

# LOAN FUNDS

## PROPOSAL QUESTION INSTRUCTIONS

### Please read carefully

These instructions are intended to help you write your proposal. The Annual Violence Prevention 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

Please answer all 11 questions in full. ***Incomplete applications will not be considered.***

There are no sample answers are provided.

### DESCRIPTION AND PURPOSE

Proposal Question	Prompts	Max Words
<p>1. For an established loan fund, describe its stage of development, the size of the capital and history of the fund. How many loans are ongoing at this time, how many have been made and what is the repayment rate?</p> <p>If this is a new fund, describe why you are setting it up and include information on how you plan to operate the fund. If you need more information on policies and materials, you may contact us.</p>	<p>For both new and established funds, explain why you are focusing on a loan fund and what you hope to achieve through your work. Please include the overall goal and also the specific objectives and tangible outcomes that relate to the loan fund. For established funds, please describe the current status of funds (how many loans, what is in reserve, etc.)</p>	400

## ACTIVITIES AND APPROACH

Proposal Question	Prompts	Max Words
2. How will this grant be utilized in building capital, allocating loans and providing administrative support?	Explain how you plan to support the start-up and / or sustainability of this loan fund. What will you do to maintain a steady number of loans? How will funds be raised and allocated?	400
3. Please describe the mechanisms for awarding loan funds, for repayment and for defaults. Please include protocols, policy or other materials that have been developed for this loan fund.	What size of loan is available and what can the loans be used for? How many loans will be awarded in the next financial year and what percentage do you expect to have repaid? How long on average will participants be involved? Describe how women apply for and repay the loans. What is the process for women who are late in repaying or default? Explain how you use different tools such as reference checks, consent forms, liability, waivers, disclosure protocols and referrals.	400
4. How do you plan to make your program accessible and inclusive of participants in your community who experience barriers to social inclusion and equality? Who will participate in your project/program and what are their barriers?	How have girls / teens / women been involved in planning and development? Give specific examples of how the project has been developed to respond to different participants' needs, (age group, learning style, language, culture). How will participants be actively engaged in the project? How will you recruit the participants?	300
5. What outreach and promotion activities, assessment and screening methods are used to inform and select participants?	Explain how you will reach and select the women who need these loans.	300
6. Who is involved in carrying out the activities as staff, elders, mentors and / or volunteers?	Give an overview of the roles played by staff, elders, mentors, and or volunteers and the experience they need. Please explain who in your organization will be involved in the loan funds awarding process and how they will be selected. You do not need to provide staff bios or resumes.	300
7. Are there other kinds of supports and services available to loan recipients such as	Explain the educational, training or skill development activities associated. What are the additional supports available to women, such as financial literacy programs? After the loan process ends, are there ways to follow up	300

financial literacy and counseling?	with the women, and their families? Are there other projects that they can become involved in, within or outside your organization? Can they return to receive further loans? Can they take on leadership roles and return as volunteers / employees?	
8. What steps will you take ensure emotional safety, physical safety and follow-up for participants, staff and volunteers involved?	How will your project meet the emotional and physical safety needs of the participants, staff and volunteers? Explain how you use different tools such as reference checks, consent forms, liability, waivers, disclosure protocols and referrals.	300
9. 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 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 give examples of this.	300
10. How will you continue to support participants after completion of this project/program?	After the project ends, are there ways to follow up with the women, children or teens? Are there other projects that they can become involved in, within or outside your organization? Can they return to the project? Can they take on leadership roles and return as volunteers / employees?	300

## PARTNERSHIP AND DEMONSTRATION OF SUPPORT

Proposal Question	Prompts	Max Words
11. Please list the partners working with you, outline their role and tell 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	400
12. Please explain how would you adapt / continue to develop your plans if you receive only part of your total budget?	It is important to see that you have considered the options to adapt your programming dependent on the funding received from all listed sources.	200

## EVALUATION

Proposal Question	Prompts	Max Words
13. How will you evaluate this project/program?	Your proposal will be assessed on how you plan to monitor and track the results of this project and how you will share learning with the Foundation and others. Please note what tools will be used to capture information and how your findings will be used by your organization.	300

## FOR FURTHER INFORMATION/ASSISTANCE

If you need to ask follow up questions, please e-mail or telephone:

Phone: 416-365-1444 Fax: 416-365-1745  
Toll free: 1-866-293-4483 TTY: 416-365-1732

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