



The Village of Telkwa Grant Writing Services Application Form

The Village of Telkwa employs a Grant Writer that can assist non-profit organizations in the following areas:

- Identifying funding sources
- Reviewing proposals
- Planning projects
- Writing grant applications

Your non-profit organization can request assistance by completing this form and returning it to the Village office by email to info@telkwa.ca or in person at 1415 Hankin Ave, Telkwa, BC.

STEP 1: BASIC INFORMATION

CONTACT INFORMATION

Name of Organization: _____

Physical Address: _____

Mailing Address: _____

Main Contact: Last Name: _____ First Name: _____

Phone No: _____ Cell No: _____ Email Address: _____

Alternate Contact: Last Name: _____ First Name: _____

Phone No: _____ Cell No: _____ Email Address: _____

ASSISTANCE REQUESTED

- | | |
|--|--|
| <input type="checkbox"/> Identifying funding sources | <input type="checkbox"/> Developing a project plan |
| <input type="checkbox"/> Writing grant applications | <input type="checkbox"/> Reviewing proposals |
| <input type="checkbox"/> Other (please specify): _____ | |

HELP US UNDERSTAND YOUR ORGANIZATION

LEGAL STATUS (PLEASE ATTACH PROOF OF LEGAL STATUS):

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Non-profit society | <input type="checkbox"/> Charity |
| <input type="checkbox"/> Other (please specify): _____ | |

SOCIETY AREA OF INTEREST (SELECT ALL THAT APPLY):

- | | | |
|---|--|---|
| <input type="checkbox"/> Sports and Receptions | <input type="checkbox"/> Education | <input type="checkbox"/> Arts and Culture |
| <input type="checkbox"/> Community Safety and Awareness | <input type="checkbox"/> Seniors | <input type="checkbox"/> Children and Youth |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Health and Wellness | |
| <input type="checkbox"/> Other (please specify): _____ | | |

WHEN DOES YOUR ORGANIZATION TYPICALLY MEET?

- | | | | |
|--|------------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Bi-Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Other (please specify): _____ | | | |

WHEN DOES YOUR ORGANIZATION'S FISCAL YEAR END (MM/DD/YYYY)? _____



**SOCIETY MANDATE OR MISSION STATEMENT/ CONSTITUTION
(PLEASE ATTACH IF AVAILABLE)**

**STEP 2: TELL US ABOUT YOUR VISION SO WE CAN IDENTIFY POTENTIAL FUNDERS AND PARTNERS FOR YOU
(PLEASE ATTACH ANY ADDITIONAL INFORMATION AND LETTERS OF SUPPORT)**

PROJECT 1:

Project Title: _____

Project Description: _____

Estimated Project Cost: _____ Amount of Funding Needed: _____

PROJECT 2:

Project Title: _____

Project Description: _____

Estimated Project Cost: _____ Amount of Funding Needed: _____



PROJECT 3:

Project Title: _____

Project Description: _____

Estimated Project Cost: _____ Amount of Funding Needed: _____

TOTAL COST OF ALL PROJECTS

Estimated Project Total Cost: _____ Amount of Funding Needed: _____

ATTACHMENT CHECKLIST

- Last Annual BC Societies Report
- Letters of Support
- Additional Comments
- Most recent year-end financial statements (income and balance sheet)
- A copy of you board meeting minutes, or your strategic plan, showing you organization's priority projects listed above
- Organization Priorities (Meeting Minutes/ strategic plan, etc.)
- Other applicable files
- Current Funding Sources and Confirmations
- Annual Budget

STEP 3: SIGN-OFF

The Village of Telkwa assistance includes:

- Identifying funding sources
- Write funding application with information provided by community group
- Submit funding application to the community group for review before submitting to the funding organization
- Submit funding application to the funding organization once authorized by the community group
- Keep the organization updated on the status of the application

**The Village of Telkwa is not responsible for project overruns and makes no commitment or guarantee to course additional funds.

Community Group Responsibility

- Request support by completing this Application Form and submitting it to the Village of Telkwa
- Provide all necessary information and attachments in a timely manner to allow for the completion of the funding application by the deadline
- All information must be up-to-date, accurate and truthful
- Keep the Village of Telkwa updated in writing on the status of submitted grant application and the status of your project
- Complete all reporting requirements for the funding organization as required
- Agree to utilize funding only for their initial purposes
- Understand it is very difficult to seek funding sources if the project is already started or complete.



APPLICANT SIGNATURE

I have read the above information and wish to request support from the Village of Telkwa on behalf of my organization.

SIGN

DATE

PRINT NAME