(s):
If this is a joint application, please indicate how the communities plan to work together to share this resource:	

3. Housing Planner Funding/Budget

Amount requested:	Community salary contribution:	Total budgeted salary:
\$40,000 grant	\$ (minimum \$10,000)	\$ (minimum \$50,000)

4. Community Planning Workplan

Provide an overview of the how the Housing Planner will help the community reach its housing goals throughout this year:

Action item:	Expected outcome(s):
1)	
2)	
3)	
4)	
5)	

5. Housing Planner Background

✦ *If the community has a preferred candidate for the Housing Planner position, please fill out Section 5.*

✦ *If the community does not have a preferred candidate at this time, the above information must be provided to Northern Development prior to the Housing Planner starting employment.*

Name (first and last):	Position/title:
Telephone:	Email:
Briefly describe the Housing Planner’s background and qualifications:	

6. Application Checklist

Please ensure each of the following are included in application package:

Copy of work plan.

Copy of job description.

7. Application Confirmation

I have read and understand the [Community Planning for Housing 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, our organization agrees to submit a report within 30 days of the Housing Planner's last day to verify the performance measures for the program:

Lead Applicant:

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

8. 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