
***CALL FOR LETTERS OF INTENT:
INVITATION TO SUBMIT A PROPOSAL***

October 2005

***APPLICATION FORM AND
FORMAT FOR PROPOSALS***

**Social Development Partnerships Program --
Voluntary Sector Policy Dialogue at the Local,
Regional and National Levels**

Community Development and Partnerships Directorate

This document, “Required Forms and Format for Proposal”, is one of the documents included in this Call for Letters of Intent. Please ensure you read the second document, “Applicant Information Guide” prior to developing your proposal.

Required Forms and Format for Proposal

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Note: Where an applicant believes it is necessary to deviate from using the forms and/or formats provided in this document, the applicant is required to contact the Non-Profit and Voluntary Sector Affairs Division (NVSAD) prior to the submission of the proposal.

Application Deadline: December 2, 2005, received no later than 4:00 p.m. EST by email to linda.searson@sdsc.gc.ca. Questions may be addressed only in writing via email to the above-noted contact person.

The Government of Canada collects the information in this proposal for the purposes of program administration. The information provided will be administered under the provisions of the *Access to Information Act*. The information will be placed in Program Record Number SDC HRI 293. Instructions for making requests pursuant to the *Access to Information Act* are located in Info. Source publications that are located in federal government offices, including the Service Canada Centres or on the internet at: <http://www.sdc.gc.ca/en/cs/fas/as/atr/access.shtml>. All personal information provided in an applicant's proposal for a contribution is protected under the provisions of the federal *Privacy Act*. Organizations successful in the competition should be aware that the data about the number of staff, the objectives and activities of the organization and financial data are not protected under the *Privacy Act* and might be made accessible to anyone who would request them through the *Access to Information Act*.

Background

Social Development Canada (SDC) was created in December, 2003, with a mandate to support the well-being of individuals, families and communities, and their participation through citizen-focused policies, and programs. The Government of Canada recognizes that a strong, sustainable and vibrant social system is the key to maintaining the quality of life Canadians expect. To this end, SDC will play a lead role on key Government of Canada commitments to develop social policies and programs that focus on meeting the needs of citizens and the communities in which they live. SDC social policy priorities which could benefit from public involvement through national, regional and local policy dialogue activities are: vibrant communities (including non-profit and voluntary sector organizations, social economy enterprises/organizations); children; seniors; caregivers; and, persons with disabilities.

Within the context of SDC's departmental mission and mandate for social well-being, a social policy framework that consists of community-based approaches provides a solid foundation for working collaboratively with the voluntary sector and exercising a leadership role with respect to social innovation and change. Budget 2004 announced the Government of Canada's commitment to strengthen the sector's capacity to collaborate and innovate, and to support a stronger voice for philanthropic and charitable organizations in local, regional and national public policy dialogue. This commitment is being addressed through this Letter of Intent and subsequent Call for Proposals process.

The Social Development Partnerships Program (SDPP) is a national, centrally managed and delivered funding program that provides grants and contributions to non-profit sector organizations that are concerned with advancing the social development and inclusion needs of persons with disabilities, children and their families, and other vulnerable or excluded populations.

Consistent with the federal government's commitments under the Voluntary Sector Initiative (2000-2005) to strengthen the ability of both the federal government and the voluntary sector to achieve their common goal of enhancing the quality of life for Canadians, the SDPP works to increase the effectiveness of the voluntary sector, and to improve the quality and responsiveness of the federal government's policies and programs by fostering partnerships, supporting knowledge development and dissemination, and strengthening organizational capacity.

For more information about the SDPP, please refer to the website at http://www.sdc.gc.ca/en/hip/sd/03_SDPP_FAQ.shtml

Scope of Work

This Letter of Intent process is being undertaken to support the design, development and delivery of bottom-up, community-based, voluntary sector policy dialogue at the local, regional and national levels through pan-Canadian networks. **SDC is seeking voluntary sector views through a bottom-up, community-based dialogue at the local, regional and national levels, on three (3) key issues:**

1. articulating a common vision for the non-profit and voluntary sector that (a) talks about its role in Canada's social architecture; (b) positions itself vis-à-vis the roles of government and the private sector; and, (c) identifies the importance of the voluntary sector in this context;
2. defining the strategy(ies) for moving towards this common vision, and the potential policy implications; and,
3. identifying the policy priorities that could inform federal government policy directions, in order to achieve the common vision of the voluntary sector.

NB: It is important that the voluntary sector dialogue be approached from a perspective of building on existing knowledge and networks, and on supporting ongoing collaboration and consensus-building within and across sub-sectors of the voluntary sector.

Eligibility Criteria

There are four mandatory criteria for this Letter of Intent. To be eligible to apply for funding, an organization must meet all four of the following criteria:

- the organization must be an incorporated not-for-profit organization;
- the activities of the organization must be related to social development;

- **the organization must demonstrate that it has the capacity to deliver activities at the local, regional and national levels in both official languages;** and,
- if the organization is located in the province of Quebec, it must complete the document titled “M-30 Form and Supporting Documentation” and return the completed form to the Non-Profit and Voluntary Sector Affairs Division.

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART A: MANDATORY CRITERIA

Note: These four mandatory requirements must be met to be eligible to receive funding. If your organization does not meet these mandatory requirements, your proposal will not be considered further. Please review these mandatory requirements very carefully before deciding to devote the time and effort to prepare a proposal. Please see *Applicant Information Guide* for more information.

1. Is your organization an incorporated not-for-profit organization?

Yes or No

2. Are the activities of your organization related to social development?

Yes or No

Please attach evidence of your organization’s mandate, such as a copy of your official mission statement, the letters patent or corporate charter.

3. Can your organization demonstrate that it has the capacity to deliver activities at the local, regional and national levels in both official languages?

Yes or No

Please attach evidence of your organization’s partners and/or collaborators through which activities will be delivered at the **local, regional and national levels in both official languages.**

4. Is your organization located in the province of Quebec?

Yes or No

If Yes, you must complete the document titled “M-30 Form and Supporting Documentation” and return the completed form to the Non-Profit and Voluntary Sector Affairs Division.

5. Certification: Our organization meets the mandatory requirements.

Signed by (please print): _____
Name, Title and Date

Signed by (please sign): _____
Name, Title and Date

Note: Must be signed by individual(s) authorized to legally bind the organization.

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART B: APPLICATION FOR FUNDING

Section 1: Overview

1. Program under which you are applying: Social Development Partnerships Program – Voluntary Sector Policy Dialogue at Local, Regional and National Levels	Official Use Only File number:
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2. Name of Proposed Project:

3. Amount of funding requested:

Fiscal Year	Costs to be funded by SDPP	Costs to be paid or contributed by the Applicant and any other funding partners		Total Cost
		In-Kind	Cash	
2006/2007	\$	\$	\$	\$
2007/2008	\$	\$	\$	\$
2008/2009	\$	\$	\$	\$

4. Duration of Proposed Project	F r o m	Y	M	D	T o	Y	M	D

Section 2: Application Information

1. Name of Organization:

2. Legal Name of Organization (if different):

3. Mailing Address:

4. City/Town:

5. Province:

6. Postal Code:

7. Telephone Number:

8. Fax Number:

9. E-mail Address:

10. Location of Activity:

11. Name and Title of Contact Person regarding this application:

12. Telephone Number (if different) and E-mail (if different):

13. Name and Title of proposed Project Manager regarding this application (if different from above):

14. Telephone Number (if different) and E-mail (if different):

15. Language of Correspondence:

____ English
____ French

16. Revenue Canada GST/HST Number:

17. GST/HST Rebate (%):

18. Business Registration Number:

19. Incorporation Number:

Section 3: Legal Signatures

1. Signing Officers for Contract Purposes (According to Letters Patents or other Incorporating Documents)

(Please provide title, name and specimen signature of the person(s) authorized to sign.)

Title	Name	Specimen Signature

How many of the above signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? _____

What combination of signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? _____

Are there any thresholds or limitations on the authority of these signatures? If yes, please explain:

2. Legal Signing Officers for Cheque Purposes

(Please provide title, name and specimen signature of the person(s) authorized to sign.)

Title	Name	Specimen Signature

How many signatures are required to sign a cheque on behalf of your organization? _____

What combination of signatures is required to sign a cheque on behalf of your organization? _____

Are there any thresholds or limitations on the authority of these signatures? If yes, please explain:

3. Legal Signing Officers for Financial or other Reports submitted to the Government of Canada

(Please provide name, title and specimen signature of the person(s) authorized to sign.)

Title	Name	Specimen Signature

How many signatures are required to sign a cash flow claim or other report submitted to the Government of Canada? _____

What combination of signatures is required to sign a cash flow claim or other report submitted to the Government of Canada? _____

Are there any thresholds or limitations on the authority of these signatures? If yes, please explain:

Section 4: Accounting Practices

1. Are your financial and accounting records maintained:

Internally or Externally?

Name of Contact Person (internal or external):

Telephone number (and area code) of contact person:

Name of accounting firm (if applicable):

Address:

Phone number:

Fax number:

2. How are your financial records maintained?

Manually or Computerised

If computerised, please indicate name of software package:

3. Will a separate bank account be kept for any agreement negotiated as a result of this proposal?

Yes or No

4. Organization Fiscal Year End (if applicable): *Year-Month-Day*

Section 5: Amounts owing in default to the Government of Canada

Note: Completion of this declaration is required only if the amount of funding requested from the Government of Canada is \$25,000 or more. **Are you applying for an amount in excess of \$25,000?** ___Yes or ___No

The information you provide below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the *Financial Administration Act*).

While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Government of Canada under legislation or contribution agreements? ___Yes or ___No

If yes, please complete the following chart:

Amounts in default owing	Nature of the amount in default owed (taxes, penalties, overpayments)	Name of government department or agency to which the amount in default is owed

Section 6: Signatures and Certification

I/We certify that I/We have read and understood the information above.

I/We declare that the information in this proposal is accurate.

I/We declare that in Part 4 above, I/We have provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in arrears as of the time of this application to Canada for funding. I/We recognise that the amounts payable to Canada under any future agreement may be deducted from, or set-off against, any such amount owing to the Government of Canada.

I/We authorize:

- (a) the Minister to disclose all information contained in this form concerning an amount in default owing to a government institution listed above to the institution concerned for the purpose of verifying the amount and status of debt; and
- (b) the government institution concerned to disclose to the Minister all particulars and information relevant to the debt solely for the purposes of the administration of my/our application for funding in connection with my/our declaration.

Applicant Name (please print) and Position

Signature

Date

Applicant Name (please print) and Position

Signature

Date

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART C: EXECUTIVE SUMMARY
(Maximum 1 page)

Executive Summary of Proposed Project. Ensure the description includes objectives and intended results. Please refer to the accompanying *“Information Guide to Applicants”* for further guidance before completing.

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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**PART D: DESCRIPTION OF PROPOSED PROJECT
(Maximum 2 pages)**

Please use the following headings to develop this section of your proposal. Ensure that you refer to the accompanying “*Information Guide to Applicants*” for further guidance before completing.

- 1. Project Objectives**

- 2. Project Activities (including Project Partners/Collaborators)**

- 3. Methodology**

- 4. Social Impact of the Project**

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART E: PRELIMINARY WORK PLAN
(Maximum 2 pages)

Please use the following headings to develop this section of your proposal. Ensure that you refer to the accompanying “*Information Guide to Applicants*” for further guidance before completing.

- 1. Work plan (key activities, partners/collaborators, timelines and expected results)**

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART F: KNOWLEDGE DISSEMINATION AND EVALUATION PLAN
(Maximum ½ page)

Please use the following headings to develop this section of your proposal. Ensure that you refer to the accompanying “*Information Guide to Applicants*” for further guidance before completing.

- 1. Dissemination Strategy**
- 2. Performance Measurement**

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART G: CAPACITY TO COMPLETE THE PROJECT
(Maximum 1/2 page)

Please use the following headings to develop this section of your proposal. Ensure that you refer to the accompanying “*Information Guide to Applicants*” for further guidance before completing.

- 1. Subject Matter Experience/Expertise**
- 2. Project Delivery and Management Experience**
- 3. Financial Administration or Management Experience/Expertise**
- 4. Partner / Collaborator Involvement**

Part A	Part B	Part C	Part D	Part E	Part F	Part G	Part H		
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PART H: DETAILED CHECK LIST

Please check to ensure you have completed each section of the application form and that you have included all required documentation.

- One (1) electronic version of the application
- Electronic signatures on application

PART A: MANDATORY CRITERIA

- Proof of not-for-profit organization.....
- Copy of mandate/mission statement
- Proof of capacity to engage at local, regional and national levels
- M-30 form (only for organizations in Quebec)

PART B: APPLICATION FOR FUNDING

Completion of the following sections (with signatures where necessary):

- Section 1: Overview
- Section 2: Application Information.....
- Section 3: Legal Signatures
- Section 4: Accounting Practices.....
- Section 5: Amounts owing in default to the Government of Canada
- Section 6: Signatures and Certification

PART C: EXECUTIVE SUMMARY

Detailed written description

PART D: DESCRIPTION OF THE PROPOSED PROJECT

Detailed written description

PART E: WORKPLAN

Detailed written description

PART F: KNOWLEDGE DEVELOPMENT AND EVALUATION PLAN

Detailed written description

PART G: CAPACITY TO COMPLETE THE PROJECT

Detailed written description

Certification: The proposal is complete and contains all information as noted in the checklist.

Signed by (please print): _____
Name, Title and Date

Signed by (please sign): _____
Name, Title and Date