COMMUNITY NEEDS GRANTS 2023
INSTRUCTIONS: COMPLETING YOUR PROPOSAL

These instructions are intended to help you write your proposal. The Community Needs Grants Advisory Committee relies on your responses to the proposal questions to assess the goals and intent of your work. The prompts provided below offer suggestions on what information would be most helpful for our review purposes. Review these prompts to gain a stronger sense of how to form complete responses.

For more information on the criteria used to evaluate proposals please see the *Guidelines & Criteria* document.

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

There are no sample answers provided.

<u>NOTE:</u> If you are applying for funding in support of a program or service for survivors of gender-based violence in an urban setting, you will automatically be considered for a Slaight Family Foundation Ending Gender-Based Violence in Critical Communities Grant. All other applications will be considered for a Community Needs Grant. Both grants are being considered through this joint application, and organizations may only submit one application under this call for proposals. Your answers to the questions marked with an asterisk (*) in the table below will inform which grant your proposal will be considered for.

APPLICATION STEPS

STEP ONE: READ ALL SUPPORTING DOCUMENTS

In addition to this document, you can access our Guidelines & Criteria and Frequently Asked Questions (FAQ) on the Canadian Women's Foundation website: https://canadianwomen.org/grants-community2022/. There you will also find information about any upcoming informational webinars or the recordings from previous sessions.
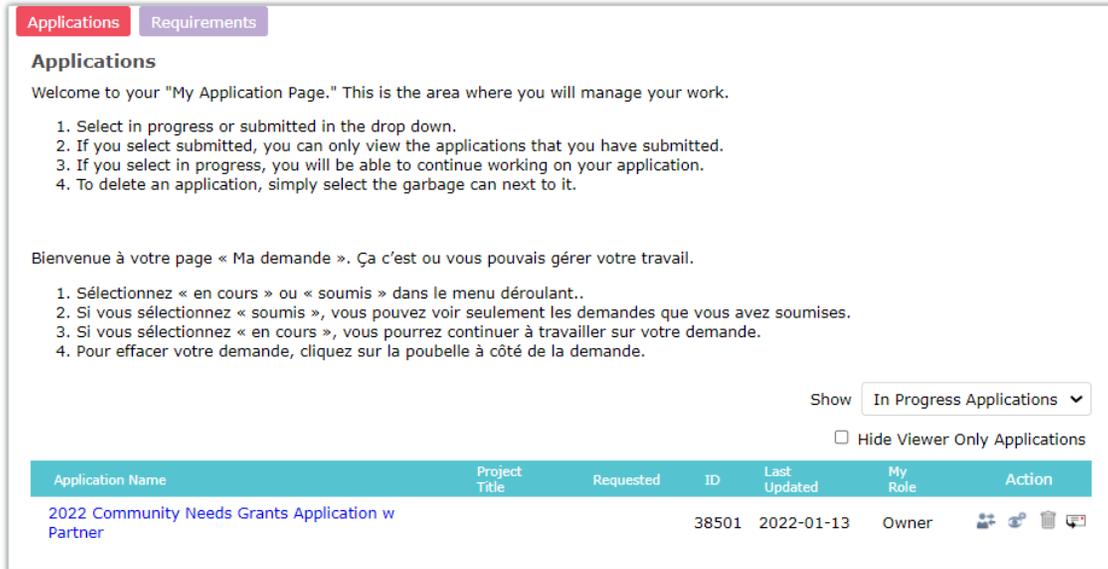
STEP TWO: ACCESS THE ONLINE APPLICATION SYSTEM

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 open a new application in the online portal: https://www.GrantRequest.com/SID_5647?SA=SNA&FID=35568

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

IGAM does not allow multiple users to work on the same application at the same time. You can "transfer" ownership to another user by clicking on the first icon at the right of the application landing page.

Keep the login information of the user that submits the application handy. Application updates and the funding agreement, in the case of a successful application, will be assigned to this account only.

STEP THREE: DETERMINE YOUR ORGANIZATION'S ELIGIBILITY

Once you create a login for IGAM, you will need to respond to the eligibility questions. You will need to respond YES to all questions to continue to the application form. If you respond NO to any of these eligibility questions, your organization is not eligible for a Community Needs Grant.

The last field will allow you to select the appropriate application form for your situation:
- o If your organization has a valid charitable number or qualified donee status, please select: *We are a registered charity or qualified donee*
- o If your organization does not have charitable or qualified donee status, and you are working with a partner and using their charitable number, please select: *We are working with an organizational partner that is a registered charity or qualified donee*

STEP FOUR: COMPLETE THE ORGANIZATION OVERVIEW

The first tab in the application form relates to questions about your Organization Overview. Fill out the information in complete detail and be sure that all information is up-to-date and accurate. If you are submitting your application with the support of an organizational partner, you will need to complete this section with the human resources and financial information of both organizations in their respective sections.

STEP FIVE: COMPLETE THE PROPOSAL INFORMATION QUESTIONS

The online application will guide you through the Proposal Information 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 enforced by the online application platform. If it is helpful, you can copy and paste answers that you compose in a Word document so you can check your word count, spelling, and grammar in advance. We recommend using the allotted space to provide as much detail as possible; single sentence answers will not suffice in providing enough information for the committee's evaluation of your proposal.

STEP SIX: COMPLETE THE BUDGET FORM

In addition to meeting the eligibility requirements and the overall criteria, your proposal will be assessed on a budget that balances. A balanced budget should have revenues that equal expenses. We will also consider your organization's capacity and expertise in adding value through demonstrating in-kind support and details on other funding.

Download the Excel spreadsheet from the online application platform under the question "Total amount requested from Canadian Women's Foundation" or on the "Supporting Documents" tab.

Please note, proposals with budgets that do not balance will be considered incomplete. Before submitting your budget, review the final total for Revenues and Expenses of your Excel document. The TOTAL lines should be the same in both sections. If they are not, you have not balanced your budget and you should go back and make the necessary adjustments.

Export or convert your budget to a single-page PDF document before uploading it to IGAM.

STEP SEVEN: ATTACHMENTS AND SUMBIT

Under the Supporting Documents tab, you must upload your completed Budget Form, in single-page PDF format, and provide your organization's most recent audited financial statements, diversity/ anti-racism policy and letter(s) of support. Your application cannot be submitted until these attachments have been uploaded.

If working with an organizational partner, the financial statements and policies of both organizations will need to be uploaded.

If your organization does not have:
- o an audited financial statement, you may upload a financial statement that has been approved by your Board of Directors and/or membership.
- o a diversity or anti-racism policy, attach an equivalent policy that addresses your approach to ensuring equitable access to service users and participants OR a Word document outlining how your organization is working towards developing and implementing such a policy.

Once all questions under the Organization Overview and Proposal Information tabs have been completed, and all attachments uploaded under the Supporting Documents tab, you can review your application and submit it for consideration.

PROPOSAL INFORMATION QUESTIONS

Proposal Question	Prompts	Word Count
What geographic area(s) does your organization serve? *	Select as many options as applies to where your organization delivers services. You must select at least one. Following this table, you will find the *Definitions* of rural, remote, or northern.	N/A
What is the size of the community in which your organization is located? *	Select the size of the community of your primary service location. You may only select one.	N/A
Please identify the number of women, girls, Two Spirit, trans, and non-binary peoples and children the organization serves annually.	Indicate the number of unique service users your organization serves per year, across all programs and/or services, where applicable.	N/A
Please indicate the primary / secondary community that your organization serves.	Select only the communities that make up a significant percentage of your participants or service users. You can only select one primary and one secondary community.	N/A
Describe how your leadership team reflects the communities your organization serves. Explain your organization's approach to ensuring equity and diversity among management and the Board of Directors.	Provide a summary of the organization's leadership expertise, particularly as it relates to being able to understand and/or reflect the needs of the communities served by your organization, whether it be lived experience, demographics, or background. Note any policies or by-laws that outline recruitment strategies or quotas for equitable or diverse representation.	200
Tell us about your organization's work. What are your core activities?	Elaborate on your mission and goals by listing the types of services and programs your organizations provides and the service users that access or benefit from these. Be sure to highlight how gender-based programming fits into your overall work.	300
Tell us about your experience in designing and delivering gender-based programs, services, and/or advocacy initiatives. How do you integrate intersectional approaches and how do you address the unique needs of the communities your organization serves?	Please explain how you highlight and address underlying gender inequities through your work. How does your work with women, girls, Two Spirit, trans, and non-binary people differ in its approach from your other work (if applicable)? Include how you consider the impact of intersecting identities such as race, class, gender and sexual identity or orientation, (dis)ability, immigration/Indigenous status, language, occupation (sex work), and/or geography.	200

How do you identify and address barriers to participation? How do you ensure that your work is accessible, inclusive, and safe?	Explain how you recruit and engage participants with diverse needs and any wraparound services you or your partners provide. Give specific examples of how your policies and services have been developed to respond to different participants' needs (age group, learning style, language, ability, culture).	200
Total 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 (do not include cents, rounding up to the nearest dollar). The funding period will begin June 15, 2023, for 12 months.	N/A
Please indicate the main activity you are seeking funding support for. *	Select only one option from the list that best reflects the primary work that this grant would fund. You may request funding for activities under other categories and reflect these in the budget. Select Program only if you are seeking funding for a single dedicated project. If you are seeking funding for a range of direct services, select Client Service Delivery. Note that fundraising activities are ineligible for Operational and/or Administrative Support.	N/A
What communities/regions will be served by the proposed work?	Only select one option from the list that best reflects the primary work that this grant would fund. Select Regional or National only if you are working across larger regions (i.e., multiple municipalities) or multiple provinces and/or territories.	N/A
What is the need you are seeking to address with this funding? How did you identify this need?	What is the gap in your operations or services that this funding will address? Explain what has created this gap, such as an emerging and urgent issue, increased demand for services, or decreased funding, and what measures you have taken to address it.	300
Tell us how your organization will use the requested funds. Provide detail on the planned activities, timeline, reach, and intended outcomes. How will the use of these funds contribute to your organization's work serving women, girls, Two-Spirit, trans, and non-binary people?	Explain what activities you would undertake with this funding, with whom, and how these would address the need you have highlighted. Describe how the key budget lines align with these activities and how these funds will contribute to stabilizing or growing your operational capacity, piloting a new initiative, or testing a new approach or program. Tell us how this work will either directly or indirectly impact the lives of those you work with (i.e., the outcome).	300

Is this a new, existing, or an adapted approach to your work?	Tell us whether funding would support your already established work, are piloting a new initiative, expanding, or testing a new approach to work you have done before, or building capacity to do any of the above. Provide a sense of what would change, if anything, because of this funding in how you do your work.	200
How do you envision sustaining this work or its outcomes?	Describe how this funding is part of a plan to sustain the initiative or the outcomes beyond it. For example, tell us if this funding will help you to leverage other funds or to learn something that will grow your capacity for the future.	200
Please indicate with which Canadian Women's Foundation funding pillar your activities align. *	Your work may have a focus across more than one of these areas, but please select only one of the three funding pillars that best align with the need that you have identified and outcomes you propose to achieve. Note some of the conditions outlined in the Guidelines & Criteria.	N/A
Explain how the funded activities align with the above selected funding pillar.	Tell us how your proposed activities will lead to an outcome focused on ONE of the three pillars. If you are applying for funding for a program, service, or other discrete initiative, describe how your work will support the advancement of the funding pillar selected. If your proposal is for operational or administrative support for the organization, describe how the organization's overall work aligns with the selected funding pillar. You can speak briefly to any other pillars that your efforts may align with, but this is not required.	200
If you have any partners that will be directly involved in this work, outline their role and how you will work together. OR Explain how you will work together with the organizational partner and any other partners that will be directly involved in this work and outline their role.	If your organization holds charitable or qualified donee status, this question is elective. Complete only if there is a partner organization directly involved in the proposed activities or that will support or deliver components of the work. OR If your organization does not hold charitable or qualified donee status AND you are working with an organizational partner, you must outline the arrangement of your shared responsibilities, your history in working together, and the commonalities between your organizations' missions or mandates. A letter of support is required from the organizational partner outlining their willingness to hold responsibility for the grant.	200

DEFINITIONS: GEOGRAPHIC AREA

Applicants will be asked to identify the type of region(s) they serve based on the definitions below. Organizations with multiple operational sites will be asked to identify their region type based on where the community-based work related to their funding application primarily takes place.

Rural Areas

These areas are determined based on population size. They are defined as:
- ✓ Population centres of less than 10,000 residents (1 – 10,000 people).

Remote Areas

These areas are determined based on access to other population centres and infrastructure/services. They include:
- ✓ Communities located 60 minutes or more (driving) from the nearest population centre with significant services (e.g., hospitals, shelters).
- ✓ Communities that do not have year-round road access and/or that require third-party transportation to the closest medium, large, or major metropolitan centre (30,000+ people) (e.g., airplanes, ferries).

Northern Areas

These areas are determined based on geographic location:
- ✓ All communities located in Yukon Territory, Northwest Territories, and Nunavut are considered northern.
- ✓ All communities located in Canada Revenue Agency's "Zone A" are considered northern.

BUDGET FORM

Use the budget line items provided and add more rows, as needed, to give a full account of how money will be spent. Some items will be included in the cash expenses columns, and some may be covered in-kind by your organization. Any amount or service offered pro-bono or as part of a partnership agreement, or as part of your organization's operational base should be listed as an in-kind expense and then **also** be listed in the REVENUES section as an in-kind donation.

EXPENSES

Salaries and Benefits
May include program or frontline service, administrative, management, or relief staff. Provide staff titles, number of staff, hours of work per week, hourly, rate and percentage of benefits.

Consultants, Professional Fees, and Honoraria
Estimate consultant fees with hourly rate and number of hours, even if services are pro bono. Indicate what services will be provided by the consultants. This can include honoraria for Elders,

volunteers, mentors, participants – and the amount each will receive. Accessibility services such as interpreters, attendants, or support workers should be captured under this budget line.

Facilities
This can be a portion of the office or program space rental and utilities, including phone, internet, or cleaning services. It can be provided in-kind or added as a cash expense to be covered by the proposed budget.

Materials and Supplies
- Program materials
  - Estimate supply costs related to program delivery. This could include materials for activities or any curriculum-related supplies.
- Food
  - Indicate the total food cost for the program's duration. When calculating this number, think about the cost per session (multiplied by total number of sessions) and factor in a buffer amount for special events or food costs for dietary restrictions.
- Office supplies
  - This can include costs for purchased supplies or regular service charges related to photocopying, for example.
- Equipment
  - Include the cost of equipment related to delivery of services or for organizational operations, such as tablets for use in programs or for participants' use at home. Note that large equipment, considered a capital expense, is not permitted.

Communications
This includes any promotion or communication costs related to recruitment, outreach, or knowledge sharing with participants, volunteers, mentors, community partners, network members, or other stakeholders.

Travel
This can support travel costs for staff, volunteers, or participants/service users. Explain if it will be used for public transport, for ride sharing services, for taxis, or for mileage rates related to personal car use. If your organization has an internal policy, use those rates, if not, use Government Treasury Board rates for your province. Note that international travel is not an eligible expense.

Child and / or Family Care
Explain how many hours of child or family care will be offered to participants or service users and outline the costs of providing onsite childcare. This could be offered in-kind or be an additional cash expense.

Accessibility / Other costs
Note that the Foundation does not have a fixed administrative budget line. Where possible, all costs should be captured above, including administrative staff, bookkeeping services, or office supplies, for example. Only use this line if the cost does not fall under any of the above noted budget lines.

REVENUES

The revenue breakdown should include all anticipated sources of revenue supporting this work, including any registration or participant fees, in-kind donations, and administrative costs that will be covered by your organization or another.

Place the amount in the relevant column to indicate whether revenues are confirmed or not and inform of the anticipated date of confirmation if known, or your best guess if not known.

1. **Canadian Women's Foundation**
   Please list the total amount you are requesting from Canadian Women's Foundation, including applicable Access Funds.

2. **Other cash**
   - If there are other foundations that you have applied to, or that agreed to offer funds to support this project, please list the name of each one and the dollar amount.
   - List corporate, local business or individual gifts. If you are hoping to support this project with a targeted mail-out campaign, please explain and insert expected revenue result.
   - Include any government grants, core or project funding that will be applied to this project.

3. **In-kind**
   If there are amounts or services that your organization or another group are offering pro-bono, or that come from your operational base, please list them, and make sure they have been entered in the In-kind column in the expense section of the budget, at the line item that relates to them. In-kind gifts cannot be factored into the amount of cash requested.

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-community2022/

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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