



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-042

From: Crystal Brown, Electoral Area Manager

Date: November 25, 2021

Subject: PRRD Grant Writer Services

RECOMMENDATION #1:

That the Electoral Area Directors Committee recommend that the Regional Board authorize a contract extension for Contract 42-2020 'Grant Writer Services' with Clear Course Consulting Limited for an additional one year term, starting March 1, 2022, and ending on February 28, 2023, for an amount not to exceed \$85,050 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the PRRD.

RECOMMENDATION #2:

That the Electoral Area Directors Committee recommend that the Regional Board submit a grant application to the Northern Development Initiative Trust Grant Writing Support program for a grant of up to \$8000 that, if successful, will be used to offset the cost of a PRRD Grant Writer.

BACKGROUND/RATIONALE:

Grant writer services are provided by Clear Course Consulting Limited through the PRRD Grant Writer Services Contract No. 42-2020. The contract's completion date is February 28, 2022 with the option to extend for an additional one year. Between March 1, 2021 and October 31, 2021 the Grant Writers have submitted the following grants:

Year	Total Value of Funds Requested	Dollar Value of Successful Grants
2021	\$1,092,099	\$293,654

In addition to the community grant applications, the Grant Writers have also been working on various grant writing related administrative tasks, and working with PRRD staff on a number of internal grant requests, including the Chetwynd Library and Kelly Lake Community Center. The following information is detailed analysis of the work completed to date.

Administration

- Work Plan/Project Charter
- Write content for PRRD website – Grant Writer Services page
- Community Groups and Contact List
- PRRD grant database - ongoing task

- Grant Writer Services Information Session: 2
- Grant Writer Services Recording: 1
- Grant Writer Services Program Guidelines
- Community Group Intake Form
- Service Survey
- Third-party Communications List
- Monthly e-newsletters: 7 - ongoing task
- Complete RBAC grant scans as needed - ongoing task
- Met with industry funders: Shell, Petronas and TC Energy to learn about local funding

Work with Community Groups

- Community Groups in contact with: 22
- Project development/consultation: 27
- Grants Written: 10
- Grants drafted but not submitted: 1 (due to COVID restrictions, project could not proceed)
- Total funding applied for: \$1,092,099
- Total funding secured: \$293,654
- Total funding pending: \$786,445
- Total funding denied: \$12,000 (oversubscribed)
- Worked with one school Parent Advisory Council to provide tools for project implementation
- Completed RETScreen Analysis for one community group to support funding application

Ongoing Work

- Assisting Dawson Creek Sportsman Club in obtaining charitable status (still underway)
- Working with Northern Environmental Action Team to host agricultural grant writing series and compile a list of supports (grant, loans, and programs) for January 2022
- Working with District of Chetwynd Public Library in mapping past, current, and future programming and finding appropriate funding fits, as well as grants for upcoming needs for new building

NDIT Grant Writer Support Program

The Northern Development Initiative Trust (NDIT) Grant Writing Support program provides annual funding for a grant writing position to eligible local governments and First Nations located in the NDIT service region. NDIT will provide up to \$8,000 to a maximum 76% of eligible grant writer wages each calendar year. Eligible Grant Writer positions must spend a minimum of 400 hours on grant writing services, and apply for a minimum of \$200,000 worth of grant funding.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The annual value of the Grant Writer Services Contract No. 42-2020 is a maximum of \$85,050 (excluding taxes) and is funded through F120 Legislative Electoral Areas.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.