



## **WETZIN'KWA COMMUNITY GRANT APPLICATION - INSTRUCTIONS**

### **Grant Eligibility**

*In order to qualify, proposals must be for activities carried out in the Moricetown, Smithers and Telkwa area by a not-for-profit organization **or** registered charity. All projects must be secular in nature and should not have proposed term greater than one year. A maximum of \$10,000 may be requested for each proposal.*

*To facilitate the efficient review of applications and eliminate the amount of paper required in the process, Wetzin'kwa Community Forest Corp. requires that all Community Grant Program applications to be submitted in an electronic/digital format.*

*Suitable proposal categories include, but are not limited to, the following;*

- Arts & Culture
- Recreation
- Community Economic Development
- Social Services
- Environment, Conservation & Natural Resource Management

### **Filling in the Grant Application**

#### **Introduction:**

*The Grant Application Form, which can be downloaded separately from [Wetzinkwa.ca](http://Wetzinkwa.ca), is a fillable Microsoft Word Form.*

#### **Steps:**

1. *You will note that the form is protected to maintain the integrity of its format and content.*
2. *Save the form to your computer and use it directly through Microsoft Word, do not fill out the forms within your internet browser.*
3. *When you open the file you will be prompted for a password - simply click "read only" and the file will open in a format that only allows certain boxes in the table to be edited. The boxes requiring input will show as a dark grey rectangle with one to five dots in it.*
4. *Begin typing directly into that box*
5. *To move to the next box, either press the TAB key once or position your cursor over the box and click. The box should change to a darker shade of grey or black. The shade change indicates that you are ready to type into that box*
6. *To edit a box that you have already typed in, just select the box by placing your cursor over it and click.*
7. *Once you have finished with the form, use the "save as" function to save it. Make sure to save it with a new file name.*
8. *If you want to go back to the form you have saved to do some more edits you will be prompted for a password - again - just click "read only". When you have finished editing the form use the "save as" function to save the file and select a new name (e.g. *our-charity-1.doc*, *our-charity-2.doc* and so on.)*

**Once the application form has been completed, please submit electronically  
(as an email attachment) to [general@wetzinkwa.ca](mailto:general@wetzinkwa.ca)**