

# Community Events Grant Application Guide



# Community Events

The Community Events Grant provides up to \$6,000 annually to each identified Gwaii Trust Community for public events. The purpose of the grant is to help support open and accessible community events for the residents of Haida Gwaii.

## Who can apply?

- Local governments
- Non-profit organizations

Organizations 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?

- Up to \$6,000 per Gwaii Trust Community including:
  - Area 'E' (Sandspit, including South Moosby)
  - Graham Island Central (Port Clements and Tlell)
  - Graham Island North (Masset and Tow Hill)
  - Old Massett Village Council
  - Skidegate Band Council
  - Graham Island South (Daajing Giids, Lawn Hill & Miller Creek)
  - Council of the Haida Nation
- Equity requirement 0%

## Application deadline

- Applications will be accepted throughout the year until December 1<sup>st</sup> at 11:59 pm

## Eligible uses of the grant

- This grant may be applied for and used at the discretion of the individual community governance applicants.
- Projects must be of general benefit to community members.
- Partnerships and communication within the communities are encouraged, particularly for communities that host more than one annual event.
- Non-profit organizations may apply with a complete application.
- Applications must be submitted in one application per year.

## Ineligible uses of the grant

- Core funding
- Expenses incurred prior to approval
- 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.

**Approval process**

Funding decisions usually take up to three weeks; applications should be received at least three weeks before the project is planned to start. Decisions are made by staff according to Board policy.

**Grant requirements checklist**

A budget template is located at the bottom of this document or can be downloaded from our webpage.

1. A completed application
2. A balanced budget
3. A letter of approval from the local Gwaii Trust director
4. There is no equity requirement
5. Quotes are not needed, unless requested by Gwaii Trust staff
6. The Gwaii Trust staff may request additional information to support the application

**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

Grant 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: [www.grantinterface.com/Home/Logon?urlkey=gwaiitrust](http://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.

**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 [gwaiitrust.com/about/logos-recognition](http://gwaiitrust.com/about/logos-recognition).

**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.

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

### **Project payments**

Project payments will follow the Gwaii Trust Funding Terms and Conditions Document with the following adjustments:

- The project payments can be made as follows:
  - 50% project advance upon request.
  - 100% project payment upon completion and final claim.
- Receipts are required for all project expenses.

### **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
- Project start date
- Project completion date
- Gwaii Trust ask
- Total project cost

#### General Questions and Supporting Materials

1. Provide a project summary
2. What will be the results from this project?
3. Why is this project needed?
4. What will be the benefit(s) from the project?
5. Provide the name, date, and brief description of what event(s) this grant will support.
6. How many people will directly benefit from the project and who are they?
7. Describe your safety plan to prevent the spread of COVID-19 during the delivery of your project.
8. 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.
9. Upload a balanced budget.
10. Upload a letter of support from the local community government.
11. Upload a letter of approval from the local Gwaii Trust director.
12. Upload additional supporting documents as needed.

### **Questions?**

pam.hill@gwaiitrust.com

<p align="center"><b>Insert project name</b></p> <p align="center">Insert name of applicant</p> <p align="center">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				
<b>Total funding</b>	-			
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>	
<b>Total expenses</b>	-			
<b>Difference</b>	-			

*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 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 - Auotmobile 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
<i>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.</i>	
<i>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.</i>	
<i>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.</i>	