Youth Grant

The Youth Grant provides funding to organizations on Haida Gwaii for educational and recreational services aimed at youth. In general, we are interested in applications that support increased opportunities for youth in sports, culture, arts and outdoor activities, reduce barriers to participation, and promote youth leadership.

Who can apply?
- Local non-profit organizations
- Local governments

How much money is available?
- Up to $10,000 per application
- Equity requirement 25%

Application deadline
- Applications must be received by 4 pm on February 15, May 1, and October 1.
- Applications must be received a minimum of two months before the project is planned to start.
- Funding is available until the annual budget is exhausted.

Eligible uses of the grant
- Core funding is eligible.
- Projects that support youth programming, minimize barriers to youth participation, and bringing Island youth together.
- The Youth Board will give preference to applications that maximize the number of individuals and communities involved.
- The Youth Board recognizes that transportation is a barrier to participation for Youth and will fund transportation costs associated with maximizing participation.
- Projects funded by the Youth Centred Communities grant are eligible to apply to the last Youth Grant intake of the year.
- The grant is intended to support projects where the majority of participants are school aged (K-12), with a priority given to high school aged youth.

Ineligible uses of the grant
- Expenses incurred prior to approval.
- Other items as outlined in the General Grant Guidelines.

How to apply
Applications are available approximately six weeks prior to any deadline. Applications must be submitted online through our grant management system. You will need to create an account to access
application forms, save drafts and submit your application. If you don’t have access to a computer or need assistance with your application, please call or visit our offices.

Approval process
The Youth Board will review complete applications and make funding recommendations. The funding recommendations are reviewed by the Gwaii Trust Board of Directors, which makes the final funding decision on Youth Grant applications. Funding decisions usually take two months after any scheduled intake deadline.

Application requirements
Budget, workplans, and Gwaii Trust standard rate templates are located at the bottom of this document or can be downloaded from our webpage.
   1. A completed application.
   2. A balanced budget.
   3. A project workplan.
   4. Quotes or standard Gwaii Trust rates to support all budget line items.
   5. Written confirmation of all other funding sources as they become available.
   6. Demonstrate 25% equity in the application.
   7. Provide one letter of support.
   8. Provide one demonstration of youth support.
   9. Gwaii Trust staff may request additional information to support the application.

General grant guidelines
• Gwaii Trust will not fund projects that relieve the provincial and/or federal government of its obligations.
• Gwaii Trust will not approve applications or fund projects that support or have the potential to support illegal activities or purchases.
• Submission of false or deliberately misleading information may result in the Gwaii Trust denying an application and/or future applications to the Trust under any of its granting programs.
• Verbal or physical abuse of directors or staff in person, by phone, or in writing will not be tolerated. Offenses may result in Gwaii Trust denying current and future applications to any of its granting programs.
• Gwaii Trust will not fund projects that are in progress, complete, or that have paid expenses prior to a board decision.
• Organizations must be Haida Gwaii-based to be eligible for funding. Staff can determine what Haida Gwaii-based means on a case-by-case basis.
• Businesses are not eligible to apply.
• A project can only apply to one grant stream at a time, and cannot receive funding from more than one grant stream at a time.
• An organization can have multiple grant approvals with Gwaii Trust for different projects, and can apply for new projects at any time.
• Standard project length at Gwaii Trust is one year from the approval date.
• Key tests for applications are merit and need.
Administrative costs can be applied for to a maximum of 10% of the Gwaii Trust requested amount. No administrative costs are eligible if administration of the project is a paid element of the person’s employment.

- The maximum facilitator cost is $500 per day.
- When Gwaii Trust standard rates are used in an application, Gwaii Trust will pay out costs at the actual cost or to the maximum of the standard rate, as documented on the receipt in the project claim.
- Grant applications must be submitted a minimum of two months before the project start date.
- In application budgets, Gwaii Trust will be a general funder of the project expenses unless specified as otherwise.
Sample application questions

This is a general outline of the type of information and questions that will be asked in the application process. For the most up-to-date information, log onto our grant management system and download the questions into a PDF.

Project Information

- Project Name
- Project Location
- Amount Requested
- Project Total Cost
- Project Start Date
- Project Completion Date

General Questions and Supporting Materials

1. Describe in detail the goals and anticipated outcomes of your project and the activities you have planned to reach these.
2. What age group is this project targeting?
3. Describe in detail the activities you have planned to reach your project goals/results.
4. Describe project management structure by listing the key individuals involved in delivering this project, their role on the project and their relevant skills.
5. Who is responsible for the project's finances, including submitting receipts to Gwaii Trust for project claims?
6. What is the projected number of youth participants?
7. Is the project increasing opportunities for youth? If so, describe how.
8. How will you measure the project's success?
9. Describe what volunteering activities are part of this project and who will be completing them. If there is no volunteering planned for this project please explain why?
10. Are there ongoing costs that need to be considered for this project?
11. Upload your project workplan.
12. Upload your project budget.
13. Upload a letter of support.
14. Upload a youth demonstration of support.
15. Upload supporting quotes.
16. Upload documentation of other project funding if available.
17. Upload additional supporting documents as needed.

Questions?
Dana Bellis, Project Officer
project.officer@gwaiitrust.com
# Example workplan template

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Who</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>When will the activities start and finish?</td>
<td>What result do you want to achieve?</td>
<td>Who is responsible for the outcome?</td>
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</tbody>
</table>
The above table is an example of a budget template that can be used when submitting an application.
### Gwaii Trust Standard Rates

**Updated March 20, 2019**

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer time</td>
<td>$15 an hour</td>
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<tr>
<td>Airfare return</td>
<td>$700 Vancouver</td>
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<tr>
<td></td>
<td>$1,200 anywhere in North America</td>
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<tr>
<td></td>
<td>$1,500 anywhere in the world</td>
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<tr>
<td>Venue rental</td>
<td>$300 per day</td>
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<tr>
<td>Hotel</td>
<td>$150 per night</td>
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<tr>
<td>Staying with a friend</td>
<td>$50 per night</td>
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<tr>
<td>Mileage</td>
<td>$0.475 per km</td>
</tr>
<tr>
<td>BC Ferries rates for on island &amp; to Prince Rupert</td>
<td>See BC Ferries webpage</td>
</tr>
<tr>
<td>Facilitator</td>
<td>$300 per day</td>
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<tr>
<td>Meals calculated per person per day ($65 total)</td>
<td>$15 breakfast</td>
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<td></td>
<td>$15 lunch</td>
</tr>
<tr>
<td></td>
<td>$35 dinner</td>
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<tr>
<td>Meeting coffee &amp; snacks</td>
<td>$7 per person</td>
</tr>
</tbody>
</table>

*Gwaii Trust standard rates are the estimated price of a product or service. When standard rates are used in an application quotes are not needed. If applicants would like to include higher rates in their applications, quotes will be required as outlined by the individual grant requirements.*

*If the project is approved and is submitting a claim, receipts are required for all claim requests. When standard rates have been used expenses will be paid at the actual cost of the item or to the maximum amount of the standard rate depending on final receipt.*