



FONDATION
CANADIENNE
DES FEMMES



Investment Readiness Program

Frequently Asked Questions

Practical Questions

1. **My organization does not have a charitable number as I am an incorporated/unincorporated for-profit, incorporated/unincorporated non-profit, or a different institution, can I still apply?**

Only if another group with a charitable number is working in partnership and can take on the responsibility of the grant, they make the application using their number working in partnership with you, but they are responsible for the funds and the outcomes.

In other words, if you are an organization without charitable status (e.g. incorporated/unincorporated for-profit, or incorporated/unincorporated non-profit, etc.) we can consider your application if it is in partnership with a registered charitable organization or a qualified donee with a mandate relevant to the project. The charitable organization that you partner with should be listed as the lead applicant, in other words, the fiscal and legal applicant in receipt of funding for the project; and your organization should be listed as the project partner. You would be considered the delivery organization.

A qualified donee is either a:

- A registered charitable organization/group of organizations that can issue official donation receipts
- Municipality or Hamlet
- First Nation Band Council

In addition, there are four other Investment Readiness Support Partners, such as [Community Foundations of Canada](#), [National Association of Friendship Centres](#), [National Aboriginal Capital Corporation Association](#) and/or [Chantier de l'économie sociale](#); that have different eligibility criteria for their funding and you are encouraged to apply through other partners if you don't meet the Canadian Women's Foundation granting criteria. For example, the Community Foundations of Canada takes application from non-profit and for-profit applicants without charity status.

Please note that as a registered charity/foundation, the Canadian Women's Foundation inability to donate funds to unqualified donees is as a result of guidelines set by the Canadian Revenue Agency.

- 2. We have applied for a grant in the past and not been successful. Can we still apply?**
Yes, you are eligible to reapply. We strongly encourage you to gain insight as to why you were not successful by speaking to staff from the Foundation or to someone with experience with the IRP, and adjust your approach accordingly.
- 3. Our financial statement / annual report is not yet ready. What should I do?**
Send in the most recent report or statement and follow up with updated versions as soon as they are available.
- 4. Can I send the support letters after the application deadline?**
No. Please make sure that all required documents are submitted on time. Letters of Support are not required for the first step in the application process, the Letter of Intent (LOI) phase. If your LOI is successful and your organization is invited to submit a Full Application, you may submit letters of support at that time.
- 5. We do not have any letters of support from women's organizations. Will that affect how my proposal is assessed?**
It is preferable to have letters of support from groups with experience working mainly with those who identify as women, girls, non-binary, two-spirit and LGBTQ+ people, in a context of empowerment. Not having this could adversely affect your application.
- 6. Do you fund operations or provide core funding?**
No. We fund the access of services and supports that will advance Social Purpose/ Social Innovation/ Business Initiatives only. A portion of the grant may support some administrative or basic costs associated with access to the service offered, or in connection with the advancement of social innovation and entrepreneurship initiatives. For more information on eligible expenses, please consult questions 20-23.
- 7. Do you fund furniture and office equipment?**
No. For more information on eligible expenses, please consult questions 20-23.
- 8. Can I apply for funds for a men's initiative or initiatives primarily involving men?**
No. The Canadian Women's Foundation's Investment Readiness Program supports social innovation and social finance work done by social purpose organisations that support women, girls, non-binary, two-spirit and LGBTQ+ people. However, if your organization serves different populations, including men, you are eligible to apply if the project focuses solely on women, girls, non-binary, two-spirit and LGBTQ+ people.
- 9. Can I submit two applications for the same granting cycle?**
No. We only accept one proposal per organization per granting cycle.

10. When will the grants be allocated?

Decisions are made by the board in February 2021 and the funds will be released starting in March 2021

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| September 14, 2020 | Accepting Letters of Intent Application |
| October 2, 2020 | Letter of Intent Application closes |
| October 16-19, 2020 | All applicants notified of decision to move to second phase to submit a Full Application |
| November 6, 2020 | Full Applications due for applicants invited to second stage |
| December 2020-January 2021 | Advisory Selection Committee meeting to review shortlist and make final recommendations to the Board of Directors for approval |
| February 2021 | Board Approval of final grants selected |
| February 2021 | Successful funding recipients and unsuccessful applicants notified |

11. How will I be informed of the different stages in the process?

Successful and unsuccessful applications will be informed by email in October 2020.

12. Can I call or email for updates about my grant?

Yes, but please remember that due to the high volume of inquiries, staff may at times be unavailable to respond to your inquiry in a timely manner.

13. We currently receive/have received a grant from the Canadian Women's Foundation for this initiative or another program. Are we still eligible to apply?

If Canadian Women's Foundation has funded a project previously and the project is successfully complete with a final report submitted, you may reapply, and receive funding for services related to the same project by demonstrating how this funding will advance your investment readiness

Application Content and Budget Questions

14. Does the application for funding have to support us accessing services/support from one of the ESDC funded Expert Service Providers or can we use these funds to access services/support from other service providers?

You are welcome to apply for funding to access services/support from any service provider - we want applicants to work with whichever provider will best serve their needs.

For reference:

- ESDC-funded Expert Service Providers as a reference for applicants who are looking for ideas of service providers to connect with are listed in this link:
<https://www.canada.ca/en/employment-social-development/programs/social-innovation-social-finance/investment-readiness.html>
- A more detailed list of specialized expert service providers is available here:
<https://innoweave.ca/coaching-streams/support-services/>

To reiterate, applicants are welcome to work with whichever provider that best serve their needs, you are not required to select a provider from this list.

15. Do we have to access an Expert Service Provider as part of the grant?

While we encourage you to access Expert Service providers, we understand they may not be needed for your project and it is not a mandatory requirement of the grant.

16. What happens if we conduct a feasibility study and we realize that the project cannot move forward after the end of the IRP grant?

The goal of the IRP is to promote the growth of micro-, small- and medium-sized enterprises in the women's sector to develop greater economic prosperity. We want to equip the sector with more knowledge and experience in the use of social finance mechanisms and tools. Part of that capacity building is capturing lessons learned and best practices. We want to learn from you what worked and didn't work. While our team will demonstrate flexibility to update your project plan and activities as needed, we understand that some projects may not be feasible as initially planned.

17. Can I apply for funding above the \$50k limit?

No, the board-approved granting limit for the Canadian Women's Foundation for this Investment Readiness Program are \$50k. This will ensure we are able to fund more organizations and broaden our support to social purpose/social innovation/business initiatives.

18. Are you prioritizing funding organizations that are closer to investment readiness?

The Foundation aims to support organizations along the Investment Readiness Continuum equally. Priority will be given to organizations who have a clear need to access a service/support to advance their initiative along the Investment Readiness Continuum, but no bias will be placed around where organizations are at currently.

19. Can an organization apply for funding from various Readiness Support Partners?

Organizations can only receive funding from one Readiness Support Partner for one specific service or initiative. Complementary funding for different initiatives or different supports/services to advance an initiative may be requested from different Readiness Support Partners listed below:

- [Community Foundations of Canada](#)
- [National Aboriginal Capital Corporations Association](#)
- [National Association of Friendship Centres](#)
- [Chantier de l'économie sociale](#)

20. What are the ineligible budget expenses?

The Canadian Women's Foundation does not fund:

- Individuals
- Federal, provincial or municipal government agencies and school boards (they can be involved but the grant will be made directly to the community organization)
- Profit-based organizations (they can be involved as a partner, but they cannot be the lead applicant and fiscal/legal agent in receipt of funding)
- Fundraising events
- Conferences (Projects solely focused on launching/hosting a conference)
- Projects outside of Canada
- Projects not solely or primarily focused on women, girls, trans, two-spirit, and nonbinary peoples
- Deficit or emergency funding
- Films or videos (unless this is part of a larger project)
- Capital expenditures and the normal cost of business (incl. rent, leases, major capital equipment purchases, depreciation of capital assets, ongoing administration costs, procuring real estate, etc.)
- Self-defense training (if it is the only component of the project)
- Costs that exceed the rates set out in the Directive on the Management of Expenditures on Travel, Hospitality and Conferences. Appendix A, section 2.3 of Canada's Treasury Board: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>
- Costs of any goods and services purchased for which you may claim a tax credit
- Fines and penalties, and insurance coverage
- Cost of alcoholic beverages

21. What are potential eligible project expenses?

Applicants ensure that project budget expenses are eligible, reasonable and are directly related to the project. The list of eligible expenses is not exhaustive and can include other expenses not listed.

- Business planning
- Feasibility/viability study
- Accounting services, financial recording
- Marketing and branding
- Financial modelling
- Impact and reporting measurement
- Investment structuring
- Tendering and bid writing
- Legal services
- Product development

- Market analysis and understanding
- Software and/or web design
- Management coaching
- Conference attendance (Include as capacity building cost with details on the conference and why attendance will benefit the project)
- Incremental administration costs for implementing the project
- Personnel expenses: New, existing, and/or back-filled staff hires/positions are eligible expenses if the person is fully dedicated to working on the proposed Investment Readiness project. Part-time and full-time staff expenses are eligible; however, you must indicate the full-time equivalent (FTE) number e.g. full-time = 1.0 FTE, part-time = 0.5 FTE, 20% of the time for an existing staff person = 0.2 FTE

22. Are administration costs eligible for registered charities?

Yes. Administration costs are eligible; however they must be reasonable and incremental expenses that are dedicated 100% to the delivery of the project. There is no maximum amount that can be allocated to administrative costs, however applicants are encouraged to explain in the application if a sizable portion of the proposed budget is allocated to administration.

23. If my non-profit or for-profit organization partners with a registered charity or qualified donee (e.g. Municipality, Hamlet, First Nation Band Council) to become the fiscal agent responsible for the grant, can a portion of the funding be used for administration costs incurred by the charity/qualified donee?

Yes. Administration costs are eligible; however they must be reasonable and incremental expenses that are dedicated 100% to the delivery of the project. There is no maximum amount that can be allocated to administrative costs, however applicants are encouraged to explain in the application if a sizable portion of the proposed budget is allocated to administration.

24. I'm having an issue with saving/uploading the required excel budget.

The completed project budget (excel template provided) must be saved as an .xls file (not .xlsx or .csv). To upload attachments, only one attachment can be uploaded. You must select the file and then click on the "upload" button to successfully upload the document.

25. What are the reporting requirements?

We request a short interim report and a more in-depth final report. We want to hear from your experience and collect learnings/best practices that we can share with others.

26. Are you providing any flexibility as a result of Covid19?

Yes, we understand the pandemic impacted organizations' capacity to deliver the work. For example, while grant expenses have to be incurred by March 30, 2021, project activities can continue until December 1st, 2021. If you have specific questions about these accommodations, please connect with a member of our team below.

I have read these FAQs and I would still like to contact staff from the Foundation.

We are always happy to hear from prospective grantees!

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| Telephone : (416) 365-1444 Toll-free : 1-866-293-4483 | Fax : (416) 365-1745 TTY : (416) 365-1732 |
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For our Grants Criteria and Specific Guidance for Applications visit:

www.canadianwomen.org/grants-irp19

For questions related to eligibility requirements, technical issues, troubleshooting, and/or the online application process in the portal, please contact:

Phaedra Maicantis (Grants Administrator) ext. 263

socialinnovation@canadianwomen.org

For substantive questions related to the proposed project, please contact:

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