



REBUILDING LIVES GRANTS 2024-2028

APPLICATION INSTRUCTIONS: LETTER OF INTENT

PLEASE READ CAREFULLY

These instructions are intended to help you write your Letter of Intent. The Rebuilding Lives Grants Advisory Committee relies on your responses to determine which organizations will be invited to submit a full proposal. The prompts provided offer suggestions on the information that would be most helpful for our review purposes, so please be as specific as possible. Your proposal will be evaluated on how clearly you describe your program or project and how well the committee can assess the alignment with the grant criteria. For more information on the criteria used to evaluate the Letters of Intent, please see the Grant Guidelines.

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: <https://www.canadianwomen.org/grants-rebuildinglives>.

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 access this platform, using your email address. If you already have an account, please use the same login information as previously used.

Whether you are using an existing account or creating a new one, you must use this link to start a new application: https://www.grantrequest.com/SID_5647?SA=SNA&FID=35455.

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.

NOTE: Continuing to use the first link will open a new blank Letter of Intent (LOI) application rather than connect to the LOI application already in progress. Use the second link to access any in-progress LOI application.

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 INFORMATION ABOUT YOUR PROPOSAL

The online application will guide you through a limited number of geographic and demographic questions. Your responses provide important information for the committee related to the communities reached or served by your proposed work and will determine which application form you will receive if selected to submit a full proposal.

STEP FIVE: COMPLETE AND SUBMIT THE LETTER OF INTENT

We recommend that you compose your letter using Microsoft Word, Google Docs, or other word processing software or platform, and then copy and paste your text into our application system. Letters should be 500-700 words in length. Please note our system will not accept submissions longer than 700 words. You can check your word count, spelling, and grammar prior to copying and pasting your response into the online portal.

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).
Mission 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 holds such status.

PROPOSAL 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 whose criteria best fits your program. In short, Rebuilding Lives Program should be selected for any applications seeking support for direct service delivery while Collaborative

	Project should be selected for those seeking support for systems change focused efforts.
Name of Project / Program	Indicate the real or proposed project/program name. This name can be changed at any point.
Number of women, girls, Two Spirit, trans, and non-binary people and children that will benefit from this project / program annually.	Indicate the number of participants or service users that will directly benefit or take part in activities. If your work does not involve working directly with participants, please indicate zero.
What geographic area(s) will be served by or represented in this project / program location?	See definitions below this table. Select all that apply to the description of the geographic area that the majority of project / program will be taking place.
What communities/regions will be served by or represented in the proposed work?	Select the one that best describes the catchment area for your project / program. If you provide remote services that are sparsely attended by participants outside this area, please refrain from indicating regional or national. Only those projects / programs with intention to undertake regional or national activities or have impact on this scope should select one of these options.
Please indicate the primary / secondary community that will be served by or represented in this project / program.	Select only the communities that make up a significant percentage of the program participants or reach.
The amount being requested from the Canadian Women's Foundation:	Please indicate the TOTAL cash amount you are seeking from the Foundation over 4 years, up to a maximum of \$180,000. NOTE: Amount per year cannot exceed \$45,000.

LETTER OF INTENT

Proposal Question	Prompts
Tell us about your organization and proposed project / program as it aligns with guidelines and the Canadian Women's Foundation's mission.	<p>Use this section to describe your organization and proposed project / program as it aligns with the guidelines for this grant and the Canadian Women's Foundation more generally.</p> <p>The selection committee is interested in reading about the needs of your community and why your organization is well suited to addressing these. We would also like to gain a sense of your project / program goals and your experience and approach to delivering intersectional gender-based violence programming.</p> <p>You may want to tell us about:</p>

	<ul style="list-style-type: none"> - Your organization’s history, mission, experience, and how your leadership reflects the diversity of the community you work with - Your community and their needs - Your project / program activities, approach, anticipated outcomes, and partners <p>Note that these are recommendations. You may add anything else you would like the grant selection committee to know or copy from an existing document that answers some of these questions.</p> <p>The Letter of Intent (LOI) should be between 500 and 700 words. Please note that our system will not accept submissions exceeding 700 words.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

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://www.canadianwomen.org/grants-rebuildinglives>.

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

Jacqueline Hall (ext. 231)
Director, Community Initiatives
vpgrants@canadianwomen.org

Rifka Khalilieh (ext. 223)
Grants Coordinator
citech@canadianwomen.org