

# TEEN HEALTHY RELATIONSHIPS 2020-2024

## INSTRUCTIONS: LETTER OF INTENT QUESTIONS

### Please read carefully

These instructions are intended to help you write your proposal. The Teen Healthy Relationships 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 understands what you are proposing.

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 [www.canadianwomen.org/grants-thr19](http://www.canadianwomen.org/grants-thr19)

Ces documents sont disponibles en français [www.canadianwomen.org/fr/grants-rsj19](http://www.canadianwomen.org/fr/grants-rsj19)

#### 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, **Registration**  
[https://www.grantrequest.com/SID\\_5647?SA=SNA&FID=35048](https://www.grantrequest.com/SID_5647?SA=SNA&FID=35048)

Once you have registered and logged in, please use the following link to access your application in progress, **My Account** [https://www.GrantRequest.com/SID\\_5647?SA=AM](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.

## ORGANIZATION OVERVIEW

| Proposal Question                        | Prompts  |
|--|--|
| Organization Name, Address, Website, etc | Please include the name of the organization that will be running the program. If your organization is working with a partner and will be using their charitable number, please include that information in the Organizational Partner section below  |
| Program Contact                          | The program contact is the person who we should communicate with regarding application decisions and next steps (if applicable).   |
| Mandate and Annual Operating Budget      | For the whole organization, not just your department, program or division  |
| Canada Revenue Agency Charitable Number  | Applicants must be incorporated non-profit organizations and have a valid charitable number from Canada Revenue Agency or be a First Nations Band designated as a qualified donee by Canada Revenue Agency. If your organization does not have charitable status or is not a qualified donee, we can consider an application in partnership with another organization that is a registered charity with a mandate relevant to the project. |
| Charitable Partner information           | Please only include this information if your organization does not have charitable status or is not a qualified donee, and will be partnering with an organization that does.  |

## 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 who's 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.                            |

|  |   |
|--|---|
| Please indicate the geographic area(s) of the primary project / program location (please select any / all that apply):                 | Select the description of the geographic area that the majority of program will be taking place                                     |
| If applicable, please indicate the geographic area(s) of additional project / program location(s), please select any / all that apply: | If your project/program has a secondary or additional sites, please indicate their geographic area IF THEY ARE DIFFERENT FROM ABOVE |
| 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                                       |

## PROPOSAL QUESTIONS

### DESCRIPTION AND PURPOSE

| Proposal Question   | Prompts  | Max Words |
|---|--|-----------|
| 1. What is the need that you project/program is seeking to address? Please share data from evaluations, community needs assessments, 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 related, 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. | 300       |
| 2. 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.   | 300       |
| 3. 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.  | 300       |

## ACTIVITIES AND APPROACH

| Proposal Question   | Prompts   | Max Words |
|---|---|-----------|
| 4. Please describe the project/program, i.e. who would participate, where it would take place and what would the activities be? | 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? | 400       |
| 5. How do you plan to make this project/program inclusive and address gaps or barriers to participation?                        | How have service users 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, ability, culture). Explain how you will recruit and actively engage participants.  | 400       |
| 6. What steps will you take ensure safety and follow-up for those 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       |
| 7. How do you include a gender analysis in planning your 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.  | 300       |

## PARTNERSHIP(S)

| Proposal Question   | Prompts  | Max Words |
|---|--|-----------|
| 8. 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       |

### FOR FURTHER ASSISTANCE

If you have any questions about your application, please check the guidelines for program type proposal questions, the sample budget and timelines provided, and the FAQ section on our website [www.canadianwomen.org/grants-thr19](http://www.canadianwomen.org/grants-thr19)

Ces documents sont disponibles en français [www.canadianwomen.org/fr/grants-rsj19](http://www.canadianwomen.org/fr/grants-rsj19)

If you have any further 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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