

 **ECONOMIC DEVELOPMENT**
GRANT WRITING SUPPORT

Program Overview

The **Grant Writing Support** program provides \$405,000 in annual funding from the Cross Regional Account for grant writer positions employed by municipalities, regional districts, and First Nations bands within the Northern Development Initiative Trust region. \$7,500 in rebate funding is provided each year to approved communities to support employment of a locally-based grant writer that is directly supervised by local or band government administration to prepare funding applications to agencies, foundations, and government programs.

Features and Benefits of the Program:

- Up to 75% of the wages for the first four months or 600 hours of employment for a grant writer position based in the local community each year
- Additional capacity to respond to community priorities and non-profit requests for grant application research and writing
- Increased success accessing financial grants for communities, First Nations, and non-profit groups
- Increased economic development capacity for municipalities, First Nations, and rural areas
- Timely response to funding applications and rebate claims
- Interactive web-based grant writing training is available on-demand from Northern Development's website to assist new grant writers throughout the region: <http://northerndevelopment.bc.ca/community-funding/grant-writing-support/on-demand-proposal-writing-webinar>

Objective

To assist municipalities, regional districts, and First Nations bands to build grant writing capacity and expertise that leads to a direct increase in funding for projects and programs in central and northern BC.

Eligibility Requirements

Organization

- Municipalities, regional districts, or First Nations bands may apply for one \$7,500 grant rebate each calendar year to fund a grant writer position.

Job Creation

- Must create at least four months or 600 hours of verified grant writer employment.

Eligibility Requirements (continued)

Qualifying Expenditures for \$7,500 Grant Rebate

- The local government or band office that has been approved-in-principle for the annual application must submit documentation verifying a minimum of \$10,000 in incremental wages or contract payments and the final Grant Writer Report prior to Northern Development issuing the \$7,500 rebate. Any travel, relocation, office expenditures, and any additional salary or benefit costs are the responsibility of the employer.

Application Process

1. The municipality, regional district, or First Nations band completes the Grant Writing Support funding application and submits it electronically to the Northern Development Initiative Trust no earlier than January 1st, 2009 each year.
2. The application will be reviewed within one week, and successful communities will receive an approved-in-principle letter (as the program provides rebate funding, communities are responsible for financially supporting the grant writer position and upon completion, submitting a rebate claim to Northern Development for reimbursement of the \$7,500 rebate).
3. The municipality, regional district, or First Nations band recruits, hires, and employs a Grant Writer who works for at least four months or 600 hours, applying for a minimum of \$200,000 in funding for community projects.
4. The municipality, regional district, or First Nations band submits 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 where a grant writer was financially supported under Northern Development's Grant Writing Support program
5. Northern Development reviews the reporting material. Upon acceptance, Northern Development provides a cheque to the municipality, regional district, or First Nations band for \$7,500 as a rebate towards wages or contract costs for the Grant Writer position within 15 business days.

For program
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