Grant Writing Support
Application Guide

Program Overview

The Grant Writing Support program provides annual funding for a grant writing position in a local government or First Nation band within the Trust's service region.

Funding Terms

- Up to $8,000 grant, to a maximum of 76% of eligible grant writer wages, each calendar year.

The program supports up to 54 grant writing positions across central and northern B.C. annually. Please note that there are a limited number of spots available.

Application Intake Deadlines

Northern Development approves Grant Writing Support projects on an annual basis.

Applications are accepted starting November 1 and must be received prior to midnight on January 31 to be eligible for consideration in that funding year.

Eligibility

Eligible Applicants

*All applicants must be located within Northern Development's service region.

- Local governments
- Registered First Nations bands

Eligible Grant Writing Positions

- Dedicated full-time, part-time or on-demand grant writer (staff or contract position)
- Full-time or part-time staff member where the grant writing portion of the job is at least 30% of the total workload
  - A copy of the job description specifying the % of time allocated to grant writing must be provided to Northern Development

Ineligibility

Ineligible Positions

- Local government combined economic development/grant writer positions where the position is approved under the Economic Development Capacity Building program
- Salary or contract positions for:
  - Combined chief administrative officer/grant writer
  - Combined chief financial officer/grant writer
  - Combined band administrator (or manager)/grant writer
  - Combined positions where grant writing is less than 30% of the total workload

Ineligible Costs

- GST
- Costs incurred in time periods outside the calendar year approved for funding support
- CPP, EI, WCB and other benefits, bonuses, or allowances such as vehicle, phone, or living
- Costs related to recruiting, hiring, or relocating
- Travel, office expenditures, and costs other than wages

Application and Program Requirements

All applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete Application Form
- For combined positions, job description specifying the % of time spent on grant writing
- If the grant writer is unknown at the time of the application, the About the Grant Writer section of the Application Form must be provided to Northern Development prior to the grant writer starting employment

Application Assessment

- Northern Development staff will contact the applicant within 30 days of receiving the application
- Northern Development staff will provide written notification of the funding decision

Reporting

The applicant must submit a final report **by February 28** of the following year in order to receive a reimbursement for the approved calendar year. Applicants will have until May 31 to submit any revised reporting or requested information. Applicants are required to submit the following documents:

- Complete Annual Reporting Form
- Copy of pay summary (if on payroll) or copies of invoices for the grant writer verifying a minimum of $10,500 in wages
- List of grants applied for by the grant writer during the approved calendar year, verifying a minimum of $200,000 grants applied using the Reporting Attachment
- As requested, updates on funding application statuses marked as pending made in prior years where a grant writer was financially supported under Northern Development's Grant Writing Support program

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials are to be provided electronically through the Online Application System.

Resources

- **Funding Program Matrix**
  Available funding programs and eligibility criteria.

Questions?

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * *are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.
- Enter the planned projects that the grant writer is expected to focus on.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where

you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Grant Writer Supervisor

- Provide details about the grant writers supervisor

About the Position

- Select the grant writer position type (FT, PT, on-demand, combined position, etc.)
- Provide additional details about the position such as title, wage, percentage of time dedicated to grant writing activities, if applicable.

Attachments

- Upload job description

About the Grant Writer

- Provide the grant writers location, contact details and background/qualifications.