

**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. Project Name**

Provide a name for the project that is proposed in this funding application:

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Mailing address:	Telephone:
Email:	Website (URL):

**3. Primary Contact Information**

Primary contact (for this application):	Position/title:
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Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:
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4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

The resolution of support is:

Attached.

Not yet secured. The scheduled council meeting date is:

✦ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

✦ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

5. Project Overview

Identify the project’s **primary** investment area:

Agriculture	Energy	Mining	Pine Beetle Recovery	Tourism
Economic Development	Forestry	Olympic Opportunities	Small Business	Transportation

✦ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

✦ Clearly define how the project is distinct and separate from any regular/annual marketing initiatives.

Explain the rationale for the project:

✦ *Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.*

**6. Key Deliverables**

✦ *The following will be reported on by the applicant organization approximately one year after completion of the project.*

Outline the projected economic benefits to the local and/or regional economy:

Outline the specific outcomes of the project that will be measured to determine its effectiveness:

✦ *The following are some examples of measurable outcomes: page views, foot traffic, revenues, or visitors to a site.*

7. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)
1) Project start date	
2)	
3)	
4)	
5)	
6)	
7)	
8) Project completion date	

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

8. 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
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$</b>			

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the [Marketing Initiatives Application Guide](#) for eligible and ineligible costs.

9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$	✦ <i>Maximum allowable grant is \$20,000 per marketing project.</i>

10. Other Funding Sources

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

11. Leveraging

Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p> <p>✦ <i>Northern Development provides funding up to a maximum of 50% of an eligible project budget.</i></p>	

12. Attachments

List all documents attached to this application:

Document name:
1) <b>Required: Local government or band resolution of support</b> <i>(as outlined in section 4. Resolution of Support)</i>
2) <b>Required: Detailed quotes</b> <i>(as outlined in section 8. Project Budget)</i>
3) <b>Required (if applicable): Funding approval letters</b> <i>(as outlined in section 10. Other Funding Sources)</i>
4) <b>Required (if applicable): Society incorporation document</b> <i>(not applicable for local governments or First Nations)</i>
5)
6)
7)
8)
9)
10)

**13. Authorization**

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I have read and understand the [Marketing Initiatives 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): ✦ <i>Please type name.</i>	Position/title:	Date:

**14. Submitting Your Application**

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

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