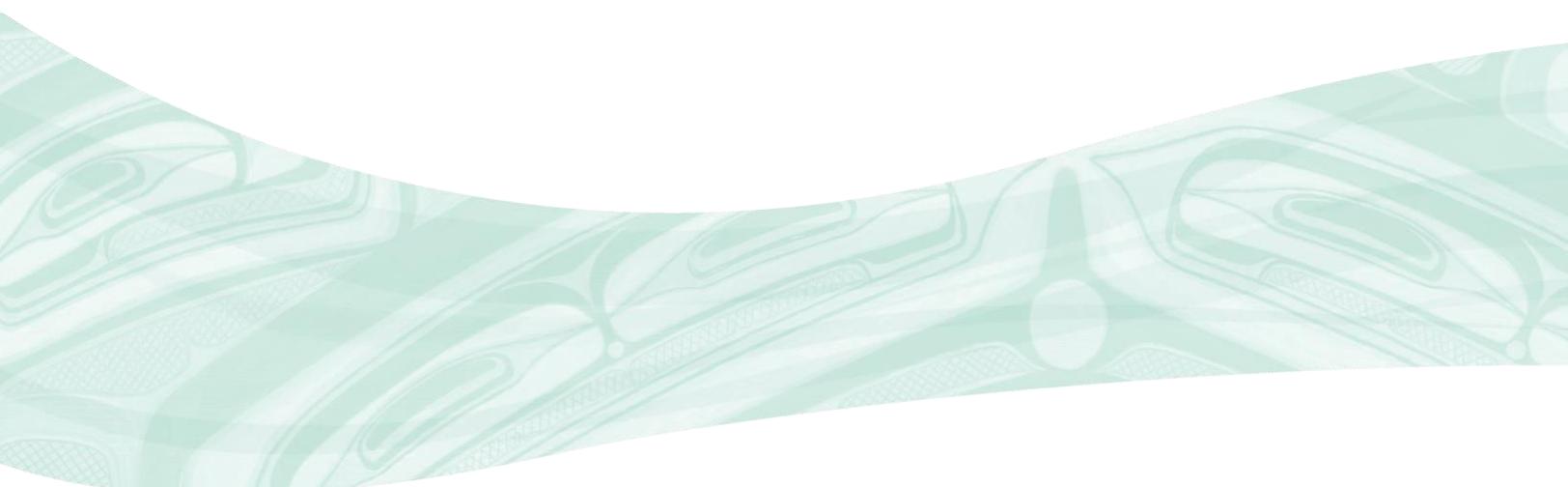


Community Innovation Grant Application Guide



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. While a wide variety of projects are eligible for funding, key priorities for this grant are job creation, health and wellness, and education and training.

Who can apply?

- Local non-profit organizations
- Local governments

Organizations or individuals with overdue grant reporting where an extension has not been approved are not eligible to apply until reporting is complete.

How much money is available?

- Equity requirement:
 - Non-profit organizations 25%
 - Local governments 50%
- Maximum funding for an organization is \$10,000 per year

Application deadline

- Applications must be received by February 1, April 1, June 1, September 1, November 1 at 11:59 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

- Priority will be given to projects that support health and wellness, job creation and education and training.
- Other eligible uses include support for projects that focus on language, the environment, infrastructure needs, emergency preparedness or technology.
- Temporary jobs that create internships, mentorships, summer student positions, and work experience leading to future employment or professional development for Haida Gwaii Residents. Organizations that apply for temporary jobs may apply year after year to Community Innovation
- Other innovative ideas are welcome.

Ineligible uses of the grant

- Core funding.
- Expenses incurred prior to approval.

- Applications for temporary jobs that seek to support previously staffed positions, existing positions, or that relieve government or primarily government funded organizations of their responsibilities.
- 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.

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. The Gwaii Trust staff may request additional information to support the application.

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.

Assessment criteria

Eligible applications will be subject to a competitive review and assessment process. Eligible applications will be assessed based on the following criteria: alignment with the strategic priorities of the fund, local spend, funds leveraging, and the merit and need of the project. Alignment with assessment components does not guarantee that a project will be funded.

Funding acknowledgements

Successful applicants should acknowledge the support of Gwaii Trust in all materials produced in relation to the funded project. Approved logos are available at <https://gwaiitrust.com/about/logos-recognition/>

Reporting requirements

If the project is approved, the applicant will receive a funding agreement that sets out the terms of the funding and the reporting requirements. This agreement must be signed by an authorized signor.

Grant recipients will be required to complete financial claims that detail the project expenditures. You will need to submit the following documents:

- A completed claim form
- Receipts or invoices for the Gwaii Trust funded activities
- Payment confirmations for the Gwaii Trust funded activities
- A budget to actual spreadsheet

Grants recipients will also be expected to submit a final evaluation detailing:

- What activities they did
- What results were achieved
- What went well in the project
- What were the challenges of the project
- Number of project participants
- And any other feedback grant recipients would like to provide to Gwaii Trust

The claims and final evaluation must be completed and submitted by the deadline on Gwaii Trust's grant management system:

<https://www.grantinterface.com/Home/Logon?urlkey=gwaiitrust>

We suggest that recipients begin working on reporting prior to the project completion and submit as soon as the project is complete.

General grant guidelines

- Applications will be adjudicated based on the information entered in the application form in our grant management system.
- Organizations or individuals with overdue grant reporting where an extension has not been approved are not eligible to apply until reporting is complete.
- 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. The purpose of the Gwaii Trust Society is to carry out activities beneficial to the communities of Haida Gwaii. From the list below, please select the Society purpose(s) that your project will support.
7. Please select the category that best reflects the focus of your project.
8. Is your project leveraging other funds?
9. Will a significant portion of project funds be spent locally?
10. Will this project fund the use of local labour?
11. Upload a balanced budget.
12. Upload supporting quotes.
13. Upload documentation of other project funding if available.

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>Gwail Trust will not advance any project funds until all sources of funding are confirmed</i>	
Gwail 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 Gwail Trust standard rate</i>	<i>List the funding source that will pay for each budget line. If nothing is written, Gwail 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 Gwail Trust ask and the total project cost on your application before submitting.*

Gwaii Trust Standard Rates

Updated November 23rd, 2023

Item	Standard Rate
Volunteer time	\$30 an hour
Airfare return	\$1000 Vancouver
	\$1,300 anywhere in British Columbia
Venue rental	\$300 per day
Hotel	\$250 per night
Staying with a friend	\$50 per night
Mileage (Gov of Canada - Automobile Allowance Rates)	\$.68 per kilometer
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 (National Joint Council - Meal Allowances)	\$25 breakfast
	\$25 lunch
	\$60 dinner
Meeting coffee & snacks	\$15 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 project costs

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.

