



COMMUNITY NEEDS GRANTS 2022

INSTRUCTIONS: COMPLETING YOUR PROPOSAL

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 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. 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 for Applicants* 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 Grant Guidelines and FAQs 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=35412

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

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.



The screenshot shows the 'Applications' tab in the IGAM system. It includes a welcome message, instructions in both English and French, a 'Show' dropdown menu set to 'In Progress Applications', and a checkbox for 'Hide Viewer Only Applications'. Below this is a table with one application entry.

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 handy of the user that submits the application. Application updates and the 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 the online application platform, 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 Canadian Women’s Foundation 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 partner 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 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. 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".

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.

Before uploading your budget to the application, first export or convert it to a single-page PDF document.

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 a financial statement that has been approved by your Board of Directors and/or membership.

If your organization does not have a diversity or anti-racism policy, please attach either an equivalent policy addressing 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. See the Definitions following this table for what qualified as 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 that you serve 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 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 world.	300
Tell us about your experience in designing and delivering gender-based programs, services, and/or advocacy initiatives. How are they tailored to meet the unique needs	Please explain how you highlight and address underlying gender inequities through your work, including compounding intersectional factors. How does your work with women, girls, Two Spirit,	200

of the communities your organization serves?	trans, and non-binary people differ in its approach from your other work (if applicable)?	
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 actively engage participants with diverse needs, and any wraparound services that 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).	N/A
Please indicate the core activity you are seeking funding support for.	Only select 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.	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.	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 have you tried to address it.	300
Tell us how your organization will use the requested funds. Please provide detail on the 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.	300
Is this new, existing, or a new approach to your work? How do you envision sustaining this work or its outcomes?	Whether this is work you are already doing, an entirely new initiative, or an adaptation to your work, describe how this funding is part of a plan to sustain either the initiative itself or the outcomes beyond this funding. For example, tell us if this funding will help you to leverage other funds or to learn something that will grow your capacity for future.	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 four funding pillars that best align with the need you have identified and outcomes you propose to achieve.</p>	<p>N/A</p>
<p>Explain how the funded activities align with above selected funding pillar.</p>	<p>Describe how your work will support the advancement of the funding pillar selected. Tell us how your proposed activities will lead to an outcome that is focused on one of the four pillars. You can speak briefly to any other pillars that your efforts may align with, but this is not required.</p>	<p>200</p>
<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>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. If you are working with an organizational partner, please outline the arrangement of your shared responsibilities, your history in working together, and the commonalities between your organizations' missions or mandates. The letters of support you provide in the supporting documents should come from these partners.</p>	<p>200</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 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 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 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 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 directly related to delivery of services or for organizational operations, such as tablets for use in program or for participants' use at home. Note that large equipment considered a capital expense are 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 services users, or 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 like many other funders. Where possible, all costs should be captured above, including administrative staff, bookkeeping services, office supplies, or translation/interpretation services, 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 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

Jacqueline Hall (ext. 231)
Program Manager
jhall@canadianwomen.org

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