NORTHERN DEVELOPMENT INITIATIVE TRUST

GRANT WRITING SUPPORT

REPORTING FORM

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

Project #:	Community name (local government or First Nations band):
Mailing address:	

2. Primary Contact Information

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

3. Required Attachments

☐ **Copy of pay summary (if on payroll) or copies of invoices.**

✦ Payments should total a minimum of $10,500 and should match the 'total wages paid' entered.

☐ **List of grant applications using Northern Development's template.**

✦ Please submit in excel format.

Northern Development Initiative Trust
301 – 1268 Fifth Avenue, Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563
Email: info@northerndevelopment.bc.ca
Website: www.northerndevelopment.bc.ca

NORTHERN DEVELOPMENT

4. About the Grant Writer

✦ *Please refer to the Grant Writing Support Application Guide for eligible positions and ineligible costs.*

Grant Writer name:	Email:	Telephone:

Hours spent on grant writing: ✦ *Minimum 400 hours*	Total wages paid:	% of time spent on grant writing: ✦ *Minimum 30%*	Eligible wages: ✦ *Minimum $10,500*	Total $ applied for: ✦ *Minimum 200,000*
0 hours	**$** 0.00	0.00%	**$ 0.00**	**$ 0**
	The amount entered must be a a minimum of $10,500 in order to be eligible for the full rebate.	The amount entered must be a a minimum of 30% (0.3) in order to be eligible for the full rebate.	The above amount must be a a minimum of $10,500 in order to be eligible for the full rebate.	*(as per attachment)* The above amount must be a a minimum of $200,000 in order to be eligible for the full rebate.

5. Reporting Confirmation

- ☐ I have read and understand the Grant Writing Support Application Guide including the eligible and ineligible costs.
- ☐ I confirm that the information in this report is accurate, complete, and fairly presented.
- ☐ I authorize Northern Development to make enquiries in order to verify the results reported
- ☐ I agree to provide upon request, any additional updates and reporting Northern Development staff deems necessary.
- ☐ I agree to provide upon request, updates on funding applications made in prior years listed as pending.
- ☐ I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

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

6. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: finance@northerndevelopment.bc.ca