



Instructions to access funds

First funding request:

1. Submit the Funding Terms and Conditions Follow Up in the grant management system.
2. Any missing supporting documents, including cost quotes and verification of the other funding sources must be uploaded into this form.
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. If your project has started and you would like to request the 20% advance, you can do so in this form.
5. This form needs to be submitted by an authorized signor. If that isn't you, please add them as a Collaborator to your request. [Click here for a tutorial](#)

Second/third/fourth funding request:

1. Submit a Claim Follow Up in the grant management system.
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 ([found here](#)) 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 a Claim Follow Up and a Final Evaluation Follow Up in the grant management system.
2. Upload your final claim form and any outstanding invoices/receipts and payment confirmations to the Claim Follow Up.
3. You must provide receipts for the total project cost, not just the portion of the project funded by the Gwaii Trust Society.
4. Confirm the completion of your project and achievement of all deliverables outlined in your application.
5. Complete the Final Evaluation Follow Up and submit four photos of the project.

Note: Projects that have exceeded their maximum project length (one year from the decision date for all grants except for Major Contributions, which has a two-year completion window), and/or no longer meet Board approval criteria, are at risk of being decommitted, with any remaining funds reverting to the Gwaii Trust. If your project changes or you require an extension, please contact your Project Officer, as soon as possible.

If you require assistance, please contact your Project Officer for assistance.