

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>**1. Applicant Profile**

Community Name (Municipality, Regional District, or First Nations Band):	
Address (street, city, postal code):	
Telephone:	Fax:
Email:	Website (URL):

2. Primary Contact Information

Primary Contact (for this application):	Position / Title:
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Complete the following only if different from the above Community contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:

3. Nature of Position

The grant writer will work or provide services (minimum four months or 600 hours) on the following basis:		
Full-time	Part-time	On-demand
The grant writer duties will be assigned to:		
New staff position	Incremental hours for an existing part-time or casual position	Consultant

4. About the Grant Writer

If the community has a preferred candidate for the Grant Writer position, please provide the following:

Grant Writer Name:	Address (street, city, postal code):
Telephone:	Email:

✦ *If the community does not yet have a preferred candidate, the community must advise Northern Development of the Grant Writer’s contact information when the Grant Writer starts employment under the program.*

Briefly describe the Grant Writer’s background and qualifications:

5. Grant Writing Supervisor

Please identify the staff member that is directly responsible for supervising the proposed Grant Writer position:

Supervisor Name:	Title:
Telephone:	Email:

6. Grant Writer Funding

Amount Requested:	Community Contribution:
\$7,500 <i>Grant Rebate</i>	\$ <i>(minimum \$2,500 community contribution within the calendar year)</i>
<p>★ <i>The community is responsible for recruiting and staffing the Grant Writer position for a minimum of four months or 600 hours within the calendar year. The \$7,500 Northern Development grant rebate is approved-in-principle for successful community applications, with the rebate cheque provided within 15 days of receipt of complete reporting from the community later in the year following the grant writer's work term.</i></p>	

7. 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)	\$	\$
TOTALS:	\$	\$

8. Authorization and Agreement to Reporting Requirements

I AFFIRM 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 report 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 any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

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:

- 1) Hire and employ a grant writer for a minimum of four months or 600 hours during this calendar year
- 2) Ensure the Grant Writer applies for a minimum of \$200,000 in grants during this calendar year
- 3) Submit a report within one month of completion of the Grant Writer's work term to verify the following performance measures for the program:
 - a. Payroll costs for the Grant Writer employee/contractor
 - b. Verification of \$200,000 grants applied for by the Grant Writer during the term of employment
 - c. Verification of grants approved from those applied for during the term of the program
 - d. Updates on funding applications made in prior years that was supported under Northern Development's Grant Writing Support program

Name:
Organization Signing Authority

Title:

Date:

9. Submitting Your Application

Completed Funding Application forms should be provided electronically to Northern Development by email.

Email info@northerndevlopment.bc.ca