Women's PROGRAM

Information Guide

Applying for Funding through the Women's Program of Status of Women Canada

Status of Women Canada Condition féminine Canada

Canada

Section 1 – General Information

INTRODUCTION

The purpose of this guide is to assist in the preparation of a funding application for submission to the Women's Program of Status of Women Canada.

PRIORITY ISSUES

By determining funding priorities, Status of Women Canada ensures that the Women's Program resources are invested where the need is the greatest, and where there is a clear potential to make a concrete and direct difference. **This means not all eligible applications will be funded.**

The number of eligible projects selected for funding will be based upon the availability of funds. **Only those applications that fall within the current funding priorities will be considered for funding.**

Status of Women Canada supports projects that encourage action to bring about the advancement of **all women in Canada.**

APPLICATION REQUIREMENTS

Preparation

- All organizations interested in applying for funding from the Women's Program are STRONGLY encouraged to contact their regional office to discuss their project, the Women's Program priorities and objectives, as well as eligibility requirements.

Submission of Application

- All required documents must be submitted at the time of application. A checklist on the last page of the application form will help ensure all necessary documents are included.

- Proposals should be submitted to the nearest Status of Women Canada office (please see List of Status of Women Canada Offices in this document).

Requirements

- Application forms must be completed and submitted by regular mail as original signatures are required. Please also send an electronic version of the application form, proposal, results framework and performance measurement plan, work plan table, budget sheet(s) and funding application checklist on flash drive or CD or by email.

- Applications that fail to meet the Women's Program eligibility requirements will not be considered further.

Receipt of Application

- A confirmation of the receipt of applications will be sent to all applicants.

REVIEW PROCESS

Assessment

- To be considered for funding by the Women's Program, applicants must demonstrate that they meet all the eligibility requirements and address the project assessment factors, including the current funding priorities.

- The Women's Program review process includes the two following components:

  1. Assessment for Eligibility: All funding applications undergo a review process to determine whether they meet the eligibility requirements.

  2. Project Assessment Factors: All applications that meet the eligibility requirements are evaluated for the extent to which they address project assessment factors, which may include but are not limited to: organizational and financial capacity, alignment with Women's Program priorities, planned results; and feasibility. (See Project Assessment Factors on page 20 of this guide).

- The result of the proposal review will determine whether the detailed proposal is recommended for consideration by the Minister for Status of Women.

Approval

- All funding decisions are made by the Minister for Status of Women.

- Successful applicants to the Women's Program can receive funds in the form of a grant or a contribution.

- **As available funds are limited, not all qualified applications will receive funding.**

- Applicants will be informed in writing of the decision regarding their proposal.

- Successful applicants must agree to defer any public announcements until the Minister for Status of Women has publicly announced the project.

Section 2 –Overview

When applying for funding, organizations should take into account the following:

Women's Program Mandate	To advance equality for women across Canada through improvement of their economic and social conditions and their participation in democratic life.
Women's Program Objective	To achieve the full participation of women in the economic, social and democratic life of Canada.
Women's Program Expected Short-Term Result	Increased awareness among women to identify and/or remove barriers to their participation in their communities.
Women's Program Expected Medium-Term Result	Increased participation of women in their communities.
Strategic Outcome	Equality for women and their full participation in the economic, social and democratic life of Canadian society.
Funding Level	**Status of Women Canada does not provide core funding, nor does it cover ongoing administration costs.** The maximum financial support that can be provided to an eligible recipient is $500,000 per fiscal year.
Scope of project	Local, regional, provincial/territorial or national.
Duration	Up to a maximum of 36 months.
Type of Funding	Grant or contribution (based on factors such as complexity and risk of project, etc.)

Section 3 – General Eligibility Requirements

Applicants are required to meet all of the general eligibility criteria as described below.

A) APPLICANTS

<u>Eligible Applicants</u>

- **Incorporated** not-for-profit and for-profit Canadian organizations. (Note: An unincorporated organization that wishes to apply for funding can partner with an incorporated organization that agrees to: a) apply on its behalf; and b) take financial and administrative responsibility for the project).
- Organizations with a **democratic structure** and a record of **responsible governance** (see definitions in **Glossary of Key Terms)**.
- Organizations whose mandate and objectives reflect **Section 15 of the *Canadian Charter of Rights and Freedoms***, which stipulates: "(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability;" and "(2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups, including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability."

<u>Ineligible Applicants</u>

- Individuals, unions or co-operatives.
- Other federal departments or agencies.
- Provincial, territorial, municipal or Aboriginal governments or their agencies.
- School boards, hospitals or other organizations whose mandate was created by governments.
- Universities or colleges, including university or college-governed institutes.

B) PROJECT

<u>Eligible Projects</u>

- Contribute to the achievement of the Women's Program objectives.
- Occur within a specific period of 36 months or less.
- Involves women who are affected by the issue in all aspects of the project (e.g. planning, implementation, follow-up, and evaluation); and
- Demonstrate planned quantitative and qualitative results that are concrete and measurable in a complete and precise plan.

<u>Ineligible Activities</u>

- Activities that have already taken place.
- Activities outside of Canada (except those related to United Nations [UN] or the *Convention on the Elimination of All Forms of Discrimination Against Women* [CEDAW]).
- Organizational capacity-building except where it is explicitly linked to a project that seeks to directly improve the situation of women.

- Research and polling activities.
- Domestic advocacy activities, and the lobbying of federal, provincial/territorial and municipal governments.
- Direct services under the jurisdiction of other levels of government (except projects designed to test new approaches to service delivery or to carry out feasibility studies or other strategies to improve the delivery of services to women).
- Ongoing activities, including operation and administration.

C) EXPENSES

Eligible Expenses

Expenses directly linked to the project are eligible. They include:

- Travel costs within Canada.

  Status of Women Canada will use Treasury Board Secretariat Guidelines to determine maximum amounts for travel and daily-related costs http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/b-eng.asp
- Travel costs outside of Canada for activities related to the UN or the CEDAW.
- Salaries and benefits.
- Honoraria/professional fees.
- Facility rental and utilities.
- Office equipment and furniture (to a maximum of $10,000 per project).
- Materials and supplies.
- Publicity and promotion.
- Audit and evaluation.
- Other: child care expenses that support the participation of women in activities, hospitality costs that occur during the course of planned activities and meetings, etc.

  Note: Maximum salaries, honoraria and rental charges will be assessed according to regional standards and other related norms.

Ineligible Expenses

- Capital expenditures (such as land, buildings, vehicles and other major capital costs).
- Travel and other expenses incurred outside of Canada that are **not** UN or CEDAW-related.
- Costs incurred before a funding decision is made by Minster of Status of Women.

Section 4 – Application Form

Section A - Information about your organization

1. Enter your organization's full name followed by its acronym. Please use the name shown on the Certificate of Incorporation.

2. If your organization has ever operated under a different name, indicate the full, unabbreviated, previous name. If not, indicate "not applicable" (N/A).

3. Indicate whether it is a *for-profit* or *not-for-profit* organization.

4. Indicate your organization's federal or provincial/territorial incorporation number, and attach a copy of your certificate of incorporation.

5. Check one box only to indicate the scope of your organization:
   - municipal - active primarily in a town, city or regional municipality;
   - regional - active across a district or region of a province or territory;
   - provincial/Territorial - active across a province or territory;
   - inter-provincial/Inter-territorial - active across two or more provinces or territories;
   - national - active across Canada; and/or
   - international - active across Canada and in at least one other country.

6. Provide the year that your organization was founded. This date may precede your incorporation.

7. Indicate the official language in which you wish to communicate with the Women's Program.

8. Indicate if your organization has previously received funding from the Women's Program. If yes, please state the most recent year in which funding was approved.

9. Indicate if your organization has any outstanding debts to the Government of Canada. If yes, indicate to which department and the amount.

Section B – Contact Information

10. Give the name, title, e-mail address and telephone number of the person Women's Program staff should contact if they require **additional information** about your application (preferably the director of your organization or the person responsible for management of the project).

11. Indicate the **street address** of your organization, including the postal code. If this address is confidential, indicate accordingly. Provide the organization's **mailing address** if it is different from the street address, or if it is a post office box. Provide the organization's telephone number, e-mail, fax number and website address (where applicable).

12. Give the name, title, e-mail address and telephone number of the **person primarily responsible for your organization** (chair, president of the board of directors or president of the organization).

Section C – The Organization

13. Provide brief information on the mandate, objectives, main activities and membership of your organization.

14. Describe how your organization's (not your project's) mandate or primary line of business (if you are a for-profit organization) supports the Women's Program objective.

15. Describe how your organization supports the equality provisions (Section 15 and 28) of the *Canadian Charter of Rights and Freedom.* For further assistance with this, please see Appendix 2. Groups should focus on the alignment of their mandate or primary business activity with the equality provisions.

16. In the case of **non-profit organizations**, include information that demonstrates that your organization operates democratically (such as governance by an elected board of directors) and applies principles of responsible governance. See Glossary of Key Terms on page 22 for definitions.

17. In the case of **for-profit organizations**, describe your organization's primary business activity and indicate its corporate structure (e.g., sole proprietorship, partnership, etc).

Section D – Project Information

18. The title of the project should be brief and refer to the issue/need being addressed.

19. Provide a brief, clear description of your project (maximum 10 lines). Outline its purpose, major activities and the number of women directly impacted.

20. Indicate the duration of the project, including start and end dates, as well as the total number of months. The start date must be after the date on which the Minister will be announcing the results (projects that the Minister has approved for funding). See Section 1 of this document for more information on timelines.

21. Indicate the total cost of the project.

22. Indicate the amount requested from the Women's Program. You will calculate this amount using the Budget Form. **The amounts specified in your budget should match the amounts you include here**.

23. Indicate the **number of women *directly* impacted** by your project. This refers primarily to participants but can include other women involved in the project. You will be required to report on this number.

24. Indicate the **number of women *indirectly* impacted** by your project. This could include those who would benefit from the knowledge and skills gained by women directly impacted: female co-workers, friends, family members, etc.

25. Indicate the number of other people expected to benefit from this project. This could include family members, community members, etc.

Section E – Detailed Project Proposal, Results Framework and Performance Measurement Plan, and Work Plan

26. See Sections 5, 6 and 7 below for details on how to complete this section.

Attach your Detailed Project Proposal, Results Framework and Performance Measurement Plan, and Work Plan to your Application Form.

Section F - Budget

See Section 8 (below) for details on how to complete this section.

27. Please indicate if you have partners who have agreed to contribute to the funding of your project. On the Sources of Revenue table please provide details for each partner, and specify if the funding has been confirmed or if confirmation is pending.

Section G- References

28. Give the name, title, organization and telephone number of two references that can provide information on your proposed project and the capacity of your organization to carry out the project. The referees should not be members of your organization, but should be aware of your proposed project, and/or:
    - have worked with you in the past and can comment on your ability to carry out this project; and/or
    - plan to collaborate in project activities; and/or
    - be familiar with the need/issue; and/or
    - be funding, or recommending funding for, the project.

Section H – Required Supporting Documentation

Please attach your organization's most recent annual report and financial statements and a list of board members and their respective addresses and phone numbers. If you do not have an annual report, please attach a separate page indicating reasons. s .

Section I – Declaration and Undertaking

To process the application, a signature by a person with legal signing authority is required.

The signatory is responsible for ensuring the organization meets all the terms and conditions outlined in the Declaration and Undertaking. The signatory must include her/his title and date of signature.

Section 5 – Detailed Project Proposal

Please answer **ALL** the questions below in **five pages or less**.

Context **Tell us about the issue/need your project will address.**	a) What is the issue/need to be addressed? Provide information that demonstrates your understanding of the issue/need. b) How have you identified this issue/need in your own community/region or nationwide? c) How does the proposed project differ from your ongoing programming/services? Please answer, if applicable: – If this is another phase of a project previously funded by either the Women's Program or another funding source, what was achieved in the previous phase, and how does this proposal build on and differ from the previous project?
Justification **How does your project align with the Women's Program?**	d) Indicate why this project is important and why the Women's Program should fund it. e) Describe how the elements of the project support the Women' Program objective and priority issue(s). f) Provide information about other local/regional/provincial/national efforts that address this same issue/need and how your project will complement these efforts. Please answer the following, if applicable: – If the proposed project is under the **jurisdiction of other funding sources** (see the definition in the Glossary of Key Terms), including the federal government and other levels of government, please justify why you are requesting assistance from Status of Women Canada. – If the proposed project is part of work that your organization has been mandated to carry out by a government (federal, provincial, territorial or municipal), please justify the request for funding from Status of Women Canada.

<u>Management</u> **How will you involve women in your project? Tell us about your expertise in addressing the issue/need.**	g) Provide detailed information about the population of women your project will assist. h) Throughout the project cycle (from planning and implementation to evaluation), how will you involve the women affected by the issue? i) How does your organization have the relevant expertise and/or experience to carry out the project?
<u>Planned Results</u> **What do you expect your project to achieve?**	j) What is the **goal** of this project? See definition of goal in <u>Glossary of Key Terms,</u> Appendix 1. k) What is/are the **objective(s)** of this project? One objective per project is suggested. See definition of objective in <u>Glossary of Key Terms,</u> Appendix 1. l) What are the planned short-term results of your project? What are the planned medium-term results of your project? m) Describe how and with whom you plan to share the results of your project, or how you plan to ensure that others benefit from the knowledge, skills or tools resulting from your project.
<u>Monitoring and Evaluation</u> **Tracking your project's progress.**	n) How will you monitor and evaluate your project throughout its life cycle?

Section 6 – Results Framework and Performance Measurement Plan

The Results Framework and Performance Measurement Plan table is included in the Application Form. You MUST use the form provided.

Refer to **Appendix 1** for the Glossary of Key Terms used in this section.
Refer to **Appendix 3** for samples of detailed Results Frameworks and Performance Measurement Plans.

All of the information below is required to complete the Results Framework and Performance Measurement Plan table

Project Title	Indicate the title of the project.
Project Budget	Indicate the total cost of your project.
Project Duration	Indicate the length of your project in months.
Project Goal and Objective	Project Goal and Objective(s) can be copied and pasted from your Detailed Project Proposal.
Women's Program Planned Outcomes	Check the box (only one) for the Women's Program planned outcome that best relates to your project goal.
Activities	These are **key actions** undertaken in the course of the project that use inputs to produce outputs. Project activities and their related results will contribute to the achievement of project objectives. Examples of key activities include skill-building workshops, resource development, networking, etc.
Outputs	These are the goods or services produced directly from the activities of a project. Each project activity should have a corresponding output. Examples of outputs include training modules, reports, etc.
Planned Results	These can be copied and pasted from your Detailed Project Proposal to the appropriate box – either short-term or medium-term planned results. <u>If your project is **18 months or less**, with a budget of $150,000 or less:</u> Planned Short-Term Result(s): include here the result(s) you expect to achieve by the project's end. Planned Medium-Term Result(s): include here the result(s) you expect to have achieved one to three years after your project ends. (**Note: some 18-month projects may be able to report on planned medium-term result[s]**.)

	If your project is multi-year (**more than 18 months**): Planned Short-Term Result(s): include here the result(s) that you plan to achieve during the project. Planned Medium-Term Result(s): include here the result(s) you expect to achieve by the end of the project.
Data Collection Methodology	This section should reflect how information/data on the performance indicators is gathered. You should consider: data sources (e.g., feedback from project participants, training session survey, etc.), data collection methods (e.g., questionnaire, key stakeholder interviews, etc.) and frequency of data collection (e.g., end of training sessions).
Performance Measurement	**Performance Indicators:** Performance indicators assist in gauging progress towards a project's planned results. Indicators can be both qualitative (descriptive) and quantitative (numerical). Indicators can be considered the proof of progress towards a project's planned results. Examples could include: - number of project participants who claim strengthened ability to identify and respond to issues of gender-based violence within their families, communities and workplaces (*quantitative*); and - project participants indicate improved ability to identify and respond to issues of gender-based violence within their families, communities and workplaces (*qualitative*). A performance indicator should be created for each planned result statement. Consideration should be given to both quantitative and qualitative indicators. Generally, one to three indicators per result statement is acceptable.
Risks and Plan to Address Risks	**Risks**: List the potential risks associated with the project. Risks are the events and/or circumstances that may negatively affect the successful achievement of planned results. **Plan to address identified risks**: List the planned activities to address identified risks. The following are three examples of potential risks and plans to address them: **1. Risk:** Not enough women will attend the planned activities. **Plan:** The organization will recruit participants in advance, using its own networks/contacts, and those of member and partner organizations. **2. Risk:** Not all potential funders will come through. **Plan:** The project will be designed for easy modification, depending on

	the amount of funding received. The number of events, activities, components and participants can be reduced or expanded as funding allows, as can the length of the project. **3. Risk:** Women will become discouraged as they try to apply what they have learned in the project to their lives and their communities. **Plan:** Sessions will include strategies on how participants can stay positive. In addition, participants will support each other, and communicate by e-mail and online forum. The organization will provide updates and further tools to motivate participants to continue.

Section 7 – Workplan

The Workplan Table is included as part of the Application Form.

Using the table, please provide the information requested.
Refer to **Appendix 1** for a Glossary of Key Terms used in this section.

Inputs	Please list the specific inputs that you plan to use for each of your project activities. This should correspond with the expenses listed in your project budget. Inputs are the financial and non-financial (human, organizational, material) resources needed to implement and deliver project activities. Examples of inputs include funds, personnel, time, equipment, supplies, etc.
Activities	In this section, please list the **key activities** from the Results Framework and Performance Measurement Plan and provide a breakdown of these activities. For example, if you plan to deliver a workshop on financial literacy (one of your key activities), the breakdown could include the development of a financial literacy curriculum, the production of the instructor's and participants' manuals, and pilot testing of materials with a small group Activities are key actions undertaken in the course of the project that use inputs to produce outputs. Project activities and their results will contribute to the achievement of project objectives. Examples of key activities include skills-building workshops, resource development, networking, etc. (You should be able to identify five to eight key project activities.)
Outputs	Outputs are the goods or services produced directly from a project's activities. Each activity should have a corresponding output. Examples of outputs include teaching modules, reports, training sessions, etc.
Direct Beneficiaries	For each key activity, provide the estimated number of direct beneficiaries and some of their specific characteristics (e.g., age group, rural or urban population, immigrant or refugee women, etc.).
Timelines	Indicate the duration and approximate dates for EACH KEY activity. You should note that planned dates are subject to change (e.g., Activity X: 3 months from August 1 to October 30, 20XX).

Section 8 – Budget

Using the Budget Form, provide all financial information related to the project.

- For projects of **18 months or less,** you will need to fill out **only a cumulative budget**.
- For **multi-year projects (over 18 months**), you will need to fill out a **budget sheet for each year AND a cumulative budget** for the whole project.

Total Expenses and Amount Requested Columns

The Total Expenses column should include all project costs. The Amount Requested column should include only the funding requested from the Women's Program in each budget category. **All budget items should be rounded to the nearest dollar**.

Travel	- Project-related ground or air transportation for salaried or contract staff, volunteers and resource people is an eligible expense. The cost of meals and accommodation during travel time is also eligible. - Local transportation costs for participants (i.e., bus tickets) should be included here. - Travel expenses should be reasonable, based on the most economical option available, and consistent with provincial/territorial rates.
Salaries and Benefits	- Salaries can be paid for work directly related to the project. - When salaries are paid, benefits are an eligible expense. - Salaries and benefits for members of a board of directors or other decision-making body are **not** eligible expenses. Monetary value for these can, however, be included under In-kind Contributions - Salary levels should be in keeping with local rates for similar types of work.
Professional Fees and Honoraria	- Includes costs for the professional services of an individual (not a member of the applicant organization) with the expertise needed to carry out the project. - Payment to an individual for a task performed and/or knowledge contributed to the project is an eligible expense. - Honoraria for the members of a board of directors or other type of decision-making body of an applicant organization are not usually an eligible expense.
Facilities	- Costs related to the portion of office and meeting space required for project activities. Also includes costs related to utilities such as electricity and heating.

Office Equipment	- Lease or purchase of office equipment, such as computers, printers, fax machines and photocopiers, when necessary to carry out the project. - Internet and telephone costs pertaining to the project. - The purchase of office furniture and other office equipment is an eligible expense, up to a **maximum of $10,000 per project**. Such capital costs are strictly for items necessary to complete the project and not already owned by the organization.
Materials and Supplies	- Office supplies and other materials needed to carry out the project, such as postage, paper, photocopying and/or printing, resource materials, computer software, printer cartridges, fax cartridges, etc.
Publicity and Promotion	- Costs related to producing and printing of brochures, newsletters and posters, and the purchasing of ad space, to promote the project and project activities. - Costs to update and/or develop the organization's website with **project information**. - Costs to produce ongoing publications (newsletters, magazines, journals, etc.) **are usually not eligible** unless a particular issue is specifically devoted to the project. - Costs of producing film, video and radio/television productions **may be eligible** when they are an integral part of a larger plan of action to achieve the objectives of the project.
Other	- Eligible costs not included in other budget items and that pertain to some of the following: child care for attendees or participants in project activities; and catering related to key project activities.

Notes on Other Activity-Related Expenses

Conferences/Strategy Sessions:
The costs of organizing and holding conferences are eligible for funding when they are part of a project's overall plan of action.

Audit and Evaluation:
The costs related to project evaluation are eligible. The amount requested should be in proportion to the complexity of the activities, expected results and duration of the project. Audits are not required for grant funding. Audited financial reports are, however, required for Contribution Agreements and are considered an eligible expense.

Detailed Description Column Under “Detailed description of each budget item requested from the Women’s Program,” describe only those items being requested from the Women’s Program. For example, under Salaries and Benefits: Coordinator: 15hrs/wk@$22/hr for 52 wks = $17,160. For multi-year projects, **you need not repeat the “Detailed description for each budget item requested” section in the cumulative budget sheet**, as this information is provided in the annual budget sheets. The detailed breakdown of the amount requested from the Women’s Program should be presented in point form. For example, under “Office Equipment”: – Telephone: 12 months x $50/month = $600; and – Photocopier rental: 12 months x $100/month = $1,200.

<u>Sources of Revenue Table</u>

Provide this information for the cumulative budget only; there is no need to fill it out for each year of a multi-year project.

Status of Women Canada	Amount requested from the Women’s Program of Status of Women Canada.
Financial contribution from applicant organization	Amount of money the organization will contribute to the project.
Financial contributions from other sources (federal, provincial/territorial, municipal funders or private or corporate sources)	Amounts from other confirmed or anticipated revenue sources. Each source should be clearly identified by name (e.g., Saskatchewan Department of Justice-Crime Prevention Fund) on a separate line of the table. Also indicate beside each source whether revenue **is confirmed or anticipated.**
In-kind contribution from applicant organization	The value of in-kind goods and/or services that are directly related to the project and are donated to the project by the applicant organization. “In-kind” refers to goods and/or services that are provided instead of money. For your project budget, a reasonable monetary value should be applied to these contributions. In-kind contributions can include staff and volunteer time, services, programs, office space and administrative services.

In-kind contribution from external sources	Goods and/or services provided to the applicant organization at no charge. Provide the name of the external source and the corresponding contribution. These could include professional services, such as legal advice, meeting space, advertising space, computer support, etc. Like the organization's in-kind contribution, a reasonable market value should be applied to in-kind contributions from external sources.
Other	This could include registration costs for events, GST rebates, etc.

Section 9 – Project Assessment Factors

A) THE ORGANIZATION

Eligibility	• The applicant organization's mandate and objectives support the Women's Program objective. • The applicant organization's mandate and objectives support Section 15 of the *Canadian Charter of Rights and Freedoms.* • The applicant organization demonstrates that it functions democratically and practices responsible governance.
Capacity	• The applicant organization demonstrates that it is financially stable. • The applicant organization demonstrates that it is administratively stable, and able to manage human and financial resources. • The applicant organization's history with the Women's Program or other funding sources demonstrates accountability for funds. • The applicant organization demonstrates knowledge of the issue being addressed. • The applicant organization demonstrates that it has the relevant expertise and/or experience to carry out the project. • The applicant organization demonstrates the ability to leverage resources and build partnerships with public institutions and other stakeholders.

B) THE PROJECT

Alignment	• The proposed project is aligned with the mandate, objective and planned results of the Women's Program of Status of Women Canada. • The proposed project addresses one or more of the current priority issues.
Planned Results	• The applicant organization demonstrates its ability to successfully complete projects, implement project evaluations and report on results. • The proposed project identifies clear, realistic and measurable planned results, and demonstrates how these planned results will directly impact women. • The applicant organization indicates how it will share project results, best practices and/or lessons learned.

Effectiveness and Feasibility	• The proposed project is feasible and effective in terms of activities, timelines, planned results and potential risks. • The applicant organization demonstrates that it is involved with the community, and collaborates with relevant stakeholders and partners. • The applicant organization has arranged the appropriate level and nature of collaboration with partners. • The project proposal includes specific information on how the women affected by the issue will be actively involved in all aspects of the project.
Project Budget	• The proposed project budget is realistic in terms of proposed activities and planned results. • The proposed project budget demonstrates efficient use of resources. • The proposed project has other financial and/or in-kind support. • The proposed amounts in all budget lines are consistent with local standards and Treasury Board Secretariat Guidelines, where travel costs are concerned. • There is a rationale for Status of Women Canada assistance, as opposed to other funding resources, including federal or other levels of government.

Appendix 1 – Glossary of Key Terms

Activity
This refers to key actions undertaken in the course of the project that use inputs to produce outputs. Project activities and their related results will contribute to the achievement of project objectives. Examples of key activities include skills-building workshops, resource development, networking, etc. (You should be able to identify five to eight key project activities.)

Community
This can refer to the physical place where women affected by the issue live. Also, in a broader sense, it can refer to a specific grouping, such as "the business community" or "the immigrant women's community."

Contribution
This refers to a **conditional** transfer payment made to a recipient for a specified purpose, according to a Contribution Agreement. A **contribution is subject to accounting and audit**; Status of Women Canada reserves the right to audit recipients of contribution funding. Recipients must continue to meet the specific terms and conditions of the Contribution Agreement prior to payments being made. Payments are linked to satisfactory interim and final reports. Recipients must sign a Contribution Agreement, which is a legal contract outlining the respective responsibilities of Status of Women Canada and the recipient.

Democratic Structure
This refers to the capacity of staff and members of the organization to participate in decision-making and other important processes affecting the organization. For many organizations, this refers to the election of board members and the holding of annual general meetings where members have direct influence over decisions affecting the organization.

Direct Beneficiaries
This refers to the women directly impacted by the project. When describing beneficiaries, provide as many details as possible; e.g., immigrant and refugee women, women living in rural/remote areas, etc.

Goal
The project goal answers the question, "What do you ultimately expect your project to contribute to achieving?" For example, a project goal could be: "To contribute to reducing rates of violence against women in rural communities in Eastern Canada." It is important to recognize that a project's goal is unlikely to be achieved during its life cycle and may occur many years after its completion.

Grant
This refers to a transfer payment made to a recipient **that is generally not subject to accounting or audit**, but for which eligibility and entitlement may be verified, or for which there may be pre-conditions.

Indicator
This helps gauge progress towards a project's planned results. Indicators can be both qualitative (descriptive) and quantitative (numerical), and can be considered the proof of progress towards a project's planned results. Examples could include:

- number of project participants who claim strengthened ability to identify and respond to issues of gender-based violence within their families, communities and workplaces (*quantitative*); and
- project participants indicate strengthened ability to identify and respond to issues of gender-based violence within their families, communities and workplaces (*qualitative).*

Input
This refers to the financial and non-financial (human, organizational, material) resources needed to implement and deliver project activities. Examples include funds, personnel, time, equipment, supplies, etc.

Jurisdiction of other funding sources
This refers to the legislative areas of responsibility of governments. For example, provincial and territorial governments are responsible for health, education and social services whereas the federal government is responsible for criminal law. Organizations should take into account these boundaries when developing their projects and keep in mind that Status of Women Canada cannot provide funding to carry out activities that fall under the jurisdiction of provinces.

Objective
This reflects what you expect to achieve by your project's end, not how you plan to achieve it. Objectives contribute to the achievement of larger project goals and should answer the question, "What will have changed by the end of the project?" For example, a project objective could read: "To strengthen the abilities of project participants identified as at high risk in rural communities X, Y and Z to recognize and respond to issues of gender-based violence within their families, communities and workplaces."

Output
This refers to products, goods or services produced directly from the activities of a project. Each project activity should have a corresponding output. Examples include training modules, workshop reports, etc.

Responsible governance
This refers to the accountable and transparent management of funds, the effective management of human resources, responsive leadership, and adherence by the organization to its own mandate and constitutional bylaws, among others.

Results
This refers to the results and impacts of a project that has completed its key activities. Results are describable and/or measurable changes that a project has produced. Results should be **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound. There are immediate (short-), intermediate (medium-) and final (long-term) results. An example could be: "Ten project participants identified as at high risk in rural communities X, Y and Z indicate they are better able to recognize and respond to issues of gender-based violence within their families, communities and workplaces."

Workplan
This refers to a "to-do" list that answers the question, "What do we do next?" It covers the "what" (input-activity-output), the "who" (beneficiaries) and the "when" (timelines) of next steps.

Appendix 2 – Information on the *Canadian Charter of Rights and Freedoms*

Section 15 - Equality Rights

1. **Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.**

2. **Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.**

This section of the *Charter* makes it clear that every individual in Canada – regardless of race, religion, national or ethnic origin, colour, sex, age or physical or mental disability – is to be considered equal. This means that governments must not discriminate on any of these grounds in their laws or programs.

The courts have held that section 15 also protects equality on the basis of other characteristics that are not specifically set out in it. For example, this section has been held to prohibit discrimination on the grounds of sexual orientation. The Supreme Court of Canada has stated that the purpose of section 15 is to protect those groups who suffer social, political and legal disadvantage in society. Discrimination occurs where, for example, an individual, because of a personal characteristic, suffers disadvantages or is denied opportunities available to other members of society.

At the same time as it protects equality, the *Charter* also allows for certain laws or programs that favour disadvantaged individuals or groups. For example, programs aimed at improving employment opportunities for women, Aboriginal peoples, visible minorities, or those with mental or physical disabilities are allowed under section 15(2).

Section 28

Notwithstanding anything in this *Charter*, the rights and freedoms referred to in it are guaranteed equally to male and female persons.

Section 28 makes it clear that both women and men are equally protected under the *Charter*. This principle is also found in section 15.[1]

---

[1] Source:
Canada. Department of Canadian Heritage, Human Rights Program. *Your Guide to the Canadian Charter of Rights and Freedoms*. Part II - The Contents of the Canadian Charter of Rights and Freedoms. Ottawa: Public Works and Government Services Canada, 2003.
http://www.canadianheritage.gc.ca/progs/pdp-hrp/canada/guide/equality_e.cfm

Appendix 3 – Samples – Results Framework and Performance Measurement Plan

The following pages are examples of completed Results Framework and Performance Measurement Plans for a short-term project of 18 months or less and for a multi-year project, in the following order:

- Results Framework and Measurement Plan - example of a 12-month project; and
- Results Framework and Measurement Plan - example of a 24-month project.

Sample 12-Month Results Framework and Performance Measurement Plan

<table>
<tr><td colspan="2">Project Title: Sample Project</td><td colspan="2">Project Budget: $75,000
Project Duration: 12 months</td></tr>
<tr><td colspan="4">Project Goal:
To increase immigrant women’s social and economic participation in community “X.”

Project Objective:
To support immigrant women to access existing community resources and develop leadership skills that could facilitate their participation, both economically and socially, within community “X”.</td></tr>
<tr><td colspan="4">Women’s Program Planned Outcomes:
☒ Increased awareness among women in identifying and/or removing barriers to their participation in their communities
☐ Increased participation of women in their communities.</td></tr>
<tr><td colspan="4">Planned Results</td></tr>
<tr><td>Activities:</td><td>Outputs:</td><td>Short-Term Results:</td><td>Medium-Term Results:</td></tr>
<tr><td>- 12 information sessions.
- 12 peer discussion groups.
- One-on-one counselling (assist participants in setting goals and developing action plans).
- 10 leadership skill development training sessions.
- 10 community panel discussions.
- 10 community presentations (given by participants).</td><td>- Leadership skill development training manual.
- Peer discussion group minutes.
- Information session fact sheets.
- 10 participant community presentations.
- Participant action plans.
- Hard copy reports.</td><td>- Project participants have increased their knowledge about existing community resources.
- Project participants better understand how to access existing community resources.
- Project participants have strengthened their leadership skills.</td><td>- Project participants have prioritized and acted upon items from their personal action plans.
- Project participants have accessed community resources.</td></tr>
</table>

Performance Measurement			
		Short-Term Performance Indicators - Number of participants that indicate acquisition of new knowledge. - Number of project participants that indicate they are able to access existing community resources. - Number of project participants that indicate strengthened leadership skills.	**Medium-Term Performance Indicators** - Number of project participants that have **acted upon** items from their personal action plans. - Number of project participants that have **accessed** relevant resources.
		Data Collection Methodology - Administer a participant questionnaire at the end of each session that addresses changes "x" from beginning of the session to after the session. - Report on interviews with participants after every individual session. - Provide feedback/report after every roundtable. - Conduct a case study on a project participant, which exemplifies a best practice.	

Risks and Mitigation Strategies	
Risks	**Plan to address risks**
Location and accessibility of sessions exclude certain women from participating.	Variation of both location and timing of sessions to ensure these factors are not barriers in themselves.

Sample 24-Month Results Framework and Performance Measurement Plan

Project Title: Sample Project		**Project Budget:** $250,000 **Project Duration:** 24 months	
Project Goal: To increase immigrant women's social and economic participation in community "X." **Project Objective:** To support immigrant women in developing leadership abilities that could facilitate their participation, both economically and socially, within community "X."			
Women's Program Planned Outcomes: ☐ Increased awareness among women in identifying and/or removing barriers to their participation in their communities. ☒ Increased participation of women in their communities.			
Planned Results			
Activities:	**Outputs:**	**Short-Term Results:**	**Medium-Term Results:**
- 125 women have committed to attending a leadership training program designed to build on previous modules (skill session workshops are focused in the area of leadership).	- Training modules for each session. - Personal action plans. - Reporting on various aspects of program delivery. - End-of-program evaluation report. - Interim and final project activity reports.	- Project participants have increased their understanding of how to access community leadership resources. - Project participants have strengthened their leadership skills. - Project participants have developed personal action plans in pursuit of community leadership skills. - Project participants have accessed existing relevant community leadership resources.	- Project participants have implemented the leadership skills identified in their personal action plans.

Performance Measurement			
		Short-Term Performance Indicators - Number of project participants that indicate they are able to access existing community leadership resources. - Number of project participants that indicate strengthened leadership skills. - Number of project participants that have accessed existing relevant leadership resources. - Number of project participants that have acted upon items from personal action plans for acquiring and implementing leadership skills. - Number of project participants that have accessed relevant resources.	**Medium-Term Performance Indicators** - Number of project participants that have implemented "X" from personal action plans.
		Data Collection Methodology - Administer participant questionnaire regarding changes "x" at end of each module. - Prepare interim activity reports using established performance indicators (as required by the Women's Program).	**Data Collection Methodology** - Administered participant questionnaire at end of training program, which addresses changes "x" from before and after program. - Key informant interviews to be conducted at end of training program. - Focus group to be conducted at end of training program. - Conducted case study on project participant, which exemplifies a best practice.

Risks and Mitigation Strategies	
Risks	**Plan to address risks**
Women may leave after beginning placements, with the result that their full training potential will not be realized.	If women choose to leave the program, they have not lost the entire skill set that is being delivered, as it is a “component-building” program. Modules are self-contained and can be shared with the women who leave the program.

Appendix 4 – Women's Program Funding – Questions and Answers

Q 1. What advice would you give an organization before submitting an application?

A. We suggest that you:

- call a Status of Women Canada office (office locations listed below) to discuss your proposed application with a project officer before filling out the application form. This is STRONGLY recommended. Please be ready to discuss your project's goal, priority issue, the participation of the women affected by the issue and planned results;
- become familiar with the Women's Program Funding Guidelines in Section 2 of this document;
- find the common element between your organization's needs and the provisions of the Women's Program;
- consider the priority themes established by Status of Women Canada; and
- design your objectives, activities and planned results to be both concrete and measurable.

Q 2. Can an unincorporated organization apply for funding?

A. An unincorporated organization that wishes to apply for funding can partner with an incorporated organization that agrees to: a) apply on their behalf; and b) take financial and administrative responsibility for the project.

Q 3. Will Status of Women Canada accept only proposals dealing with priority themes?

A. Yes. Only applications that fall within one or more of the priority themes will be considered for funding.

Q 4. Can an organization submit two (or more) proposals and receive two (or more) payments simultaneously from the Women's Program?

A. Generally the Women's Program will provide funding for only one project at a time.

Q 5. What help is available if I have questions or need guidance in preparing my application and proposal?

A. Please contact your regional Status of Women Canada office (office locations listed below) for additional information.

Appendix 5 –Status of Women Canada Offices

National
Status of Women Canada
National Regional Office
123 Slater Street
10th Floor
Ottawa, Ontario
K1P 1H9

Toll free: 1-866-902-2719
Local: 613-995-7835
Fax: 613-947-0761
infonational@swc-cfc.gc.ca

Ontario
Status of Women Canada
Ontario Regional Office
123 Slater Street
10th Floor
Ottawa, Ontario
K1P 1H9

Toll free: 1-866-599-7259
Local: 613-995-3995
Fax: 613-947-0761
infoontario@swc-cfc.gc.ca

Atlantic
Status of Women Canada
33 Weldon Street
Unit 230
Moncton, New Brunswick
E1C 0N5

Toll free: 1-877-851-3644
Local: 506-851-3644
Fax: 506-851-3610
infoatlantic@swc-cfc.gc.ca

Quebec and Nunavut
Status of Women Canada
1564 St. Denis Street
Montréal, Quebec
H2X 3K2

Toll free: 1-888-645-4141
Local: 514-283-3150
Fax: 514-283-3449
infoquebec-nunavut@swc-cfc.gc.ca

West, Northwest Territories and Yukon
Status of Women Canada
10010 - 106 Street NW
Suite 1001, Highfield Place
Edmonton, Alberta
T5J 3L8

Toll free: 1-866-966-3640
Local: 780-495-3839
Fax: 780-495-2315
infowest@swc-cfc.gc.ca