



## Village of Telkwa Grant Writing Services Application

The Village of Telkwa employs a Grant Writer that can assist non-profit charitable organizations in the following areas:

- Identifying Funding Sources
- Reviewing Proposals
- Planning Projects
- Writing Grant Applications

Your non-profit organization can request assistance by completing this form and returning it to the Village office by email to [info@telkwa.ca](mailto:info@telkwa.ca), by mail at PO Box 220, Telkwa, BC, V0J 2X0, or in person at 1415 Hankin Ave, Telkwa, BC.

### CONTACT INFORMATION:

Name of Organization:		
Physical Address:		
Mailing Address:		
Primary Contact: First Name	Last Name	Position
Phone No.	Cell No.	Email
Alternate Contact: First Name	Last Name	Position
Phone No.	Cell No.	Email

### ASSISTANCE REQUESTED:

<input type="checkbox"/> Identifying Funding Sources	<input type="checkbox"/> Developing a Project Plan	<input type="checkbox"/> Writing Grant Applications
<input type="checkbox"/> Reviewing Proposals	<input type="checkbox"/> Other (please specify):	

### HELP US UNDERSTAND YOUR ORGANIZATION:

Legal status (please attach proof of legal status):		
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Charity	<input type="checkbox"/> Other (Please specify)
Society area of interest (select all that apply):		
<input type="checkbox"/> Sports and Recreation	<input type="checkbox"/> Education	<input type="checkbox"/> Arts & Culture
<input type="checkbox"/> Community Safety & Awareness	<input type="checkbox"/> Seniors	<input type="checkbox"/> Children & Youth
<input type="checkbox"/> Environmental	<input type="checkbox"/> Health & Wellness	
<input type="checkbox"/> Other (please specify)		
When does your organization typically meet?		
<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Quarterly		
<input type="checkbox"/> Other (please specify)		
When does your organization's fiscal year end (mm/dd/yyyy):		



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**TELL US ABOUT YOUR PROJECT:** *(Please attach any additional information and letters of support)*

Project Title:

Funding Timeline:

Project Description:

Estimated Project Cost:

Amount of Funding Needed:



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**ATTACHMENT CHECKLIST:**

<input type="checkbox"/> Last Annual BC Societies Report	<input type="checkbox"/> Current Funding Sources and Confirmation
<input type="checkbox"/> Letter(s) of Support	<input type="checkbox"/> Annual Budget
<input type="checkbox"/> Additional Comments	<input type="checkbox"/> Mandate, Mission Statement, and/or Constitution
<input type="checkbox"/> Most recent year-end financial statements ( <i>income and balance sheet</i> )	<input type="checkbox"/> A copy of your board meeting minutes, or your strategic plan, showing your organization's priority projects
<input type="checkbox"/> Organization Priorities ( <i>minutes/strategic plan, etc.</i> )	<input type="checkbox"/> Other applicable documents

**Village of Telkwa assistance includes:**

- Identifying funding sources
- Seek Council approval to source funding
- Write funding application with information provided by the community group
- Submit funding application to the community group for review before submitting to the funding organization
- Submit funding application to the funding organization once authorized by the community group
- Keep organization updated on the status of the application

*NOTE: The Village of Telkwa is not responsible for project overruns and makes no commitment or guarantee to course additional funds.*

**Community Group Responsibility**

- Request support by completing this Application Form and submitting to the Village of Telkwa
- Provide all necessary information, quotations, and attachments in a timely manner to allow for the completion of the funding application by the deadline
- All information must be up-to-date, accurate, and truthful
- Keep the Village of Telkwa updated in writing on the status of submitted grant application and the status of your project
- Complete all reporting requirements for the funding organization as required
- Agree to utilize funding only for their initial purposes
- Understand it is very difficult to seek funding sources if the project is already started or complete.

**APPLICANT SIGNATURE**

I have read the above information and wish to request support from the Village of Telkwa on behalf of my organization.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name