



Instructions to access funds

First funding request:

1. Submit signed conditions form.
2. Any missing supporting documents, including cost quotes and confirmation of other funding sources must be submitted to our office prior to accessing any funds.
3. If your project was approved with conditions submit confirmation that the conditions have been satisfied. If your project has been partially approved, please submit confirmation that you are able to continue with your project as outlined in your proposal.
4. Submit a cover letter requesting the 20% advance if needed

Second/third/fourth funding request:

1. Submit cover letter requesting funds.
2. All advances will be funded upon the receipt of paid invoices, based on the percentage of the project funding approved. Any advances received will be deducted from subsequent draws.
3. When submitting your invoices/receipts please attach the vendor statement, cheque stub or other confirmation of payment.
4. Please number your receipts and use the GT Claim Form Sheet attached or create your own excel worksheet.
5. If you are submitting payroll journal reports please attach copies of cheques or cheque stubs with timesheets (proof of payment).
6. All projects are subject to a 20% holdback which will only be released upon project completion.

Final funding request:

1. Submit cover letter requesting funds.
2. Confirmation the completion of your project and achievement of all deliverables outlined in your application.
3. Submit any outstanding invoices/receipts.
4. Total invoice/receipt submissions **must match total project cost as outlined in your proposal.**
5. Final deliverables: Complete provided final project evaluation form, submit a minimum of two photos of the project and a final one page report.
6. Projects outstanding in excess of one year and not meeting Board approval criteria or projects where no contact has been made with GT regarding project extension will automatically be decommissioned, with any remaining project funds reverting back to the Gwaii Trust.

You must provide receipts totaling the project cost as listed in the proposal, not just the portion of the project funded by the Gwaii Trust Society. All receipts must match the quotes listed in your proposal.

If you require assistance, please contact your project officer for assistance.