

# Economic Development Grants

## INSTRUCTIONS: LETTER OF INTENT

### **PLEASE READ CAREFULLY**

These instructions are intended to help you write your letter of intent. The Economic Development Advisory Committee relies on your responses to determine which organizations will be invited to submit a full proposal. For more information on the criteria used to evaluate proposals please see the guidelines.

Please answer all the questions in full.

### **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 : <http://canadianwomen.org/economic-development-grants-2022>

#### **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=35463](https://www.grantrequest.com/SID_5647?SA=SNA&FID=35463)

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: SUBMIT THE LETTER OF INTENT**

We recommend that you compose your letter using Microsoft Word and then copy and paste your text into our application system. Letters should be 500-700 words. Please note our system will not accept submissions longer than 700 words. We recommend copying and pasting 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.
Are your premises and services accessible for people with disabilities?	If yes, please click the box.
Annual Operating Budget	Please provide the operating budget for your whole organization, not just your department, program, or division. If you are applying with a partner, please provide your applicant operating budget not the partner.
Organization's CEO & Project Lead Contacts.	The program contact is the person who we should communicate with regarding application decisions and next steps (if applicable).
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.
Are you applying with an organizational partner?	If yes, please provide the organization's name, charitable number, mission statement and contact person.

## PROGRAM INFORMATION

Proposal Question	Prompts
Please indicate the grant stream you are applying for:	<p>Funding is available for:</p> <ul style="list-style-type: none"> <li>• Self-Employment and Business Acceleration Programs</li> <li>• Charitable Organization-Workplace Navigation and Inclusion Programs</li> <li>• Charitable Social Enterprise - Workplace Navigation and Inclusion Programs</li> <li>• Trades and Technology Programs</li> <li>• Network Grant</li> </ul>
Project Title/Name	Indicate the real or proposed project/program name.

<p>Please indicate the geographic area(s) of the primary project / program location (please select any / all that apply):</p>	<p>Select the description of the geographic area in which the majority of the program will be taking place.</p> <p><input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Remote <input type="checkbox"/> Northern</p>
<p>Please indicate the specific communities (up to 3) that your program / project is serving:</p>	<p>Select only the communities that make up a significant percentage of program participants.</p>
<p>Number of individuals receiving service through this project / program annually.</p>	<p>Please provide the estimated number of people accessing this program annually. If your program is new, please share the expected number of participants annually.</p>
<p>The amount being requested from the Canadian Women's Foundation:</p>	<p>Please indicate the cash amount you are seeking from the Foundation, up to a maximum \$65,000 per year for 4 years.</p>
<p>After reviewing the Sustainable Livelihoods Framework, please identify which stage your programming impacts.</p>	<p>Please review the Sustainable Livelihoods Framework and choose the stage at which your program has the most impact.</p> <p>Find more information here: <a href="#">Sustainable Livelihoods Framework</a></p>
<p>If you are applying as a charitable organization running a social enterprise, please tell us how long the business has been running.</p>	<p>If you are currently not operating a social enterprise, you are not eligible for this stream. These funds cannot be used to start a social enterprise. 50-words max.</p>

## LETTER OF INTENT INSTRUCTIONS

The Canadian Women's Foundation invites you to submit a Letter of Intent describing your organization and proposed programming as it aligns with guidelines for this grant and the Canadian Women's Foundation's mission.

The selection committee is interested in knowing the needs of your community and why your organization is well suited to address these needs. We are also interested in gaining a better understanding of your program goals and about your experience and approach to delivering intersectional gender-based programming. You can provide a short summary of your organization's mission, the leadership expertise, particularly as it relates to being able to understand and/or reflect the needs of the communities served by your organization. If you are working with partners, you may include how your plan will work advocates or supporters to affect the proposed change. Feel free to include links to past programming.

The LOI should be between **500-700 words**. Please note our system will not accept submissions longer than 700 words.

### In your letter, you may choose to tell us about:

- Your organization - your history, mission, experience delivering intersectional gender-based programming, and how your leadership reflects the diversity of the community you serve

Your community - Who do you serve and what are their needs?

- Your program - What are your plans to use this grant over the next 4 years? Is it an existing program/initiative or in development? How does it respond to community needs? If you are working with partners, how will you work together?

These are only recommendations. Please feel free to add anything else you would like the grant selection committee to know or consider.

The Economic Development Grants Committee will review all Letters of Intent to determine which organizations will be invited to submit a full proposal.

## FOR FURTHER ASSISTANCE

If you have any questions about your application, please check the guidelines for program proposal questions, and timelines provided, and the FAQ section on our website:

<http://canadianwomen.org/economic-development-grants-2022>

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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