

COMMUNITY NEEDS GRANTS 2024

INSTRUCTIONS: COMPLETING YOUR PROPOSAL

BEFORE STARTING 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.

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-communityneeds/>. 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.ca/application.aspx?sid=5647&fid=35747>

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.

Applications Requirements

Applications

Welcome to your "My Application Page." This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.

Bienvenue à votre page « Ma demande ». Ça c'est ou vous pouvais gérer votre travail.

1. Sélectionnez « en cours » ou « soumis » dans le menu déroulant..
2. Si vous sélectionnez « soumis », vous pouvez voir seulement les demandes que vous avez soumises.
3. Si vous sélectionnez « en cours », vous pourrez continuer à travailler sur votre demande.
4. Pour effacer votre demande, cliquez sur la poubelle à côté de la demande.

Show Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
2022 Community Needs Grants Application w Partner			38501	2022-01-13	Owner	   

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 your response to any of the eligibility questions is “NO”, 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:

- If your organization has a valid charitable number or qualified donee status, please select: *We are a registered charity or qualified donee*
- 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.

Your budget should reflect those costs associated with the work proposed and not your organization's entire budget for the year. For a program, service or specific initiative, reflect the full costs of that project. For proposals to support the operational or administrative of the organization, please provide the full staff salary being paid partially through this grant, or the adjacent expenses to supporting your organization's operations.

Download the Excel spreadsheet from the online application platform 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 SUBMIT

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:

- an audited financial statement, you may upload an unaudited financial statement or statement of financial position completed by an accountant, or an internally prepared financial statement that includes information such as revenues and expenses for a complete fiscal year and the current assets and liabilities for the organization. In the latter case, you must have these signed by the appropriate signing authority of your Board of Directors or demonstrate that these have been presented and accepted by your membership.
- 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 <i>Definitions</i> 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. If not applicable, you must enter a zero “0”; the field will not accept a non-numerical value or a blank space.	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. Only select “Women” in for your primary community if your organization where no other options apply; do not select a secondary community in this instance.	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 or participants that access or benefit from these. Be sure to highlight how gender-based programming fits into your overall work.	300

<p>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?</p>	<p>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.</p> <p>If your organization is very young/new, please tell us about the relevant experience of your staff in doing this work.</p>	<p>200</p>
<p>How do you identify and address barriers to participation? How do you ensure that your work is accessible, inclusive, and safe?</p>	<p>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).</p>	<p>200</p>
<p>Total amount being requested from the Canadian Women's Foundation.</p>	<p>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 July 1, 2024, for 12 months, ending June 30, 2025.</p>	<p>N/A</p>
<p>Please indicate the main activity you are seeking funding support for.</p>	<p>Select only one option from the list that best reflects the primary work or activities that would be funded through this grant. You may request funding for activities under other categories and reflect these in the budget.</p> <p>Note that fundraising activities are ineligible for Operational and/or Administrative Support.</p>	<p>N/A</p>
<p>What communities/regions will be served by the proposed work?</p>	<p>Only select one option from the list that best reflects the primary work that this grant would fund. Select Regional only if you are working across larger regions (i.e., multiple municipalities) or National if working across multiple provinces and/or territories.</p>	<p>N/A</p>
<p>What is the need you are seeking to address with this funding? How did you identify this need?</p>	<p>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.</p>	<p>300</p>
<p>Tell us how your organization will use the requested funds. Provide</p>	<p>Explain what activities you would undertake with this funding, with whom, and how these would</p>	<p>300</p>

<p>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?</p>	<p>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).</p>	
<p>Is this a new, existing, or an adapted approach to your work?</p>	<p>Tell us whether funding would support your already established work, 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.</p>	200
<p>How do you envision sustaining this work or its outcomes; i.e. what comes next or what is the anticipated result?</p>	<p>Describe how this funding is part of a plan to sustain the work itself or the outcomes beyond it. For example, tell us if this funding will help you to leverage other funds, develop new skills that will grow your capacity for the future, or build a coalition that will foster ongoing partnership and collaboration going forward.</p>	200
<p>Please indicate with which Canadian Women’s Foundation funding pillar your activities align.</p>	<p>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.</p>	N/A
<p>Explain how the funded activities align with the above selected funding pillar.</p>	<p>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.</p>	200
<p>If you have any partners that will be directly involved in this work, outline their role and how you will work together.</p> <p>OR</p>	<p>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.</p> <p>OR</p>	200

<p>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.</p>	<p>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.</p>	
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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

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For technical support

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