



District of Vanderhoof Grant Writer Assistance Form

This is a template of the minimum information that is required in most funding applications. Supplying the information requested in this form (or as much as possible) will assist the grant writer and speed up the process of applying for funding. Please drop off this form and copies of the supporting documentation at the District Office for attention: Grant Writer. For more information, or assistance with completing this form;

Please contact: Hilary Irvine, Tel: (250)567-4711 Email: HilaryIrvine@district.vanderhoof.ca

Date: _____

Part A: Applicant Information

Legal Name of Organization _____

Briefly describe the purpose/mandate of your organization:

Address: Street and/or Postal Box _____
Vanderhoof BC, Postal Code _____

Primary Contact:

Salutation (Mr/Mrs/Ms/Dr) _____ First Name _____
Last Name _____ Title (in the organization) _____
Telephone Number _____ Alternate Telephone Number _____
Fax Number _____ Email Address: _____
Website Address: _____

Applicant Type

- For-Profit (incorporated, sole proprietorship, partnership, other)
- Not-For-Profit
- First Nations Band (represented by Chief and Council)
- Co-operative
- Post-secondary Institution
- Other. Specify: _____

Date of incorporation (YYYY-MM-DD): _____

Society/Charity/Business or GST Number: _____

Is there a specific funding opportunity your organization is currently interested in?

Yes No If yes, provide details of funder, funding program and deadline

Has your organization received funding in the past? Yes No

If yes, provide details of funder, project and amount _____

Individuals involved in Project

Mr/Mrs/Ms/Dr _____ First Name _____
Last Name _____ Title _____
Responsibility _____

Mr/Mrs/Ms/Dr _____ First Name _____
Last Name _____ Title _____
Responsibility _____

Mr/Mrs/Ms/Dr _____ First Name _____
Last Name _____ Title _____
Responsibility _____

Mr/Mrs/Ms/Dr _____ First Name _____
Last Name _____ Title _____
Responsibility _____

Part B: Project Information

Project Title _____

Project Description _____

Who does this project benefit and how? _____

Start Date (YYYY-MM-DD) _____ **End Date** (YYYY-MM-DD) _____

Does the project focus on any of the following groups of people?

Project Location: _____

Are there other communities in the area that will also benefit from the project?

If Yes, please describe how so: _____

Are you partnering with another community organization for implementation of this project? Yes No

If yes, provide details of organization and their role _____

Part C: Financials

Funding amount required/Project Budget \$ _____

Detailed Budget Breakdown

Eligible project costs included in the budget breakdown are all the items/activities that you plan to pay for with the grant money you receive. These costs will depend on what activities your project involves and the specific requirements of each grant. The funding organization usually provides examples of eligible costs in their grant application guidelines.

Item/Activity description	Amount

Describe sources of funding you have already received for this project (if any):

Amount

Provincial _____
Municipal _____
Other Federal (specify): _____
Working Capital/Operating Revenue _____
Other (specify): _____
Total Project Funding so far: _____

How does your organization intend recognizing the assistance of the funder?

(press release, sign etc) _____

Part D: Supporting Documents

If possible, please provide copies of the following:

1. your organization's most recent annual **financial statements**
2. your organization's **board of directors list**
3. your organization's **certificate of incorporation**
4. **record of volunteer hours** towards this project (see example attached)
5. **letters of support** for your project from the community/stakeholders
6. **letters of confirmation** of cash donations or in-kind labour/materials donations
7. detailed project **budget**
8. **quotes/cost estimates** from suppliers for project expenditures

Please note: If you do not have the above items ready before a grant deadline, don't let that discourage you from applying anyway - just be sure to explain that you are in the process of obtaining the particular item(s).

