

Investment Readiness Program Fall 2022

Systems-Change Stream

Application Instructions

These instructions are intended to help you complete the application. During the selection process, we rely solely on the answers to each section and the supporting documents, so please be as specific as possible. Your proposal will be evaluated on how clearly you describe your initiative and how well we can understand what you intend to do. **Incomplete applications will not be considered.**

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If you have any questions about your application, please review the [Funding Guideline, FAQ and Glossary](#) on our website.

Application Portal

APPLY NOW

Use the link below to register for the online application portal:

https://www.grantrequest.com/SID_5647?SA=SNA&FID=35596

TO RETURN TO YOUR APPLICATION IN PROGRESS

Once you have registered and logged in, please use the following link to access your application in progress:

https://www.grantrequest.com/SID_5647?SA=AM

For Further Assistance

Please review the [Funding Guideline](#), [FAQ](#) and [Glossary](#) on our website.

Please note that our offices will be closed from December 23, 2022 to January 2, 2023. Staff will make every effort to respond to inquiries upon their return, however due to the high volume of inquiries, we may not respond to all inquiries. If you have general inquiries, please contact socialinnovation@canadianwomen.org

For questions related to your project, eligibility, technical issues, troubleshooting or accessing the online application portal, contact:

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Register for our webinars:

English

[Investment Readiness Program - Info session](#)

December 6, 2022 3:00-4:00 pm ET

[Investment Readiness Program - Q&A session](#)

December 13, 2022 3:00-4:00 pm ET

French

[Programme de préparation à l'investissement - séance d'information](#)

December 8, 2022 3:00-4:00 pm ET

[Programme de préparation à l'investissement - Questions et réponses](#)

December 15, 2022 3:00-4:00 pm ET

Application Steps

1. STEP ONE: READ ALL SUPPORTING DOCUMENTS

Please also read the Funding Guidelines, Glossary and FAQ on the Canadian Women's Foundation website: <https://canadianwomen.org/irp-ppi/>

2. STEP TWO: ACCESS THE ONLINE APPLICATION SYSTEM

Applications for Canadian Women's Foundation funding are administered through an online platform called IGAM, [which you can access here](#).

You will be required to create an account to use this platform using your email address. If you have accessibility needs, please contact staff at socialinnovation@canadianwomen.org to accommodate any other needs. We do not accept mailed hard copies of applications.

Once you create your account, you will receive a confirmation email and can login to start your application. The welcome page looks like this (see below):



- Welcome to your "My Application Page." This is the area where you will manage your work.
- Select "In progress applications" or "Submitted applications" in the drop-down menu.
- If you select "Submitted applications", you can only view the applications that you have submitted.
- If you select "In progress applications", you will be able to continue working on your application.
- To delete an application, simply select the garbage can next to it.

The online application questions and guidance on how to answer them are listed in this "Application Instructions" document.

3. STEP THREE: COMPLETE THE ORGANIZATION OVERVIEW SECTIONS

Once you create a login for the online application platform, the online application will guide you through the questions. You will need to complete the Organization Overview section for “Charity Organization” which is legally and fiscally responsible for the funding. If you are a non-charity partnering with a registered charity or a qualified donee, the information provided in this section is referring to the Charity organization, which must be completed, along with the “Delivery Organization” (Non-charity) as well.

4. STEP FOUR: COMPLETE THE BASIC PROJECT INFO SECTION

This section mostly contains multiple choice questions with drop-down menu options to select from, such as the geographic impact of the project, amount of funding request, etc.

5. STEP FIVE COMPLETE DETAILED PROPOSAL SECTION

There are a total of **7 proposal questions** to complete. We have provided guidance for each question to help guide you with your responses. Each question has been designated a maximum word count that will be enforced by the online application platform. Please note that one proposal question may not be applicable to your project, and you may indicate n/a.

We recommend copying and pasting answers that you compose in your own separate Microsoft Word document so you can check your word count, spelling, and grammar in advance.

6. STEP SIX: COMPLETE THE INVESTMENT READINESS SECTION

These questions are mostly multiple-choice questions for aggregate data-collection, evaluation, and statistical purposes only. Your answers in this section do not have any merit on the review and selection process.

7. STEP SEVEN: BUDGET AND SUPPORTING DOCUMENTS

Budget (Excel): Complete and upload the [Excel Project Budget template](#) provided in the online portal.

Supporting Documents (PDF): Upload supporting documents. Some are required, others are optional. If possible, we encourage you to upload supporting documents in PDF format. For the full list of supporting documents, please see Tab 6 of this document.

Tab 1 - Charity Organization

These questions are referring to the Charity Organization which is legally and fiscally responsible for the funding. If you are partnering with a registered charity or a qualified donee, the information provided in this section is referring to the Organization (Charity).

Application Question	Guidance on your answer
<p>Organization Details</p> <p>Name of Charity Organization, Mailing Address, Email, Website, Mission/Mandate</p>	<p>Legal name of the organization and mailing information. Provide a brief summary of the mission or mandate of the Charity Organization.</p>
<p>Organization Contact Info</p>	<p>Contact info for the CEO/Executive Director or delegated signing authority (e.g. senior finance officer) or any other individual within the organization who has legal binding authority.</p>
<p>Organizational Governance:</p> <p>Annual revenue of the Organization for the last three years (2019, 2020, 2021)</p> <p>Approx. Number of full-time staff, part-time staff, and volunteers (estimate)</p> <p>Total number of members in organization's Board of Directors or similar governance structure</p> <p>Estimate the number of Board of Directors (or similar governance structure) that self-identify as women or gender diverse and from each underserved communities:</p> <ul style="list-style-type: none"> • Women • Those who identify as 2SLGBTQI+ • Black people • Immigrants, refugees, newcomers & and non-status people • First Nations, Métis and Inuit people • Official language minority communities • Racialized people • People from Northern Canadian communities • Seniors / Elders / Older people (65+ years old) • Persons with disabilities and/or who are deaf • Youth (15-24 years of age) • Those living on low-incomes • None of the above • Don't wish to respond 	<p>Annual revenue (numerical and text field): For example, \$100,000 in 2019, \$150,000 in 2022, \$200,000 in 2021. Annual revenue can refer to the fiscal year or calendar year depending on which your organization commonly uses. Write N/A if the organization is new.</p> <p>Numerical value only for number of full time/part-time staff, or volunteers.</p> <p>Estimate to the best of your ability, the total number of board members/board council members in your organization.</p> <p>Numerical value. Estimate to the best of your ability how many board members self-identify in each of the options listed. If you don't wish to respond, please answer "Don't wish to respond".</p> <p>Note: Northern: A northern area is defined as one of the three territories (YK, NWT, Nunavut) OR an area being above these designated geographical lines above the 54th parallel in ON and QC, 50th parallel in NFLD, 53rd parallel in MB and 54th parallel in SK, AB, BC. Refer to the map here: https://tinyurl.com/2p8ndt7h</p>

<p>Organization's Community/ies Impacted</p> <p>Localities impacted by the Organization (select all that apply)</p> <p>Which underserved community is your Organization led-by from the list provided (select up to 3)</p> <p>Which underserved community does your Organization primarily serve from the list provided (select up to 3)</p>	<p>Large Urban centres: 100,000 + people Small Urban centres: 1,000 and 29,999 people Medium Urban centres: 30,000 and 99,999 people Rural: less than 1000 people</p> <p>Hover your mouse over the blue "I" information sign in the online application and a pop-up will appear to explain the definitions of large vs small vs medium urban centre, rural and northern communities</p> <p>Select up to 3.</p> <ul style="list-style-type: none"> • Women • Those who identify as 2SLGBTQI+ • Black people • Immigrants, refugees, newcomers & and non-status people • First Nations, Métis and Inuit people • Official language minority communities • Racialized people • People from Northern Canadian communities • Seniors / Elders / Older people (65+ years old) • Persons with disabilities and/or who are deaf • Youth (15-24 years of age) • Those living on low-incomes • None of the above <p>See list above.</p>
<p>Canada Revenue Agency Information</p> <p>Does your organization have charitable status?</p>	<p>Yes/No</p> <p>If yes, insert 9-digit charity registration number. If no, complete the next section "Delivery Organization" (Non-Charity). If you are a non-charity applying for funding, you must complete the "Delivery Organization" section and must partner with a charitable organization and include their charitable number in the "Organization" section.</p>
<p>UN Sustainable Development Goals and Purpose</p> <p>If possible, identify which of the United Nations Sustainable Development Goals (SDFG) your organization address(es) (select up to 2)</p>	<p>Click the link below for the list of the 17 UN SDG Goals:</p> <p>https://sdgs.un.org/goals</p>

<p>What is the primary purpose(s) of the Organization? (select up to 2)</p>	<p>Choose up to 2 options that best describe the mission and mandate of your “Organization”</p> <ul style="list-style-type: none"> • Social Services • Arts and Culture • Sports and Recreation • Education and research • Health • Development and housing • Philanthropic intermediaries and voluntarism promotion • Professional associations and unions • Environment • Law, advocacy or politics • Religion • International • Other
<p>Previous Funding</p> <p>Have you previously applied for funding to the Canadian Women’s Foundation IRP? Have you applied for funding to other Readiness Support Partners of the IRP?</p>	<p>Yes/No and drop-down options to choose from</p>

Tab 2 - Delivery Organization (Non-Charity), if applicable

If applicable, these sections must be completed by the Delivery Organization (non-charity) (e.g. the non-profit, incubation hub, or other partner organization that does not have charitable status) and is partnering with a Charity Organization).

Application Question	Guidance on your answer
<p>Delivery Organization Details Name of Delivery Organization, Registration Number, Mailing Address, Email, Website, Contact information, Mission/Mandate</p>	<p>Legal name of the delivery organization (e.g. incorporated non-profit number, business registration number, etc.). Complete all the contact information and provide a brief summary of the mission or mandate of the Delivery Organization.</p> <p>Example Delivery Organizations: Incorporated non-profit , Social enterprise Incubation hub, Business centre, Cooperative Other organizations with a registration number</p> <p>Note: Individuals and sole proprietorships are ineligible for funding</p>
<p>Delivery Organization's Governance: Annual revenue of the Delivery Organization for the last three years (2019, 2020, 2021)</p> <p>Approx. Number of full-time staff, part-time staff, and volunteers (estimate)</p> <p>Total number of members in the delivery organization's Board of Directors or similar governance structure</p> <p>Estimate the number of Board of Directors (or similar governance structure) that self-identify as women or gender diverse and from each underserved communities:</p> <ul style="list-style-type: none"> • Women • Those who identify as 2SLGBTQI+ • Black people • Immigrants, refugees, newcomers & and non-status people • First Nations, Métis and Inuit people • Official language minority communities • Racialized people 	<p>Annual revenue (numerical and text field): For example, \$100,000 in 2019, \$150,000 in 2020, \$200,000 in 2021. Annual revenue can refer to the fiscal year or calendar year depending on which your organization commonly uses. Write N/A if the organization is new.</p> <p>Numerical value only for number of full time/part-time staff, or volunteers.</p> <p>Estimate to the best of your ability, the total number of board members/board council members in your organization.</p> <p>Numerical value. Estimate to the best of your ability how many board members self-identify in each of the options listed. If you don't wish to respond, please answer "Don't wish to respond".</p> <p>Note: Northern: A northern area is defined as one of the three territories (YK, NWT, Nunavut) OR an area being above these designated geographical lines above the 54th parallel in ON and QC, 50th parallel in NFLD, 53rd parallel in MB and 54th parallel in SK, AB, BC</p>

<ul style="list-style-type: none"> • People from Northern Canadian communities • Seniors / Elders / Older people (65+ years old) • Persons with disabilities and/or who are deaf • Youth (15-24 years of age) • Those living on low-incomes • None of the above 	
<p>Delivery Organization's Community/(ies) Impacted, UN Sustainable Development Goals, and Purpose</p> <p>Which underserved community is your Organization led-by from the list provided (select up to 3)</p> <p>Which underserved community does your Organization primarily serve from the list provided (select up to 3)</p> <p>If possible, identify which of the United Nations Sustainable Development Goals your organization address(es) (select up to 2)</p> <p>What is the primary purpose(s) of the Organization? (select up to 2)</p>	<p>Select up to 3:</p> <ul style="list-style-type: none"> • Women • Those who identify as 2SLGBTQI+ • Black people • Immigrants, refugees, newcomers & and non-status people • First Nations, Métis and Inuit people • Official language minority communities • Racialized people • People from Northern Canadian communities • Seniors / Elders / Older people (65+ years old) • Persons with disabilities and/or who are deaf • Youth (15-24 years of age) • Those living on low-incomes • None of the above <p>See list above.</p> <p>Click the link below for the list of the 17 UN SDG Goals: https://sdgs.un.org/goals</p> <p>Choose up to 2 options that best describe the mission and mandate of your "Organization"</p> <ul style="list-style-type: none"> • Social Services • Arts and Culture • Sports and Recreation • Education and research • Health • Development and housing • Philanthropic intermediaries and voluntarism promotion • Professional associations and unions

	<ul style="list-style-type: none"> • Environment • Law, advocacy or politics • Religion • International • Other
<p>Previous Funding Have you previously applied for funding to the Canadian Women's Foundation IRP? Have you applied for funding to other Readiness Support Partners of the IRP?</p>	<p>Yes/No and drop-down options:</p> <ul style="list-style-type: none"> • Previously applied but not funded • Previously applied and funded • Applied and a decision is yet to be made • Did not apply previously for this project

Tab 3 - Project Information

For data collection purposes, please complete the questions below. These questions are related to your **proposed project, social enterprise or business initiative**. These questions are not related to your organization or delivery organization. For example, the primary purpose of the “project” could be to address “gender equality”, whereas the primary purpose of the organization is to address “affordable housing”.

Application Question	Guidance on your answer
<p>Project Information</p> <p>Name of Project / Social Enterprise / Business Initiative</p> <p>Brief summary of your project / social enterprise / business initiative (Max 100 words)</p>	<p>Provide a short title which describes the proposed project.</p> <p>Describe the initiative as if you were writing a paragraph in a brochure for a general audience to give a clear idea of your work. Ask someone who is unfamiliar with your initiative to read your description to see if they understand the intent of the project.</p>
<p>Program Start & End Date</p> <p>Total budget for initiative</p> <p>Total amount requested from the Canadian Women’s Foundation</p>	<p>Date, Month, Year. Start date cannot be before May 1, 2023 and end date after March 31, 2024.</p> <p>Enter the numerical value of the total budget for your project.</p> <p>Up to \$60,000 is the maximum amount you can apply for in the Systems-Change Stream.</p>
<p>Primary Contact Info</p>	<p>Project-level contact info for the individual who will be responsible for the day-to-day operation / implementation of the project.</p>
<p>Project Impact:</p> <p>Geographic Impact Area of Proposed Project/Business Initiative: Select all that apply.</p> <p>Number of individuals who will directly or indirectly benefit from this initiative annually</p> <p>Is the proposed project / business initiative led by the community it serves?</p>	<p>Select the province or territory that the project will have an impact in. For example, the “Organization” may be headquartered in British Columbia, the “Project” itself will impact participants and communities in Alberta and Manitoba. If the project is primarily national in scope, select “National”.</p> <p>Numerical value. To the best of your ability, estimate the number of total beneficiaries that will be impacted by the project e.g. 50 direct participants in Saskatoon and 1,500 individuals engaged through community sessions, therefore a total of 1550 people in Saskatoon are potentially impacted by this project. You should be comfortable enough with the approximate number indicate, if it was included in a public press release.</p> <p>Yes/No</p>

Tab 4 - Proposal Questions

A total of **7 proposal questions** to complete. We have provided prompts for each question 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 are writing in a separate MSWord document before you copy and paste your answers into the online application portal, the total word count for the 7 questions is 2,200 words or 4 pages single spaced.

Project /Business Initiative

Application Question	Guidance on your answer
<p>1. Describe the systemic issue and systems-level change your organization and/or network/collaborative (group) is addressing? (500 words).</p>	<p>Tell us the big picture problem and incremental progress towards system-level changes that could occur from your project, and how your organization/network is working to address it.</p> <p>Recognizing the complexity and dynamism of whole systems and ecosystems, perhaps there are demonstrated solutions that your organization wants to scale and test in other localities, regions, or across sectors and populations.</p> <p>Systems change refers to initiatives which address root causes rather than symptoms, by altering, shifting, and transforming either structures, mindsets, power dynamics and rules; through collaboration across a diverse set of actors, with the intent of achieving lasting social, cultural, or environmental changes either locally, regionally and/or nationally.</p> <p>Note: This Systems/Collaborative stream supports projects that builds a more inclusive and integrated social innovation/social finance ecosystem focused on women and/or gender diverse people.</p>
<p>2. How does the project align with the IRP objectives of the Systems-Change Stream? (300 words)</p>	<p>In order to align with the IRP objectives (LINK?), provide an explanation of how your project.</p> <p>Your project MUST have all three of these elements: i) centres women and/or gender diverse people, and ii) focuses on either the charity/non-profit sector or for-profit social enterprise sector; and iii) focus on at least one of the following areas: social finance, impact investment, social entrepreneurship, social economy, social procurement, gender lens investing, social innovation, access to capital, investor networks, community financing, and/or social enterprise development.</p>

<p>3. Describe how your project/collaborative will lay the groundwork for systems-change to take place OR describe how the project/collaborative will implement/actualize systems-change. (500 words)</p>	<p>Provide a detailed explanation of what plans or actions / activities your organization and/or network/collaborative will take to either begin addressing a systemic issue or actualize a systems-change.</p> <p>Laying the groundwork refers to taking the steps for change to happen such as preparing and planning activities.</p> <p>Implementing/actualizing systems-change refers to activities that put plans, research, theories of change, etc. into action.</p> <p>For example, the results of your systems-change project could include outcomes that can be replicated and/or scaled across communities and sectors:</p> <ul style="list-style-type: none"> - Increased awareness, knowledge and capacity of key actors working on the issue/problem - Increased understanding of the need for/role of coordination/network support for key system actors through a needs assessment, consultation with people with lived experience - Stronger linkages and improved relationships and networks through local community engagement - New and/or improved tools, products or resources - Incremental progress towards improved practices of cross-sector collective advocacy and/or improved policies - Improved public campaigns/public dialogue - Benchmark / seminal market research - Developed/improved systems-mapping/visuals, roadmaps, or models - Progress towards new narratives and culture shifts
<p>4. Describe the target population or community that the project/collaborative will impact or serve and intended change. (300 words)</p>	<p>Share an overview of your plans and activities for outreach and recruitment for your targeted population or community. If your program will serve participants not currently engaged or served, how will you reach them?</p> <p>Include any specific measures you are taking to remove barriers to reach underserved communities.</p> <p>Tell us how your project is tailored to meet the needs, ensuring accessibility and relevance to the targeted population or community. What measures will you put in place to adapt your impact or services to meet the needs of them, if needed/applicable? Explain the methods you will employ to involve them as leaders and other ways that promote their agency to bring about the intended change.</p>

	<p>We encourage applications that value and embody the concept of “nothing about us, without us” within their organizational structure and programming. Tell us how individual representatives of the population(s) you are seeking to serve, could be involved in the decision-making and delivery of your project. For environmental organizations, describe your approach to ensuring environmental justice, reconciliation and traditional ecological knowledge will inform your approach, if applicable.</p>
<p>5. Summarize how the funding will be used. (200 words)</p>	<p>Provide a summary of how IRP funding will be used (e.g. developing resources, case studies and tools that could be used across the ecosystem, conducting sector research and, market assessments, mobilizing knowledge and enhancing network development, etc.)</p>
<p>6. If the application is with a collaborative/consortium / network of partners, please briefly list the organizations, role of each partner and how partners will work together? (150 words)</p>	<p>The backbone of any system to change and innovation to happen is through collaboration, so tell us how you plan to bring people, communities, partners and ideas together. List the groups that you are working with and their respective roles.</p> <p>We recognize that not all of them will be involved to the same extent and not all of them need to provide a letter of support. We recommend that at least one of your partners include a letter of support which can be submitted in the “Budget and Supporting Documents” section.</p>
<p>7. Tell us how you plan to measure impact. (250 words)</p>	<p>Please explain how you plan to evaluate the effectiveness your systems-change work and what impact measurements tools will be used.</p> <p>We understand changing Systems is slow and that you may not have a full evaluation plan yet, but this question will help us to understand more about the scope of your project’s impact and potential next steps.</p> <p>If possible, explain the</p> <ol style="list-style-type: none"> a. impact framework of your project (e.g., your goals, program design, theory of change and/or how you measure impact and what metrics you plan on using such as surveys, data, monitoring and evaluation, etc.) b. how you plan on presenting your assessment results (e.g., data visualization, impact stories, communication) and/or c. measuring the effectiveness of achieving systems-change

Accessibility

Application Question	Guidance on your answer
Did your organization seek help in applying for this application? For example, hiring a consultant or grant writing company.	Yes or No question. The committee would like to know what kind of supports organizations are reaching out to, if any, to apply for investment readiness opportunities. A text box is also provided if you wish to share which consultant or grant writing company was hired to assist with the process.
Have you previously, currently and / or are planning on hiring consultants?	Yes or No question. A text box is provided to share which consultants have been accessed or which consultants you are planning on accessing and the service(s) provided.

Tab 5 - Budget and Supporting Documents

Budget (Microsoft Excel):

You **must fill in and complete the [Excel budget template](#)** provided in the online portal. In the excel budget template, complete TAB A which itemizes the **proposed** expenses. TAB B in the excel template provides a general list of eligible and ineligible expenses. We will assess proposed budgets based on how realistic the proposed expenses are, and whether expenses align with proposed activities. Please submit the project budget (excel template provided) in excel format, please avoid uploading as a PDF.

Supporting Documents (PDF):

Upload supporting documents listed below. Some are required, others are optional. If possible, we encourage you to upload all supporting documents in PDF format.

Important Note regarding Supporting Documents

Charity Organization: If you are a Charity Organization applying on your own and without a delivery/partner organization, please submit the required documents listed below (#1-4).

Delivery Organization (Non-Charity): If you are “Delivery Org” (non-charity) applying in partnership with a “Charity Organization”, supporting documents # 1 and #2 listed below are required from the “Charity Organization” and supporting documents #3 and #4 are required from “Delivery Organization” (non-charity). Supporting documents #6-7 are optional.

Application Question	Guidance on your answer
1. Organizational Budget Overview	Required Upload your organization’s current budget/financial health summary
2. Audited Financial Statement	Required If you do not have audited financial statements, provide a financial statement that has been presented to your Board of Directors/Band Council or similar governance structure/community membership structure If your organization is new, grassroots or does not have audited financial statements, please provide either your unaudited financial statement OR your most recent financial report submitted to your board of directors / the governing body of your organization.
3. Project Workplan / Schedule of Activities	Required Upload a detailed workplan that explains how and when the project will be implemented. You are welcome to use any template or format you prefer (.pdf, .xlsx, .doc, etc.)
4. Letter of Support	Required (one letter)

	<p>Letter(s) may come from organizations in your community or partners. The letter cannot be from the Charity and/or Delivery Organization applying for funding. We encourage you to submit more than one letter of support, but you must merge the letters into one single PDF document and upload it.</p>
<p>5. Annual/Impact/Community Report</p>	<p>If available You are welcome to share an annual report, impact report, community report, etc. from either the Organization (Charity) or Delivery Organizations (Non-charity)</p>
<p>6. Current Board list or Band Council list</p>	<p>If available Provide their names and titles, but do not provide their contact information such as email and phone number.</p>
<p>7. Other Supporting Documents</p>	<p>If available</p> <p>Upload anything else you would like to share with us such as a business plan, feasibility study, market assessment, etc.</p> <p><u>Important note for organizations that received previous IRP funds:</u></p> <p>We strongly recommend uploading any updates/achievements from the previously funded IRP project, if the project is relevant to your current application. You are welcome to upload any supporting documents that support your application. Please upload supporting documents in PDF format only.</p>