



ANNUAL GRANTS 2020

INSTRUCTIONS: PROPOSAL QUESTIONS

Please read carefully

These instructions are intended to help you write your proposal. The Annual Grants Advisory Committee relies on your responses to the proposal questions to assess the goals and intent of your work. The prompts provided for each proposal question offers suggestions on the information that would be most helpful for our review purposes, so please be as specific as possible. Review these prompts to gain a stronger sense of how to form complete responses. Your proposal will be evaluated on how clearly you describe your program and how well the committee can assess the alignment with the grant criteria.

For more information on the criteria used to evaluate proposals please see the guidelines.

Please answer all questions in full. ***Incomplete applications will not be considered.***

There are no sample answers provided.

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: <https://canadianwomen.org/grants-annual2020/>

STEP TWO: ACCESS THE ONLINE APPLICATION SYSTEM

Applications for Canadian Women's Foundation grants are administered through an online platform called IGAM. You will be required to create an account to use this platform using your email address.

Use this link to register for the online application portal:
https://www.grantrequest.com/SID_5647?SA=SNA&FID=35068

Once you have registered and logged in, please use the following link to access your application in progress: https://www.grantrequest.com/SID_5647?SA=AM

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.

STEP FOUR: COMPLETE THE PROGRAM SPECIFIC QUESTIONS

The online application will guide you through the program specific questions. 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.

PROGRAM INFORMATION

Proposal Question	Prompts
Please indicate the grant stream you are applying for:	See the types of grants available under this granting area and select the grant whose criteria best fits your program.
Name of Project / Program	Indicate the real or proposed project/program name. This name can be changed at any point.
Geographic area(s) of the project / program.	Indicate the municipality or region of the primary, and where relevant, secondary project location.
Please indicate the type of geographic area(s)	For your project location(s), self-identify if your service area is remote, northern, rural or urban. You must select at least one.
Please indicate the age group your project / program will serve (a maximum of two age groups)	You may select one or two age groups that your project will mainly serve. If your program is open to all ages, select those age groups you anticipate will be the largest cohort.
Please indicate the specific communities (up to 3) that your program / project is serving:	Select only the communities that make up a significant percentage of the program participants.
Total budget for the project / program	This amount should include the total of the amount requested from the Canadian Women's Foundation, other cash and in-kind contributions.
The amount being requested from the Canadian Women's Foundation:	Indicate the cash amount you are seeking from the Foundation to a maximum of \$20,000.
Amount for Access Funds requested	Indicate the cash amount you are seeking from the Foundation in support of eligible access funds, to a maximum of \$3,000.
Project / program description	Provide a summary of your proposed project or program. This information will be used on the Foundation's website if your proposal is approved for funding. Word count: 300
Is the proposed project / program new or existing? If it is an existing program, how long have you been delivering this program?	Provide a brief explanation of whether this program is new, existing or includes an adaptation or expansion (i.e. change) to an existing program. If it is an existing program, indicate what year it was initiated.

PROPOSAL QUESTIONS

DESCRIPTION AND PURPOSE

Proposal Question	Prompts	Word count
What is the identified need that your project / program is seeking to address? Please share data from evaluations, community needs assessments, environmental scans, or increase in demand for services, if applicable.	Why is this specific project/program important at this time and in this place? You can reference internal or external studies, what service users have told your organization, needs assessments you have conducted and background information on the services or gaps in this area, such as evaluations. In this explanation, please show how the proposed intervention is relevant to addressing the needs of the service users you work with.	500
What would you like to achieve with your project/program? Please outline your project's primary objectives.	Define what you will focus on and what are you hoping to change or where you would like to make a difference with this project. Explain how the activities relate to the goal you have chosen.	400
Describe how your project/program aligns with the granting priorities and criteria of this call for proposals and the Canadian Women's Foundation.	Describe how your project/program's activities support the advancement of the Foundation's priorities, as outlined on our website. Explain how your proposed intervention meets all of the criteria outlined, and where some efforts might need to be made.	400

ACTIVITIES AND APPROACH

Proposal Question	Prompts	Word count
Please provide an overview of the project / program and participants, including what activities are planned, number of sessions, number of participants per session, and how many times the program will run over the 12-month period.	Explain the activities the project will undertake. Include the frequency of the project activities, the number of hours per week and the duration. It is important to know what will be done at each part of the project, so please include some of the themes you will address in group sessions, meetings or workshops. Identify who will lead these sessions. What are some initial project set-up or research activities you might need to undertake?	600
How do you plan to make this project / program accessible and inclusive, and address gaps or barriers to participation?	How have service users been involved in planning and development of the project and/or your accessibility and inclusion policies? Give specific examples of how the project has been developed to respond to different participants' needs (age group, learning style, language, ability, culture). Explain how you will recruit and actively engage participants with diverse needs.	400

What steps will you take ensure emotional safety and physical safety for participants, staff and volunteers involved?	Explain how you use different tools such as reference checks, consent forms, liability, waivers, disclosure protocols and referrals. Do you have wraparound services or referral partners for emotional support or counselling where needed?	400
What is your organization's understanding of gender analysis? Describe how you will integrate a gender analysis into your program / project approach and activities.	Gender analysis explores and highlights the relationships between genders 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 give examples of this.	400
Who is involved in carrying out the activities of the project / program? What roles do staff, elders, mentors and/or volunteers play?	Provide a list of those involved (roles, not names) in project implementation, including the expertise they bring. How does their work contribute to meeting your objectives?	400
How will you continue to support participants after completion of this project / program?	Does your organization have other programs or services that participants may be referred to for ongoing support? Are there volunteer or mentorship opportunities available? Indicate any partners involved where you might refer participants for continued service.	400

PARTNERSHIP(S) AND EVALUATION

Proposal Question	Prompts	Word count
Please list the key partners that will be directly involved in this project/ program, outlining their role and how you will work together.	List the groups that you are working with to support this project. Are they providing financial or in-kind support? What expertise do they bring to the project? Letters from your partners confirming their participation are not required at the Letter of Interest stage of the proposal process.	400
How will you evaluate this project / program?	What methods will you employ to evaluate the success of your initiative, when and with whom? Explain how these learnings will be incorporated into program activities.	400

FOR FURTHER ASSISTANCE

If you have any questions about your application, please check the guidelines for program proposal questions, the sample budget and timelines provided, and the FAQ section on our website: <https://canadianwomen.org/grants-annual2020/>

If you have any further questions, please e-mail or telephone:

Phone: 416-365-1444
Toll free: 1-866-293-4483

Fax: 416-365-1745
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