Community Innovation Grant
Application Guide

Gwaii Trust Society
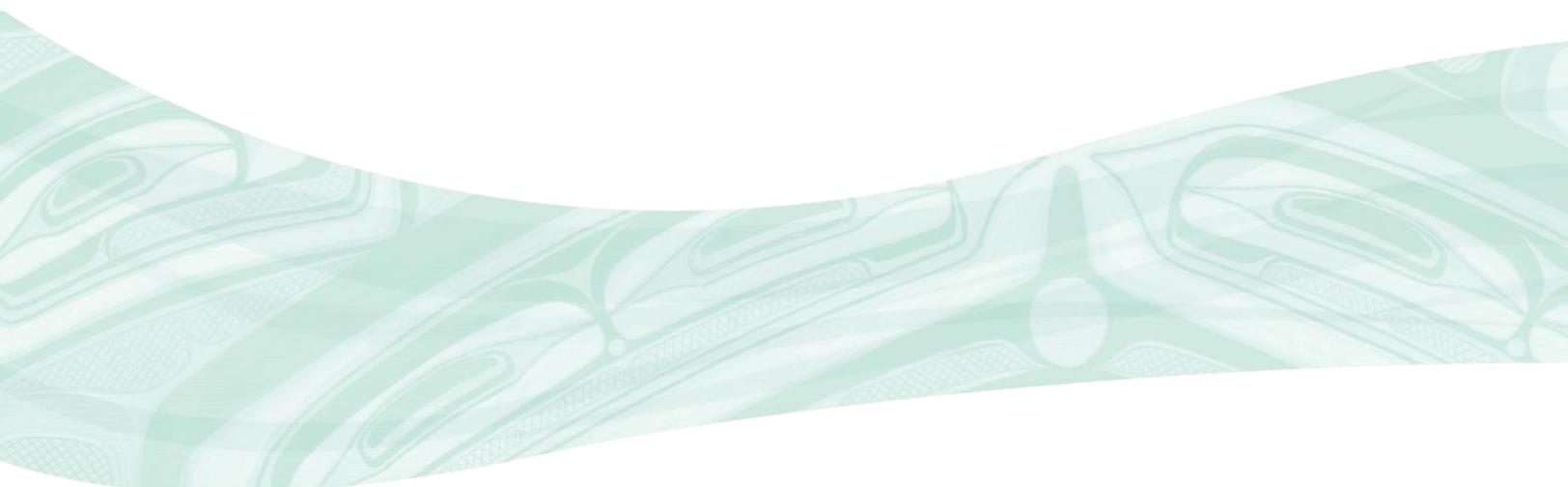
Community Innovation Grant

The purpose of this grant is to fund innovative small projects that will contribute to enhancing the overall wellbeing of islanders, our communities, and Haida Gwaii. We welcome applicants from a wide range of areas such as education, wellness, infrastructure, and training to apply. Community Innovation is our "catch all" program for small grants.

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

How much money is available?
- Up to $10,000 per year
- Equity requirement 50%
- Maximum funding for an organization is $10,000 per year

Application deadline
- Applications must be received by 4 pm on the 1st of each intake month.
- There are no intakes on August 1st and December 1st.
- Last intake of the year is November 1 at 4 pm.
- 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
- Innovative initiatives in education, wellness, language, and the environment.
- Projects that help improve basic facilities and equipment.
- Projects that help service providers deliver unique projects on Haida Gwaii.
- Innovative projects that seek to remove barriers to employment.
- Other innovative ideas are welcome.

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

How to apply
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 Gwaii Trust Board of Directors will review complete applications to make funding decisions by consensus. Funding decisions usually take two months after any scheduled intake deadline.

Grant requirement checklist

Templates for the Gwaii Trust budget and standard rates are located at the bottom of this document or can be downloaded from our webpage.

1. A completed application.
2. A balanced budget.
3. Quotes or standard Gwaii Trust rates to support all budget line items.
4. Written confirmation of all other funding sources as they become available.
5. Demonstrate 50% equity in the application.
6. The 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. Provide a project summary.
2. Why is this project needed?
3. What will be the results from the project?
4. Describe in detail the activities you have planned to reach your project results.
5. List the key individuals involved in delivering this project, their relevant skills, and their role on the project?
6. Upload your project budget.
7. Upload supporting quotes.

Upload documentation of other project funding if available.

Questions?
project.officer@gwaiitrust.com

Insert project name
Insert name of applicant
Insert date

Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc.	*List the dollar value*	*Grant, cash, in-kind, volunteer*	*Gwaii Trust will not advance any project funds until all sources of funding are confirmed*	
Gwaii Trust Application				
Total funding	-			

Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.	*List the dollar value*	*Quotes or Gwaii Trust standard rate*	*List the funding source that will pay for each budget line. If nothing is written, Gwaii Trust will cost share with all other income sources*	
Total expenses	-			
Difference	-			

The above table is an example of a budget template that can be used when submitting an application.
Please update the Gwaii Trust ask and the total project cost on your application before submitting.

Gwaii Trust Standard Rates

Updated November 15, 2019

Item	Standard Rate
Volunteer time	$15 an hour
Airfare return	$700 Vancouver
	$1,200 anywhere in North America
	$1,500 anywhere in the world
Venue rental	$300 per day
Hotel	$150 per night
Staying with a friend	$50 per night
Mileage	$0.475 per km
BC Ferries rates for on island & to Prince Rupert	See BC Ferries webpage
Facilitator	$300 per day
Meals calculated per person per day ($65 total)	$15 breakfast
	$15 lunch
	$35 dinner
Meeting coffee & snacks	$7 per person
Advertising	$300
Project administration or contingency	Maximum of 10% of the Gwaii Trust ask
Miscellaneous expenses for requests under $10,000	Maximum of 10% of the Gwaii Trust ask

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.