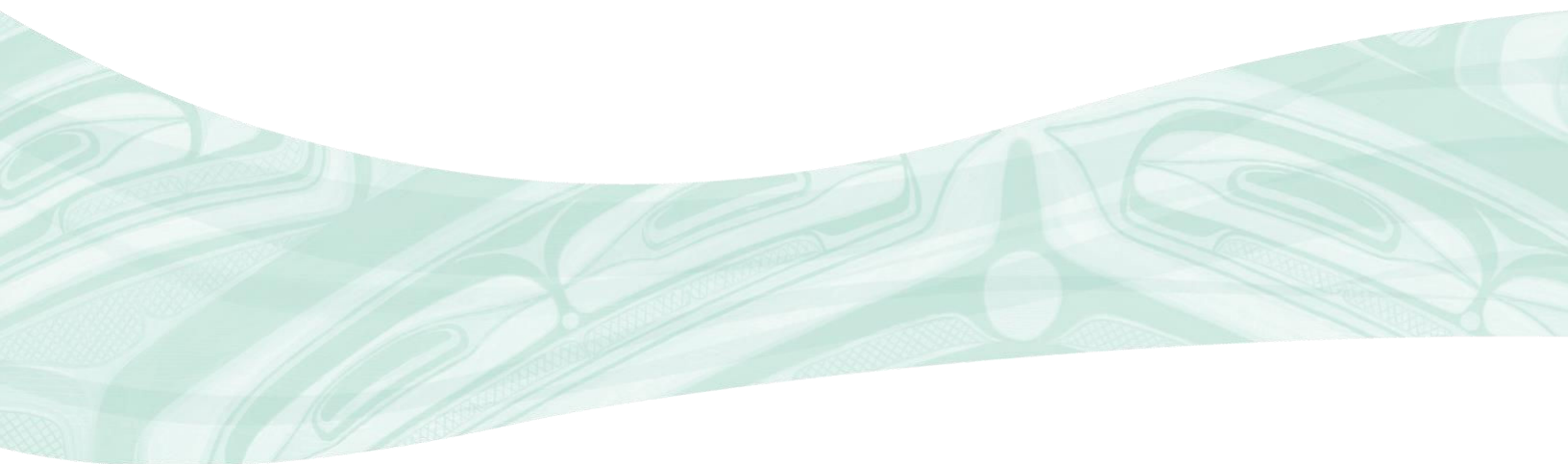


Youth Grant Application Guide



 **Gwaii Trust Society**

January 2023

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:
 - Non-profit organizations 25%
 - Local governments 50%

Application deadline

- Applications must be received by 11:59 pm February 1st and October 1st.
- 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.
- 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.
- Youth Centres are considered to be non-profit organizations.

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.

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. Demonstration of equity in the application:
 - Non-profit organizations 25%
 - Local governments 50%
6. Gwaii Trust staff may request additional information to support the application.

General grant guidelines

- Applications will be adjudicated based on the information entered in the application form in our grant management system.
- Gwaii Trust will not fund projects that relieve the provincial and/or federal government of its obligations.
- Minimum applicant age is 19 for all grants, except for continuing education and travel. Youth between 16-18 who apply to the Arts Program should contact Gwaii Trust to discuss options.
- Gwaii Trust will not approve applications or fund projects that support or have the potential to support illegal activities or purchases.
- Gwaii Trust will not fund projects that purchase weapons, alcohol, or drugs.
- Gwaii Trust funds cannot be used for cash prizes or cash gifts. Gift cards to stores or suppliers on Haida Gwaii are eligible.
- Grant applications must be submitted a minimum of two months before the project start date. The two-month minimum starts when the next intake closes.
- 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. Spending can start on a project once the grant is approved.
- Conflicts of interest are to be declared in writing either in the application or as they arise to Gwaii Trust staff. Failure to do so may result in a denial of claim reimbursement and/or closure of the grant at Gwaii Trust's discretion.
- Expenses that are covered by other resources or funders are ineligible.
- Any assets funded by the grant must be owned by the grantee.

- Ownership of Gwaii Trust funded assets with an initial cost of more than \$1,000 must be maintained by the grantee for a minimum of five years unless prior written consent has been obtained from Gwaii Trust.
- Organizations must be Haida Gwaii-based to be eligible to apply for Gwaii Trust grants. Staff can determine what Haida Gwaii-based means on a case-by-case basis.
- An individual must be a Haida Gwaii resident to be eligible to apply for Gwaii Trust grants. A resident is defined as an individual who has lived on Haida Gwaii for the past 24 consecutive months. An individual who has left Haida Gwaii to attend school, to seek medical treatment, or for a vacation but otherwise maintains their residency is considered a resident by Gwaii Trust.
- 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.
- Applicants can apply for administrative costs related to the implementation and reporting of an approved project. More information on what administrative costs can be applied for can be found in the Gwaii Trust General Grant Guidelines and Standard Rates. No administrative costs are eligible if administration of the project is a paid element of the person's employment or to cover expenses related to the application stage.
- The maximum facilitator cost is \$1000 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.
- 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. What is the projected number of youth participants and their age range?
7. Describe what volunteering activities are part of this project. If there is no volunteering planned for this project, please explain why?
8. Describe your safety plan to prevent the spread of Covid-19 during the delivery of your project.
9. The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. Select up to three Society purposes from the dropdown boxes that your project will support.
10. Upload a balanced budget.
11. Could this project proceed with partial funding?

Questions?

meghan.cross@gwaiitrust.com

<p style="text-align: center;">Insert project name Insert name of applicant Insert date</p>				
Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
<i>List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc.</i>	<i>List the dollar value</i>	<i>Grant, cash, in-kind, volunteer</i>	<i>Gwaii Trust will not advance any project funds until all sources of funding are confirmed</i>	
Gwaii Trust Application				
Total funding	-			
Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
<i>Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.</i>	<i>List the dollar value</i>	<i>Quotes or Gwaii Trust standard rate</i>	<i>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</i>	
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 December 1 2022

Item	Standard Rate
Volunteer time	\$20 an hour
Airfare return	\$900 Vancouver
	\$1,300 anywhere in North America
	\$1,500 anywhere in the world
Venue rental	\$300 per day
Hotel	\$200 per night
Staying with a friend	\$50 per night
Mileage	\$0.61 per km
BC Ferries rates for on island & to Prince Rupert	See BC Ferries webpage
Wages (maximum per person per day)	\$300
Meals calculated per person per day	\$20 breakfast
	\$25 lunch
	\$40 dinner
Meeting coffee & snacks	\$10 per person
Advertising	\$300
Project administration (for requests under \$50,000)	Up to 15% of Gwaii Trust ask
Project administration (for requests over \$50,000)	Up to 10% of the Gwaii Trust ask
Miscellaneous itemized expenses OR contingency for requests under \$10,000	Maximum of 10% of the total project cost

A contingency can be used to cover unforeseen increases to the approved costs in the budget that follow the grant eligibility, the Gwaii Trust General Grant Guidelines, and the Gwaii Trust Standard Rates.

Gwaii Trust Standard Rates are the estimated price of a product or service. When standard rates are used in an application's budget, 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.

When grantees are 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 as demonstrated by the receipt, up to the maximum amount of the standard rate.