

**Social Development
Partnerships Program**

CALL FOR PROPOSALS

**Projects to Support
Early Learning and Child Care
and Social Inclusion of Children and Families**

Information Guide

DECEMBER 2004

TABLE OF CONTENTS

SECTION 1: PRIORITIES AND OVERVIEW OF *CALL FOR PROPOSALS*

- 1.1 The Social Development Partnerships Program (SDPP)
- 1.2 Priorities for this *Call for Proposals*
- 1.3 Mandatory Eligibility Criteria
- 1.4 Project Duration and Funding Available

SECTION 2: GUIDELINES FOR COMPLETING AND SUBMITTING YOUR PROPOSAL

- 2.1 How to complete the Project Funding Application
- 2.2 How to submit your proposal

SECTION 3: ASSESSMENT AND RECOMMENDATION PROCESS

- 3.1 Overview
- 3.2 Assessment of a Project Funding Application

SECTION 4: OVERVIEW OF CONTRIBUTION AGREEMENT TERMS AND CONDITIONS

- 4.1 Lobbyists
- 4.2 Former Public Servants
- 4.3 Payment of Funds
- 4.4 Contracting/Subcontracting
- 4.5 Reporting and Other Requirements
- 4.6 Audit and Other Requirements

This *Call for Proposals* consists of five documents:

- Information Guide
- Project Funding Application
- M-30 Supporting Documentation for organizations in Quebec
- Appendix A: Results-based Reporting for the Social Development Partnerships Program
- Frequently asked questions

Please read this Information Guide before completing the Project Funding Application. Appendix A provides an introduction to results-based reporting for the Social Development Partnerships Program.

SECTION 1: PRIORITIES AND OVERVIEW OF THIS CALL FOR PROPOSALS

1.1 The Social Development Partnerships Program (SDPP)

This *Call for Proposals* is committed to addressing the social development objectives of the Government of Canada (GoC) by delivering project contribution funding through the Social Development Partnerships Program (SDPP) to non-profit sector organizations. The purpose of this funding is to promote the generation and dissemination of knowledge, foster partnerships to achieve shared goals, and facilitate public dialogue to address the social development needs of vulnerable populations in Canada.

To be considered for project contribution funding through this *Call for Proposals*, an organization must meet the eligibility requirements of the SDPP¹. These requirements are presented in Section 1.3 and are set out in the SDPP Terms and Conditions which can be found at the following address:

http://www.sdc.gc.ca/en/hip/sd/04_SDPP_TCs.shtml

1.2 Priorities for this *Call for Proposals*

There are two funding streams² in this *Call for Proposals*:

- **Early Learning and Child Care**, and
- **Social Inclusion of Children and Families**

Proposals are being invited from non-profit organizations to respond to a specific priority under one of the funding streams.

Our priorities for this *Call for Proposals* have been informed through consultations with experts in the non-profit sector and provincial/territorial government officials working on issues for children and families, as well as by

¹ The Government of Canada is under no obligation to provide funding or to enter into a contribution agreement as a result of this invitation to submit a proposal. Additionally, the Government of Canada reserves the right to: reject any or all proposals received; accept any proposal in whole or in part; and/or cancel, modify or reissue this document at any time.

² The funding streams were developed to ensure consistency with the program objectives in the SDPP Terms and Conditions. The priorities reflect on-going dialogue with organizations in the non-profit sector and government officials working in related policy and program areas.

current research and policy themes.

1.2.1 Early Learning and Child Care

The Early Learning and Child Care (ELCC) stream supports projects that advance quality child care consistent with the Multilateral Framework on Early Learning and Child Care (2003) (http://www.socialunion.ca/ecd-framework_e.htm) and the Government of Canada's commitment to strengthen early learning and child care in Canada. ELCC refers to non-parental child care settings for children under six. These settings include centre-based care, regulated family day care, and nursery school/preschool programs.

Specific Priority: Enhancement of Children's Development

One of the key elements of a quality early learning and child care system is its ability to enhance children's development to ensure that they are ready for school and for full participation in the broader community. A holistic approach to development, which promotes children's autonomy and creativity, and addresses all domains of development, i.e., physical, emotional, social, language and cognitive, must be an integral part of a quality early learning and child care system. In addition, a quality system must address the needs and concerns of children in differing circumstances. These circumstances include stressful environments, personal disability, and cultural displacement.

Projects funded under this priority will enhance knowledge on developmental outcomes and inform the creation and evaluation of future quality developmental programs for children in early learning and child care settings. Project funding under this priority will be for a maximum of two years.

Under this priority, SDPP will fund knowledge development or partnership projects, related to early learning and child care, to:

- Facilitate public policy dialogue on the age-appropriate developmental outcomes and milestones which are relevant for early learning and child care programming/curricula; and to
- Further knowledge on existing tools and approaches, in Canada and internationally, which enhance or assess children's development.

Factors that will be considered in the assessment of the proposal:

- Interdisciplinary or cross-sectoral approach;
- Builds on other work and does not duplicate current or past work;
- Promotion of aspects of early development (physical, social, emotional, language, and cognitive); and
- Reflection of the understanding that children in different circumstances may require different approaches.

1.2.2

Social Inclusion of Children and Families

Social inclusion of children and families is about ensuring that children and families have access to opportunities, and the ability, to participate in their communities. Projects funded under this stream support the Government of Canada's commitment to strengthen the capacity of communities to develop solutions that enhance the social well-being of children and families and promote their participation in their communities.

Specific Priority: Community supports for children under six, and their families, in disadvantaged circumstances

Children's development is facilitated by their families, quality child care arrangements, and others in their community: in schools, recreational programs, health and social services. The capacity of communities to respond to the needs of families is key to their ability to enhance the well-being of their children.

This priority seeks to enhance the capacity of communities to contribute to "levelling the playing field" for children under six living in disadvantaged circumstances such as poverty, isolation, or with special needs. As with all families, families in such circumstances need strong supportive communities to promote positive outcomes for their children.

Projects will explore models that promote place-based best practices and partnerships to help communities organize themselves to enhance the well-being of children under six and their families, especially those in disadvantaged circumstances. Place-based initiatives refer to those that are developed for a specific geographic location. Projects should be community driven and citizen-led. In addition, projects which include more than one community will be favoured. Projects could include knowledge development, community action, mentoring strategies, models of engagement, or innovative approaches or tools. Funding will be for a maximum of three years.

Direct service delivery will not be funded.

Factors that will be considered in the assessment of the proposal:

- Community-driven and citizen-led through partnerships or coalitions;
- Builds on existing knowledge and research on inclusive communities but does not duplicate current or past work;
- Promotion of opportunities for children and families to feel a sense of belongingness and to be engaged in their communities;
- Reflection of the understanding that children in different circumstances have different needs and may require different approaches; and
- Will provide lessons learned that can be shared with other communities in similar circumstances.

Potential Activities:

Potential project activities that are consistent with the priorities for both Early Learning and Child Care and Social Inclusion of Children and Families include:

- Generating knowledge on exemplary programming by exploring and testing innovative approaches, best practices, tools and methodologies, and by developing appropriate indicators of impact;
- Disseminating information and knowledge to a range of audiences through a range of media (such as publications, newsletters, and Web sites) and/or by organizing conferences, workshops and symposia;
- Establishing and maintaining sustainable partnerships, networks or collaborations; and
- Participating in public dialogue and/or consultations.

1.3 Mandatory Eligibility Criteria

Project proposals will only be assessed if they are submitted by eligible organizations and if the project addresses one of the priorities of this *Call for Proposals*.

1.3.1 Eligible Organizations

To be eligible, an organization must meet the following criteria:

- the organization must be non-profit; and
- actively pursuing social development activities in line with the SDPP's objectives. (see: http://www.sdc.gc.ca/en/hip/sd/04_SDPP_TCs.shtml)

Eligible organizations include:

- Organizations in the non-profit sector carrying out social development activities
- Government-funded/publicly supported educational and research institutions (e.g., universities and colleges)
- Other organizations whose primary purpose is to provide services to their own members (e.g., labour unions and professional associations)
- Quasi-governmental agencies (e.g., Children's Aid Societies)

Educational and research organizations are encouraged to apply in partnership

with voluntary organizations working to promote the social well-being of children and families.

Individuals are not eligible to receive project funding under SDPP.

1.3.2 Eligible Project Proposals

Projects must address one of the priorities of this *Call for Proposals* in either the Early Learning and Child Care or Social Inclusion of Children and Families stream (see Section 1.2). Failure to address one of the priorities will disqualify the proposal from the assessment review process.

1.4 Project Duration and Funding Available ³

Projects funded by this *Call for Proposals* are expected to begin in April 2005 (or later at the applicant's discretion) and to be completed by March 31, 2007, for Early Learning and Child Care, and by March 31, 2008, for Social Inclusion of Children and Families. In special circumstances, a short extension may be granted. Projects may be short-term or for multi-year periods.

For the Early Learning and Child Care and Social Inclusion of Children and Families streams, the Social Development Partnerships Program has approximately \$2.5 M per year available for contribution funding for a maximum of three years.

³ Contribution agreements may be written for multi-year periods. Funding, however, is subject to meeting certain reporting and performance requirements, and is also conditional upon the receipt by the Department of the appropriation of financial resources by Parliament.

SECTION 2: GUIDELINES FOR COMPLETING AND SUBMITTING YOUR PROPOSAL

2.1 How to complete the *Project Funding Application*

The *Project Funding Application* consists of two parts: Organizational Information and Project Proposal Information.

You must complete the following and include all necessary supporting documentation:

1. Organizational Information
2. Project Proposal Information
 - Executive Summary
 - Factors under Early Learning and Child Care or Social Inclusion of Children and Families
 - Added Value and Impact
 - Project Objectives
 - Approach or Methodology
 - Products or Outputs
 - Beneficiaries
 - Intended Results
 - Work Plan
 - Knowledge Dissemination Plan
 - Capacity to Complete the Project
 - Budget

Download the Rich Text (RTF) version of the *Project Funding Application* document (available at <http://www.sdc.gc.ca/en/hip/sd/SDPPcftp2004/Application.rtf>), complete it, and save it as an RTF file on a disk or CD for submission to the Department. Please complete your proposal in at least Arial font, size 12 and use charts and bullet style where appropriate, remembering to keep your proposal as concise as possible.

The required content for each section is included in the *Project Funding Application* document. The factors which will be assessed are outlined in Section 3 of this Guide, the *Assessment and Recommendation Process*.

Incomplete proposals will not be considered for funding.

All sections of the *Project Funding Application* must be completed for your proposal to be assessed. Use the checklist at the end of the application to ensure you have covered everything.

2.2

How to submit your proposal

You must submit five (5) paper copies of the proposal AND one (1) electronic version (on disk or CD) to be received by Social Development Canada by 4:00 pm EST, February 4, 2005. The electronic version must be on a disk or CD, enclosed with the paper copies. E-mailed or faxed copies **WILL NOT be accepted. As indicated earlier, it is preferable that the electronic version of the proposal be submitted in Rich Text (RTF) format.**

Please ensure that one of the five paper copies is the original version signed by designated authorities. The signature block is included in Section 7 of Part A, Organizational Information, in the *Project Funding Application*.

The five paper copies of the proposal, plus the CD or disk, must be sent to:
Flor Chavarria
Community Development and Partnerships Directorate
(formerly Social Development Directorate)
Social Development Canada
5th Floor, Phase IV, Place du Portage, Box 501
140 Promenade du Portage
Gatineau, Quebec
K1A 0J9

Please ensure that you include both the new and the old name of the Directorate in the mailing address.

If you have questions concerning any aspect of this *Call for Proposals*, please contact Penny Hammell, by telephone at (819) 997-1170 or by email at penny.hammell@sd-dsc.gc.ca, or Kelly King at (819) 994-9993 or kelly.king@sd-dsc.gc.ca.

The Social Development Directorate will make every effort to respond to all questions up until the closing date. Questions and their answers will be posted at: <http://www.sdc.gc.ca/en/hip/sd/SDPPcfp2004/faq.shtml>

Section 3: ASSESSMENT AND RECOMMENDATION PROCESS

3.1 Overview

The Assessment and Recommendation process is designed to identify those projects which have the best potential for achieving the specific funding priorities of this *Call for Proposals*, in the Early Learning and Child Care and Social Inclusion of Children and Families streams of the Social Development Partnerships Program. Assessment of proposals will involve review by officials within Social Development Canada (SDC) and other federal officials. Expert reviews may be done to provide clarity on specific aspects of the assessment elements. Final approval of project proposals will be made by the Minister of Social Development. Table 1 provides an overview of the process.

Table 1: Overview of the Assessment and Recommendation Process

Step	Completed by	Objective
Review of Mandatory Eligibility Criteria	SDC Officials	To screen in those proposals that meet SDPP mandatory eligibility criteria. If the proposal does not meet these criteria, it will be disqualified at this step. To ensure all required documentation is included in the proposal.
Review Against Assessment Factors	SDC Officials and possible external expert reviewers ⁴	To review and assess eligible proposals against the Assessment Factors (see Section 3.2).
Strategic Review and Analysis	Review Committee (SDC officials)	To analyze the results of all reviews and identify the proposals to be recommended to the Minister.
Approval by the Minister	Minister of Social Development	To obtain approval for project funding based on the Minister's review of the recommendations and availability of funds.
Notification of Results	SDC Program Officials	To notify all applicants, in writing, of their acceptance or rejection.

3.2 Assessment of a Project Funding Application

⁴ A review by external expert reviewers may be done to provide clarity for assessment factors such as: national relevance and applicability, potential added value or impact and lack of duplication, and approach or methodology. These reviewers will be bound by a confidentiality clause.

The assessment of proposals will be based on:

- Determination of eligibility based on the mandatory eligibility criteria (Table 2)
- Assessment of the *Project Proposal Information* (Table 3)

Table 2: Determination of Eligibility: Assessment Questions

Mandatory Eligibility Criteria	Assessment Questions
Non-profit	Is the applicant organization non-profit?
Activities	Are the applicant organization's activities in line with SDPP's objectives related to social development?
Priorities of this <i>Call for Proposals</i>	Does the project proposal address one of the priorities of this <i>Call for Proposals</i> ?

Table 3: Assessment of the Factors in the Project Proposal Information:

National relevance and applicability, partnerships, and potential added value and impact for addressing the needs of children and families, in line with the priorities of this *Call for Proposals*, are key aspects of the assessment process. The clarity and reasonableness of each element will be assessed as well as the degree to which the following questions can be answered. The assessment questions indicate what factors will be considered. Note that the higher the dollar value of the proposal, the higher the expectation regarding significant, measurable intended results and impact.

Element	Assessment Questions
SDPP objectives and priorities	Does the project have the potential to significantly contribute to the SDPP objectives and priorities of this <i>Call for Proposals</i> ?
Factors for proposals under Early Learning and Child Care (ELCC) – Enhancement of Children’s Development	<p>Does the project use an interdisciplinary or cross-sectoral approach?</p> <p>Does the project build on other work, and avoid duplication of current or past initiatives by the applicant or others?</p> <p>Does the project clearly describe the developmental aspects to be addressed?</p> <p>Does the project reflect the understanding that children in different circumstances may require different approaches?</p>
Factors for proposals under Social Inclusion (SI) of Children and Families – Community supports for children under six, and their families, in disadvantaged circumstances	<p>Does the project use a community-driven, citizen-led approach?</p> <p>Will the project make use of partnerships or coalitions?</p> <p>Does the project build on existing knowledge and research on inclusive communities, and avoid duplication of current or past initiatives by the applicant or others?</p> <p>Does the project promote opportunities for children and families to feel a sense of belongingness and to be engaged in their communities?</p> <p>Does the project reflect the understanding that children in different circumstances may require different approaches?</p> <p>Will the lessons learned be applicable to other communities in similar circumstances?</p>
Added value and impact of the project	Does the proposal demonstrate the project’s added value for addressing, and having an impact on, the social development needs of children and families clearly and reasonably?

Element	Assessment Questions
Objectives	<p>Are the stated objectives logically related to at least one priority of this call?</p> <p>Are the stated objectives attainable given the priority addressed, project timelines and budget?</p>
Approach or Methodology	<p>Is the planned approach or methodology reasonable given the project's objectives, planned activities, intended results, and budget?</p>
Products or outputs	<p>Are products or outputs logically related to the project's objectives, planned activities and intended results?</p> <p>Will the products or outputs be in a dissemination-ready format?</p> <p>Are the products or outputs appropriate for the intended beneficiaries?</p>
Beneficiaries	<p>Are immediate and longer-term beneficiaries related to the project's objectives, planned activities and intended results?</p> <p>Does the project recognize the potential range of immediate and long-term beneficiaries for the products/outputs?</p>
Intended Results	<p>Are the key intended results logically linked to the project's objectives, planned activities, and products/outputs?</p> <p>Does the project have the potential to effect change?</p> <p>Are the risks and challenges related to attaining the intended results reasonable, and the proposed solutions feasible, given timelines and budget?</p>
Work plan	<p>Are the planned activities and timelines reasonable given the budget?</p> <p>Are the planned activities logically related to the project's objectives?</p> <p>Do the planned activities clearly lead to the intended results?</p> <p>Are all the activities reasonably covered by team members with relevant experience and expertise?</p>

Element	Assessment Questions
Knowledge Dissemination Plan	<p data-bbox="646 226 1386 296">Are the project's beneficiaries part of the knowledge dissemination plan?</p> <p data-bbox="646 331 1433 443">Are dissemination methods clear and well described, specific to each target audience, and reasonable, given the proposed project budget?</p> <p data-bbox="646 478 1406 548">Is the dissemination plan appropriate given the target audiences?</p> <p data-bbox="646 583 1406 619">Does the plan include dissemination across Canada?</p> <p data-bbox="646 655 1419 766">For Social Inclusion projects, does the plan include dissemination to communities in similar circumstances across Canada?</p>
Capacity to complete the project	<p data-bbox="646 800 1425 911">Does the project team and its partners have the appropriate subject matter expertise and experience to carry out the project?</p> <p data-bbox="646 947 1422 1087">If applicable, are the roles of all partners clear and logically contribute to the completion of the project and achieving the intended results? Have letters of involvement been provided by each partner?</p> <p data-bbox="646 1123 1411 1264">Does the project team and its partners have the appropriate project management experience to carry out the project and achieve the intended results in the timelines specified?</p> <p data-bbox="646 1299 1437 1369">Does the applicant organization have the capacity to do results-based reporting?</p> <p data-bbox="646 1404 1354 1516">Does the applicant organization have the required financial administration expertise to manage the project?</p>

Element	Assessment Questions
<p>Budget</p> <p>The budget assessment will involve an analysis of:</p> <ul style="list-style-type: none"> - the required financial and budget tables - the required written budget explanations 	<p>Is sufficient detail provided in the budget?</p> <p>Is the budget realistic given: planned activities, intended results, and the knowledge dissemination plan?</p> <p>Is an amount included for implementing a results-based reporting plan?</p> <p>Does the budget reflect due regard for the prudent use of contribution funds (e.g., makes use of existing resources, facilities, equipment, proposed costs reflect fair value)?</p> <p>Is there a clear indication of cost-sharing with partners or other funders?</p> <p>Is the applicant organization and/or its partners providing in-kind support?</p>
<p>Overall quality of <i>Project Proposal Information</i></p>	<p>Is the <i>Project Proposal Information</i> complete, clear, well-written, concise and reasonable?</p> <p>Is all necessary supporting documentation provided?</p> <p>Is the project feasible and practical?</p>

SECTION 4: OVERVIEW OF CONTRIBUTION AGREEMENT TERMS AND CONDITIONS

Once the Minister has approved a proposal, the department will enter into negotiations to develop a contribution agreement. The contribution agreement is a legal agreement that sets out such details as amount of funding to be provided, timing of payments, objectives, milestones and results to be achieved.

Below is an overview of the types of terms and conditions that will be included in a contribution agreement.

4.1 Lobbyists

- If an individual within your organization, or a third party lobbying the Government of Canada on your behalf with respect to the funding requested in this application, meets the definition of lobbyist as defined by the *Lobbyist Registration Act*, but is not registered as a lobbyist with the Lobbyist Registration Branch, you are responsible for making the appropriate arrangements with Industry Canada.

4.2 Former public servants

- If a former public office holder or public servant will be employed for the purpose of implementing the project, he/she must be in compliance with the post-employment provisions of the relevant Conflict of Interest and Post-Employment Code.

4.3 Payment of Funds

- Contribution funding is usually provided on the basis of reimbursement of eligible contribution expenses. In some instances, advance payments are allowed.
- The payment of contribution funds will be made quarterly or monthly, based upon the approved contribution budget, the dollar value of the project and satisfactory financial and progress reports.
- Any revenues generated by the project will be used to reduce the amount of the federal contribution.
- The Department may withhold up to 10% of the contribution until after the project has been completed.
- The Department will recover any overpayments, unexpended balances and disallowable or inadmissible expenses reimbursed under the contribution agreement.

4.4 Contracting / Subcontracting

- Contribution recipients must disclose and receive approval in writing for the subcontracting of any part of the project activities. All contracts of \$25,000 and over must involve a competitive process including at least three bids; otherwise, a justification for sole sourcing must be provided in writing to the Government of Canada and approved by the appropriate Government official.

4.5 Reporting and Other Requirements

Financial and Progress Reporting

- The applicant is required to maintain financial and all other records to demonstrate due diligence throughout the project; and
- Organizations are required to submit both financial and progress reports to the department throughout the duration of the agreement. Progress reports will indicate progress in meeting milestones and in moving towards intended results. The timing and content of these reports will be negotiated at the agreement stage.

Final Report

- The applicant will be required to submit a report on attainment of objectives and intended results as part of the project's final report. This will include an analysis of the performance indicators, conclusions and lessons learned. The timing and content of these reports will be negotiated at the agreement stage.

4.6 Audit and Other Requirements

- The Department may, during the course of the contribution agreement or within six years following its termination, conduct audits and/or evaluations of any aspect of the contribution agreement; and,
- The organization will allow the Department or its representatives full access to all information, records, documents, and personnel necessary to conduct such audits and/or evaluations.