

## Specific Guidance for Applications to the *Women in Trades & Technology Stream*

*These instructions are intended to help you write your proposal. The committee relies solely on your answers to each section when making their decisions, so please be as specific as possible. Your proposal will be evaluated on how clearly you describe your program and how well the committee can understand what you intend to do. Incomplete applications will not be considered.*

### IF YOU HAVE QUESTIONS...

Contact us: 416-365-1444 or 1-866-293-4483  
Karen Campbell ext. 253 or [kcampbell@canadianwomen.org](mailto:kcampbell@canadianwomen.org)  
Rifka Khalilieh ext. 223 [rkhalilieh@canadianwomen.org](mailto:rkhalilieh@canadianwomen.org)

|   |   |
|---|---|
| Application Steps .....   | 2 |
| Organization Overview Advice .....  | 3 |
| Program Description Advice .....  | 4 |
| Guidance on narrative questions about your program and organization: .....                          | 5 |
| Guidance on narrative questions specific to <i>Women in Trades &amp; Technology</i> programs: ..... | 6 |
| Partnerships & Demonstration of Support .....   | 8 |
| Evaluation .....  | 8 |
| Project Budget Form Instructions .....  | 9 |

# Economic Development Multi-Year Grants



## Application Steps

### STEP ONE: READ ALL SUPPORTING DOCUMENTS

In addition to this document, you can access our grant guidelines and FAQs on the Canadian Women's Foundation website ([www.CanadianWomen.org](http://www.CanadianWomen.org)).

### STEP TWO: ACCESS THE ONLINE APPLICATION SYSTEM

Applications for Canadian Women's Foundation grants are administered through an online platform called IGAM, [which you can access here](#). You will be required to create an account to use this platform using your email address.

### STEP THREE: COMPLETE THE ORGANIZATION OVERVIEW

Once you create a login for the online application platform, you will need to complete the Organization Overview. Fill out the information in complete detail and be sure that all information is up-to-date. See [Organization Overview Advice](#) below for detailed information on completing this part of the online application form.

### STEP FOUR: COMPLETE THE PROPOSAL QUESTIONS

The online application will guide you through the proposal questions specific to the grant area you are applying for. We have provided [prompts for each question](#) in the following pages to help guide you to develop complete and effective responses.

Each question has been designated a maximum word count that will be enforced by the online application platform. If you wish, you can copy and paste answers that you compose in a Microsoft Word document so you can check your word count, spelling, and grammar in advance.

### STEP FIVE: COMPLETE THE BUDGET

Download the excel spreadsheet from the online application platform (IGAM). There are two Excel forms - one for expenses and one for revenues. You must fill in both. Your **budget must balance**, which means that your expenses and your revenues must be equal.

# Economic Development Multi-Year Grants



You do not need to outline the budget for the whole organization or all of your programs— please only include the budget for your proposed program. See [Project Budget Form Instructions](#) below for support on completing the required budget forms.

## STEP SIX: UPLOAD ADDITIONAL DOCUMENTS REQUIRED

Upload the most up-to-date versions of each of the required documents listed below (in PDF versions only). If your organization only has hard copy versions of these documents, you will have to scan them into electronic files for uploading. *We will not accept hard copy versions.*

- + Project budget form
- + Organizational budget overview (current financial year)
- + Audited financial statement (most recent)
- + Annual Report (most recent)
- + Policy on diversity / anti-racism
- + Current board list (names and professional roles only; contact information is not required)
- + Project curriculum or project outline (if available)
- + Letters of support (at least one, three max)

## Organization Overview Advice

- **Organization Information**  
Enter your organization's most current information in each field.
- **Canada Revenue Agency Information**  
Select your organization's category from the drop-down list. If you are unsure about what category you belong to, please contact Rifka Khalilieh at [rkhalilieh@canadianwomen.org](mailto:rkhalilieh@canadianwomen.org).
- **Background Information (on your organization)**  
Enter your organization's most current information in each field.
  - **Organizational Resources**
    - For *Staffing and volunteers*, please include contract and short term employees in the full-time and part-time staffing totals, and practicum students in the volunteer total.

## Economic Development Multi-Year Grants



- For the *Financial Portrait*, please follow the headings from your last financial statement or annual report to fill in these sections. Please also attach your **organizational budget** to the application in the uploads section on the next page.
  - **Deficit / Surplus** - It is important to let us know why you may be carrying a surplus and also reasons for a small or large deficit as well as how you plan to work towards ensuring that that the books are balanced from year to year. This information is crucial in the decision the committee will make.
  - When listing **your organization's top funders**, indicate the area of work (population and service provided) for each.
- **Previous Canadian Women's Foundation grants**  
Please do not include annual shelter donations, if you receive them. List grants in all areas, including Violence Prevention, Girls Fund, Economic Development, and Anti-Trafficking.

### Program Description Advice

- **Following the application questions, please provide:**
  - Name of program
  - Geographic area your program will serve (may be different from the full geographic area your organization serves)
  - Number of individuals who and will benefit from your program
- **Project Description:**
  - Please provide an overview of the program for which you are applying.
  - Please describe the project as if you were writing a paragraph in a brochure for a general audience to give a clear idea of what the work is about.
  - Ask someone who is unfamiliar with your program read your program description to see if they understand the intent of your program.
- **Following the application questions, please provide accurate details on:**
  - How long you have been running this program
  - Total expense budget (must match the budget you upload)
  - Total requested from the Canadian Women's Foundation (must match the budget you upload)
  - Indicate the age group your program serves from the drop-down list
  - Indicate the THREE groups of women your project will serve from the drop-down list

## Economic Development Multi-Year Grants



### Guidance on narrative questions about your program and organization:

| Application Question   | Guidance on your answer   | Word limit |
|--|---|------------|
| Please describe how will you assess participant readiness and suitability for the program? Clearly outline the target population that will participate in the program.   | Your answer should concentrate on your outreach and assessment processes for this program. How will your staff know that a woman is ready to participate successfully in your program? Who is most likely to benefit in your community, and how will you reach them?  | 200        |
| How does your program contribute to the aim of moving women from Stage Two (“Enhancing Employability”) to Stage Three (“Exploring Possibilities”) of the Sustainable Livelihoods Framework?  | Your answer should demonstrate a clear understanding of the Sustainable Livelihoods Framework and its applicability to your work. Your answer should communicate how your program serves to shift women along this continuum. If you have already been running this program, examples that demonstrate its success in moving women from Stage 2 to Stage 3 are welcome. | 200        |
| How will you ensure your program is inclusive and responsive to the needs of the women in your community?  | Consider why this program is important at this time and in this place. You may want to reference internal or external studies, what women have communicated to your organization, needs assessments you have conducted and/or any other background information. Use this question to demonstrate the relevance of your program.   | 150        |
| Who is involved in carrying out your program’s activities? (e.g., staff, elders, mentors, and/or volunteers) What particular skills and experience does each of them bring to the program? How does your organization’s staff and programs reflect the diversity of participants involved? | Please give an overview of the roles played by staff, elders, mentors, and/or volunteers and the experience they need. You do not need to provide staff bios or resumes. Speak to their relationship with the program participants.   | 150        |
| How do you include a gender analysis in planning your approach and activities?   | Gender analysis explores and highlights the relationships of women and men in society and the inequalities in these relationships. Please explain how you will highlight and address underlying gender stereotypical attitudes through activities in your project and provide two examples.   | 150        |

## Economic Development Multi-Year Grants



|  |  |            |
|--|--|------------|
| <p>Does your organization have a diversity / anti-discrimination policy? If yes, how often is it reviewed? Describe one thing that is different as a result of having a diversity/anti-discrimination policy in place.</p> | <p>Tell us about your diversity / anti-discrimination policy and your process of keeping it up-to-date and “alive” in your workplace—how is it carried out in practice? Tell us about something that has changed or that you are working towards in order to ensure this document is relevant.</p> | <p>200</p> |
|--|--|------------|

### Guidance on narrative questions specific to *Women in Trades & Technology* programs:

| Application Question  | Guidance on your answer  | Word limit |
|---|--|------------|
| <p>Please describe your program and the training curriculum, including:</p> <p>(a) A detailed schedule and frequency of activities</p> <p>(b) Description of how skills training will be delivered in terms of in-class training, hands-on workshops, work placements, etc.</p> <p>(c) If applicable, description of how work placements are determined, selected, and monitored.</p> <p>(d) Description of steps that you take to ensure positive work experiences for participants.</p> | <p>Use this question to help the selection committee to understand exactly what you propose to do and how you will roll it out. In reading your answer, they should have a clear understanding of what you intend to do with the funds, should you receive them. If possible, include details about the sessions you intend to run - How many hours per week? What themes will you cover? What is the format of the sessions? How do you select placements if they are part of your program?</p> | <p>300</p> |
| <p>What would you like to achieve with your trades and technology program? Please explain the educational, training, or skill development objectives of the program.</p>  | <p>Use this question to explain your program goals. What benefits will the women who participate derive from their involvement? If you have been running this program already, please include examples of successful outcomes in line with your stated goals.</p>  | <p>200</p> |
| <p>What best practices are reflected in your program? Give examples.</p>  | <p>The selection committee is concerned with ensuring that projects that the Foundation funds are evidence-based and grounded in best practices. Tell us about the best practices that inform your approach or that your organization has developed in the course of your work on women’s economic development programs. Examples are helpful.</p>   | <p>200</p> |

## Economic Development Multi-Year Grants



|   |  |            |
|---|--|------------|
| <p>Why do you think your proposed program and approach is the most effective way to develop meaningful opportunities for women to enter work in skilled trades and technology? Tell us what you know about this model and why you chose it over other types of program delivery. Is this the only program of this type in your geographic area or are there others?</p> | <p>Use this question to provide details about the program model you have selected and why. If you have been running this program already, explain the benefits of this model and any adjustments you have made to it over the years. Tell us what makes this model appropriate for the women you serve.</p>        | <p>250</p> |
| <p>What steps will you take to ensure that program participants are supported in achieving their program-related goals? What, if any, other supports and services will be available to them? How do these supports help the participants to meet their goals?</p>   | <p>The selection committee understands that women with multiple barriers often require additional supports to meet economic development program objectives. Tell us about the wraparound supports your organization provides and how they help women succeed.</p>  | <p>200</p> |
| <p>How long will participants be involved in the program? Are you planning to provide post-program supports (e.g., ongoing networking)?</p>   | <p>The selection committee is interested in ongoing connections with program participants, because they are curious about what potential there might be for a longer-term assessment of the impact of your program. Try to speak to this in your answer.</p>   | <p>150</p> |
| <p>If applicable, are women paid during work placements? If so, what is the average hourly wage?</p>  | <p>From your answer, the selection committee should be confident that all program participants will be compensated fairly for their time and effort. If not applicable to your program, simply leave this answer blank or answer “n/a.”</p>  | <p>150</p> |
| <p>What work is your organization doing to help create conditions that make trades and technology workplaces friendly and healthy for women?</p>  | <p>The selection committee understands that one of the main barriers to women’s employment in trades and technology is sexism and harassment in male-dominated workplaces. Explain how you will equip program participants to deal with this and any work your organization does to change workplace cultures.</p> | <p>200</p> |
| <p>How does this initiative support the transition to formal employment or further training for participants? What opportunities will women be able to consider</p>   | <p>Use this opportunity to help the selection committee to understand the opportunities that will be available to program participants in the workforce upon completion of your</p>  | <p>200</p> |

## Economic Development Multi-Year Grants



|   |   |     |
|---|---|-----|
| after they graduate from the program?   | program. If you have success stories to share from previous years, you can cite examples.   |     |
| After the program is completed, how long do you stay in contact with participants? What types of post program supports do you provide (e.g., ongoing networking)? | The selection committee is interested in ongoing connections with program participants, because they are curious about what potential there might be for a longer-term assessment of the impact of your program. Try to speak to this in your answer. | 150 |

## Partnerships & Demonstration of Support

| Application Question  | Guidance on your answer   | Word limit |
|---|---|------------|
| Are there any other funders or partners involved in this initiative? If yes, what are their contributions to the program or enterprise? Will the Foundation's funds, if awarded, be used to leverage other funds? | It is important for the Foundation to see how these funds may leverage other funders, and that we understand what portion of the project our funding would cover. Please be as clear as possible in this section. | 150        |
| Please list any partners working with you on this project, outlining their role and telling us how you will work together. Please indicate if their participation is confirmed.                                   | List the groups that you are working with to support this project. We recognize that not all of them will be involved to the same extent and not all of them need provide a letter of support.                    | 150        |
| For programs with multiple funders: Please explain how you would adapt / continue to develop your plans if you receive only part of your total budget.  | If you are pursuing other sources of funding for this project, it is important for the Foundation to understand how your project will proceed if those funds are not secured.                                     | 150        |

## Evaluation

Note that the goal of the Foundation's evaluation strategy is to assess how women living in poverty build the assets needed to develop sustainable livelihoods and transition out of poverty. All multi-year economic development grantees will be required to use the Sustainable Livelihoods model as a tool for evaluation.

| Application Question  | Guidance on your answer  | Word limit |
|---|--|------------|
| What participant outcomes and results do you anticipate for the proposed program? Please indicate some of the personal, social, | The selection committee will look for evidence that your program is helping to move women from Stage 2 to Stage 3 of the Sustainable Livelihoods framework. Your | 150        |

## Economic Development Multi-Year Grants



|  |  |     |
|--|--|-----|
| financial, human and physical assets that women will develop as a result of completing the program.  | consideration of the factors required to help women progress along this continuum are relevant and important in answering this question.   |     |
| Have you evaluated this program in the past? If yes, please highlight the outcomes and results of past program evaluations. In what ways have women’s lives changed as a result of participating in your programming? What assets did the women develop? | Use this question to highlight your experience evaluating this program and the insights you have gained as a result. You may consider using examples to demonstrate the findings of your evaluation. | 150 |
| How is monitoring and evaluation incorporated into your program? What participant information are you collecting (demographics, business, financial, life changes, etc.)?  | The selection committee will look for indications that evaluation has been considered as part of your program design. Provide details about what information you plan to collect and why.            | 150 |

### Project Budget Form Instructions

In addition to meeting eligibility requirements and the overall criteria, your proposal will be assessed on a **budget that balances**. A balanced budget should have revenues that equal expenses.

We will also consider your organization’s capacity and expertise in adding value through:

- Providing **in-kind support** in the project budget and resources
- Details on how you will obtain other funds required if the request is for partial support of costs

**Download the excel spreadsheets** from the online application platform. There are **two Excel forms** - one for expenses and one for revenues. Please fill in both.

You do not need to outline the budget for the whole organization or all your programs, just for the program you are applying for. There is a sample provided, linked next to the question on the online application

#### PART 1: EXPENSES

Look closely at the sample provided and how it is laid out. Use the line items provided and add more as needed to give a full account of how money will be spent. Some items will be included in the cash expenses column and some may be covered in-kind by your organization.

## Economic Development Multi-Year Grants



Any amount or service offered pro-bono or as part of a partnership agreement, or as part of your organization's operational base should be listed as an in-kind expense and then **also** be listed in the REVENUES section on **line 5** as an in-kind donation.

### Personnel

Add more rows as needed.

- Direct Program Staff: Give staff titles, number of staff, hours of work per week, hourly rate and percentage of benefits.
- Management/ Administration / Support Staff: Give staff titles, number of staff, hours of work per week, hourly rate and percentage of benefits.
- Consultants and Professional Fees: Estimate consultant fees with hourly rate and number of hours, even if services are pro bono. Indicate what services will be provided by the consultants.

### Direct Program Expenses

- Program Supplies: Estimate supply costs related to program delivery. This could include materials for activities or any curriculum-related supplies.
- Food: Indicate the total cost of food for the duration of the program. When calculating this number, think about the cost per week (multiplied by total number of weeks) and also factor in a buffer amount for special events or food costs for dietary restrictions.
- Equipment: Include the cost of equipment directly related to delivering the program. In most cases this does not include office equipment, unless it is directly needed for the program activities. If office equipment is necessary, calculate a percentage of the total cost of the equipment that will be attributed to this proposed program.
- Promotion/Communication: This includes any promotion or communication costs related to recruitment and outreach of girls (and volunteers or mentors if applicable).
- Travel for Staff/ Travel for participants: This is for local area travel to deliver projects and services within your service area. Explain if it will be used for public transport, for ride sharing services, for taxis or for mileage rates with personal car use. If your organization has an internal policy, use those rates, if not, use Government Treasury Board rates for your province.
- Honoraria: List who the honoraria are for - Elders, volunteers, mentors, participants - and the amount each will receive.
- Child and/or Family Care: Explain how many hours of child or family care will be offered to each participant or outline the costs of providing onsite childcare. This could be offered in-kind or be an additional cash expense.

## Economic Development Multi-Year Grants



- **Other Program Expenses:** If there are additional direct program expenses that do not fall into the categories listed above, please include them here. Please specify the expenses and include a brief statement of why the cost is required for the program

### **Premises / Occupancy**

This can be a portion of the space rental needed for office space or for group meetings. It can be provided in-kind or added as a cash expense to be covered by the program budget.

### **Other**

Ensure that you specify what these 'other' expenses are, adding additional rows if necessary.

## **PART 2: REVENUES**

The revenue breakdown should include all anticipated sources of revenue for this project, including any registration or participant fees, in-kind donations, and administrative costs that will be covered by your organization or another.

Place the amount in the relevant column to indicate whether revenues are confirmed or not, and inform of the anticipated date of confirmation if known, or your best guess if not known.

- **Canadian Women's Foundation**  
Please list the total amount you are requesting from Canadian Women's Foundation.
- **Other foundations**  
If there are other foundations that you have applied to, or that agreed to offer funds to support this project, please list the name of each one and the dollar amount.
- **Corporations / Private**  
Please list corporate, local business or individual gifts. If you are hoping to support this project with a targeted mail-out campaign, please explain and insert expected revenue result.
- **Government**  
Please include any grants, contracts, core or project funding that will be applied to this project.
- **In-kind**  
If there are amounts or services that your organization or another group are offering pro-bono, or that come from your operational base, please list them, and make sure they have been entered in the In-kind column in the expense section of the budget, at the line item that relates to them. In-kind gifts cannot be factored into amount of cash requested.