



# COMMUNITY NEEDS GRANTS 2020

## INSTRUCTIONS: PROPOSAL QUESTIONS

### Please read carefully

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 for each proposal question offers suggestions on the information that would be most helpful for our review purposes, so please be as specific as possible. Review these prompts to gain a stronger sense of how to form complete responses. Your proposal will be evaluated on how clearly you describe your program and how well the committee can assess the alignment with the grant criteria.

For more information on the criteria used to evaluate proposals please see the guidelines.

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 grant guidelines and FAQs on the Canadian Women's Foundation website: <https://canadianwomen.org/grants-community2021/>

#### 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=35068](https://www.grantrequest.com/SID_5647?SA=SNA&FID=35068)

Once you have opened a new application, please use the following link to access your application in progress: [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 and accurate.

### **STEP FOUR: COMPLETE THE PROPOSAL SPECIFIC QUESTIONS**

The online application will guide you through the proposal specific 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 that will be enforced by the online application platform. If it is helpful, you can copy and paste answers that you compose in a Microsoft Word document so you can check your word count, spelling, and grammar in advance.

### **STEP FIVE: 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 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 (bottom) lines should be the same. If they are not, you have not balanced your budget and you should go back and make the necessary adjustments.

### **STEP SIX: ATTACHMENTS AND SUBMIT**

Under the Supporting Documents tab, you must upload your completed Budget Form, 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.

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

## PROPOSAL-SPECIFIC QUESTIONS

Proposal Question	Prompts	Word Count
What is the size of 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. See definitions listed below this table.	N/A
What geographic area(s) does your organization serve?	Self-identify if your service area is urban, rural, remote, or northern. You must select at least one.	N/A
Please identify the number of women, girls, Two Spirit, trans, and non-binary peoples and children that you serve annually.	Indicate the number of unique service users your organization serves per year, across all programs and/or services.	N/A
Please indicate the primary / secondary community that your organization serves.	Select only the communities that make up a significant percentage of the program participants.	N/A
Tell us about the leadership of your organization (ED/CEO, senior staff, Board of Directors). Please describe the ways that your leadership team reflects the communities your organization serves.	Provide a summary 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.	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.	300
How do you ensure that your work is accessible, inclusive, and safe? How do you identify and address barriers to participation?	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). Explain how you recruit and actively engage participants with diverse needs. Do you have wraparound services or referral partners for supports where needed?	300
What is your organization's understanding of gender analysis? Describe how you integrate into your work.	Gender analysis explores and highlights the relationships between genders in society, and the inequalities in these relationships. Please explain how you highlight and address underlying gender inequities through your work.	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).	N/A
What is the need you are seeking to address with this funding?	What is the gap in your operations or services that this funding will address? How has this gap occurred and what measures have you tried to address it?	300
How will your organization use the requested funds, and how will the use of these funds contribute to	Explain your key budget lines and how these funds will contribute to stabilizing or growing your	300

your organization's work serving women, girls, Two-Spirit, trans, and non-binary people in your community?	operational capacity, piloting a new initiative, or testing a new approach or program.	
How do these activities align with the Canadian Women's Foundation's funding pillars?	Describe how your work supports the advancement of the Foundation's priorities, as outlined in the guidelines. Explain how your proposed activities meets all of the criteria outlined, and where some efforts might need to be made.	200
If you have any partners that will be directly involved in this work, outline their role and how you will work together.	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.	200

## Definitions: Community size and 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.

### **Metropolitan/Urban Centres**

These areas are determined based on population size of at least 10,000 residents:

- ✓ Major metropolitan areas (1 million people or more)
- ✓ Large population centres (100,000 - 999,999 people)
- ✓ Medium population centres (30,000 - 99,000 people)
- ✓ Small population centres (10,000 - 29,999 people)

### **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 next 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 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, administrative, management, or relief staff. Provide staff titles, number of staff, hours of work per week, hourly, rate and percentage of benefits.

#### Consultants and Professional Fees

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.

#### Facilities

This can be a portion of the office or program space rental and utilities. 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 cost of food for the duration of the program. When calculating this number, think about the cost per session (multiplied by total number of session) and also factor in a buffer amount for special events or food costs for dietary restrictions.
- Equipment
  - Include the cost of equipment directly related to delivery of services or for organizational operations. Note that large equipment considered a capital expense are not permitted.

#### Communications

This includes any promotion or communication costs related to recruitment and outreach of participants (and volunteers or mentors if applicable).

### **Travel**

This can support travel costs for staff or participants/service users. Explain if it will be used for public transport, for ride sharing services, for taxis or for mileage rates with 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 cannot be claimed.

### **Child and / or Family Care**

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

### **Accessibility / Other costs**

Where possible, all costs should be captured above, including any and all accessibility supports, administrative, or operational expenses. 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 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-community2021/>

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)**

Program Manager

[jhall@canadianwomen.org](mailto:jhall@canadianwomen.org)