

## Grant Writer Assistance Program Information

The Grant Writer Assistance Program is a one-year pilot program produced by the Prince George Community Foundation and supported by the City of Prince George and Northern Development Initiative Trust. This program intends to support a diverse cross-section of charitable organizations in their grant-seeking efforts.

### What does this program provide?

The Prince George Community Foundation is pleased to offer an experienced grants professional to assist charitable organizations and not-for-profits in applying for funding. The grant writer can support organizations in applying for local, provincial, and federal funding opportunities.

The grant writer will accept applications for support quarterly:

Fall Intake: August 21 - September 13, 2024 at 11:59 p.m. PST

Winter Intake: November 20 - December 13, 2024 at 11:59 p.m. PST

Spring Intake: TBD

The grant writer can assist in any or all of the following:

- Grant-readiness assessment
- Identify funding sources
- Review and edit grant applications
- Plan your projects to ensure they are eligible for funding
- Write applications based on information provided

The Grant Writer Assistance program supports you in preparing polished and complete proposals and applications; however, **it offers no guarantee that funding applications will be approved.**

### Eligibility and Criteria

To be eligible for this program, you must meet all of the following:

- Be a registered charity or registered not-for-profit society in good standing or a qualified Indigenous governing body [registered with the CRA](#)
- Not be applying on behalf of an individual or a for-profit business
- Not be requesting support for an application that is due within 3 weeks
- Only be requesting support for a project located in the Prince George area

Evaluation criteria include:

- Organization's demonstrated need
- Demonstrated financial need
- The potential benefits of your project to our community

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Not all eligible organizations will be selected. Due to capacity and resource limitations, up to four organizations per quarter will be accepted. Only one project per organization will be allowed; however, the organization may utilize grant writer support for multiple applications for that project. Support will be provided for a maximum of 3 months per organization.

**Please note: Because this is a pilot program, there may be additional restrictions or flexibility introduced at the discretion of the grant writer.**

### Application Process

**Step 1.** Gather the information requested on the application form.

**Step 2.** Submit your application through the portal on our website.

**Step 3.** We will review all applications. A brief follow-up phone call may be included in our review process.

**Step 4.** If your organization is approved, we will send you a grant writing services agreement.

**Step 5.** Sign the grant writing services agreement and submit it via our website portal.

**Step 6.** The grant writer will contact you to set up a first meeting.

**Step 7.** The grant writer will support you with a maximum of one project for up to 3 months.

Applications will be accepted for the Fall intake from August 21 to September 13, 2024, at 11:59 pm PST; for the Winter intake November 20 to December 13, 2024, at 11:59 p.m. PST, and date for the Spring intake is to be determined. Applications will be accepted on our [website](#).

**For support on the application process, including accessibility and accommodations, please contact [grants@pgcf.ca](mailto:grants@pgcf.ca)**