

Instructions

Nechako-Kitamaat Development Fund Society Application Form

Before submitting an application, please complete the "initial project concept" form at <http://www.nkdf.org/how-to-apply/application-forms> to determine if the project is eligible to apply for funding. After receiving your initial project concept, we will respond within three business days. If we indicate the project is eligible to apply for NKDF funding, please complete the "Application Form" and submit it along with all attachments to manager@nkdf.org. Application deadlines are posted at <http://www.nkdf.org/how-to-apply/application-deadlines>

We recommend using the free Adobe software to complete this form.
<https://get.adobe.com/reader/>

If completing on an iPad an ISO 12.0 or later is required. If you encounter difficulties, the Adobe Fill and Sign app is an option.

Download and save the form to your computer. **Important:** In order to enter and save information into the .pdf form, the document **must be downloaded and saved to your computer prior to entering any information.**

We recommend downloading and saving the document, entering a small amount of text and then saving. Close the document and reopen in order to ensure the document is saved with your text and working properly.

Tip: When filling in the budget tables, enter amounts as numbers only, with no dollar signs and no commas (these will be entered automatically).

The total of each table will calculate automatically.

If you encounter any difficulties entering or saving information into the form, please contact us for assistance manager@nkdf.org or call us at 250-964-4066.

Please email completed forms and all attachments and supporting documents to manager@nkdf.org

For application deadlines see <http://www.nkdf.org/how-to-apply/application-deadlines>

NECHAKO-KITAMAAT DEVELOPMENT FUND SOCIETY GRANT APPLICATION

Applicant Name

Organization Type

Incorporated Non-Profit Society

Local Government

First Nations

Mailing Address	Society Incorporation Number (if applicable)
Email	Society President, Mayor or Chief
Phone	

Primary Application Contact (Name)	Position/Title
Email	Phone

Project Title	
Total Project Value	Total Request of NKDF

Please note NKDF provides up to a maximum of 50% of an eligible project budget.

Geographical Eligibility (Where is the organization making the application located?)

Kitamaat Village	Cheslatta Carrier Nation	Southside
Nee Tahi Buhn Band	Skin Tyee Band	Village of Burns Lake
Burns Lake Band	Stellat'en First Nation	Village of Fraser Lake
Nadleh Whut'en Band	Fort Fraser	Saik'uz First Nation
District of Vanderhoof	Lake Babine Nation (Woyenne)	

Type of Project (Select the one category that best describes your project)

- | | |
|-------------------|-----------------------|
| Infrastructure | Planning and Research |
| Human Development | Marketing |

Is this a Regional project? *Regional projects are those that represent a partnership between two or more eligible organizations and benefit two or more eligible communities.*

- Yes No

If you answered yes above please provide a brief summary identifying the organizations, how the organizations plan to work together and how the project will benefit each organization and region.

Project Summary Provide an overview of the project.

Project Goal In one or two sentences, describe what this project is designed to achieve. The goal should identify an important feature of the community that the project will improve. (For example, the project could be designed to increase employment, enhance community safety, improve access to health care, provide a better space for community gatherings, attract more visitors, attract or retain residents, or many other possibilities).

Deliverables and Work Plan

Outline the proposed work plan for the project, including clearly defined tasks, deliverables, timeframes and anticipated start date.

Organization and Background

Describe your organization, how long it has been operating, its mission, activities and accomplishments.

Project Benefits

Anticipated Job Creation

A. Does completing the project create **temporary employment**? Examples include construction jobs, special contractors or consultants, or anyone hired temporarily to implement the project. Complete the following:

Job Type	Number of People	Average Hours per week	Total weeks of employment
Total:			

B. Once completed, will the project create increased economic activity that supports **long-term employment** in your organization or another organization connected to the project?

Note: The long-term impact might include new jobs, or it might help retain existing jobs that would be lost without the project. Both new and retained jobs can be counted in the table below.

Job Type	Number of People	Average Hours per week	Total months of employment per year
Total:			

C. Do you anticipate the project having a **positive long-term impact on employment** in the rest of the community or region? Please describe, even if you do not know the exact numbers.

Business Competitiveness

Projects that increase business competitiveness strengthen the overall ability of the local business community to compete in the marketplace by providing necessary tools and resources required to conduct business, such as, but not limited to, connectivity, expansion of markets and distribution networks, expand ability of local producers, job training and workshops for business owners.

NOTE: grants cannot be provided directly to the private sector and cannot be used as subsidy to businesses.

Does the project strengthen the overall ability of the local business community to compete in the marketplace? If yes, please describe how the project strengthens the overall ability of the local business community to compete in the marketplace.

Community Development

Projects under this category enhance community cohesion, recreational amenities and health and social services. They create critical building blocks for community stability. Community Development projects may include, but are not limited to, ways to improve community services and amenities and their utilization by the community, encourage a shared community vision, develop community infrastructure, and any other activities that make the community a more attractive place to live and visit, which helps attract residents and investment.

If yes, Please describe how the project contributes to community development.

Social Benefits

Does the project provide social benefits?

Yes No

If yes, what type of social benefits? Please check all that apply.

Public Safety Recreation
Sense of Community Quality of Life

Are the project's benefits targeted to any specific group? Please check all that apply.

First Nations on reserve First Nations off reserve
Youth Seniors Membership Group
General Public (Tourists) Entire Community (Residents)

Measuring the Impact

Are there any other statistics that would show the before and after impact of the project? In other words, referring to your Project Goal, is there a way to measure the project's positive impact? Possible examples include the number of visitors or customers, total sales, total harvest, new residents, total students, or anything similar that is being measured. Provide the current value of this measure.

Has any project work already begun?

Yes No

Will any project work begin in the next six weeks?

Yes No

Sustainability

Clearly explain how the benefits of the project will be realized and sustained into the future. For example, if the project is for a marketing plan how will the plan be implemented? If the project is for new recreational infrastructure how will it be marketed to potential users? If the project includes infrastructure, which organization and/or people will be responsible for ongoing operational and maintenance costs.

Recognition

Describe how you will provide public recognition of NKDF's contribution, if approved.

Timing of NKDF Funding

At what stage is the project funding (not including NKDF funding, but including in-kind):

50% or less of the project funding is already secured and/or approved

51%-75% of the project funding is already secured and/or approved

76% to 100% of the project funding is already secured and/or confirmed

Budget

Provide a detailed breakdown of project expenditures.

Item	Cost (excluding GST)	Source (Quote/Vendor name)	*Quote Attached	
			Yes	No
Total Project Costs				

**Quotes must outline the proposed scope of work, the vendor, and costs.*

Clearly state the amount of funding you are requesting from the NKDF Society. Indicate the amount requested, secured or that you intend to request from other funders. Total project income must match total project costs.

Funding Organization	Amount	Confirmed or Pending?		Cash or In-Kind?	
		Confirmed	Pending	Cash	In-Kind
Total Project Income					

Alignment with Long-Term Economic Development Goals

Explain how this project aligns with long-term economic development goals. *Supporting proof may include, but is not limited to, excerpts from public speeches, media excerpts, community plans, evidence of activities being undertaken in the community.*

Letters of Support

Organization	Letter Attached Yes

Additional Attachments Required. *Check all documents that are attached*

For applications from a local or First Nations Government:

Resolution of Support

For applications from non-profit Societies:

Certificate of Incorporation

Complete list of current Board of Directors

Most recent financial statements

Optional Attachments *Check all documents that are attached*

Alignment with long-term economic development goals (excerpts public speeches, media excerpts, community plans, activities being undertaken in the community)

Proof of confirmed funding

Relevant photos, maps, proof of ownership (properties)

Supporting research or planning documents (feasibility, business plan, reports)

Inspection report (for building upgrades)

Photos

Other