

Gwaii Trust Society

APPLICATION VISUAL GUIDE



1.

VIEW LIST OF GRANTS

Check out the full list of Gwaii Trust's grants by visiting gwaitrust.com/grants. You will also see which intakes are currently open and which are closed.



2.

REVIEW GRANT GUIDELINES

On each grant page you will find a copy of the Application Guidelines. This document includes information such as eligible/ineligible uses, a grant requirement checklist, and sample application questions.



3.

GO TO GRANT MANAGEMENT SYSTEM

To apply for a grant, you will need to create an account on our grant management system. To access the GMS click the Apply Now button on any grant page. Once registered, select Apply in the red bar at the top of your screen.



4.

SUBMIT APPLICATION ONLINE

You will need to answer several questions relating to your project, upload a project budget and provide other supporting documents. You can save your application as many times as you need but remember to submit it by the deadline!



5.

APPLICATION REVIEWED BY PROJECT OFFICER

Our Project Officer reviews all applications for completeness. If additional information is required to complete your application, they will add administrator comments to your application and notify you to revise and resubmit.



6.

REVISION PERIOD (IF NEEDED)

If needed, a short window of time (usually a few days) will be provided to allow you to make any necessary changes to your application. Make sure to resubmit your application by the new deadline!



7.

BOARD REVIEWS APPLICATION

The Gwaii Trust Board of Directors will review complete applications to make final funding decisions using a consensus model (decisions are unanimous).



8.

APPLICANT NOTIFIED OF DECISION

The Project Officer will contact you to share the outcome of the funding decision.