

GWAII TRUST
Special Initiatives in Education Projects
APPLICATION FORM

I - General Information

1. Legal Name of Applicant: _____
Contact Name: _____
Mailing Address: _____

Phone _____ - _____ Fax _____ - _____ Email _____

II - Project Information

2. Project Name: _____
3. Project Description: _____

4. Location of Project: _____
5. Estimated Project Costs: _____ Source of Funds: _____

TOTAL: _____ TOTAL: _____
6. Amount Requested from Gwaii Trust: _____
7. Have you applied for funding from other sources? _____
8. Project Start Date: _____ Project Completion Date: _____

III - Certification:

"I/We certify that the information contained in this application and attached proposal are correct and complete at the date of this submission".

(Signature of Applicant)

(Signature of Applicant)

(Date)

Application Instructions:

1. **Legal Name of Applicant:** The name of the applicant, with the mailing address, postal code, contact person, phone and fax numbers. If this is a joint application, please provide names of other applicants.
2. **Project Name** - The name that will be used to identify the project.
3. **Project Description** - A brief description of the project.
4. **Location of Project** - A description by lot, street address or geographical location.
5. **Estimated Project Costs/Source of Funds** - The total costs related to the project. Source of funds - identify where the funding will be accessed for this project.
6. **Total Request** - State amount you are requesting from Gwaii Trust.
7. **Other Funding** - Indicate whether funding has been requested from other sources (Government).
8. **Project Dates** - The date that the first costs related to the project will occur and the Completion Date, the date when the final costs for the project are incurred, and project is completed.

APPLICATION FORM MUST BE SIGNED AND DATED.

Proposal Instructions:

1. Please provide a detailed proposal that contains the following information.
2. Project description, indicating community benefit.
3. Statement of purpose, why are you proposing this project?
4. Description management structure, identify key people.
5. Confirm project costs and source of funds (confirm applicants equity).
 - a. Honoraria/Facilitator/Consultant fees are eligible up to \$500.00/day maximum.
6. Provide cash flow forecast with specific timeline.
7. Explain 'in-house' bookkeeping and accounting.
8. Explain attempt to secure other funding from government or private agencies (approved or declined).
9. Explain how your project meets the Constitutional goals and objectives of the Gwaii Trust.
10. Confirm that operational and maintenance funds exist once the project is completed.
11. Provide support documentation, current cost quotations, current letters of support, etc.
12. Describe your evaluation process, how will you determine the success of our project and indicate your willingness to have Gwaii Trust site visits.