

## Social Development Directorate

### Call for Applications:

### ***Results-Based Grant Funding to support “Children and their Families”***

# Application Form

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An organization must meet the eligibility requirements of the Social Development Partnerships Program (SDPP) in order to be considered for organizational funding through this *Call for Applications* by the Social Development Directorate.

In addition to meeting the program eligibility criteria, organizations must meet the priority for this *Call for Applications*, which is the social development needs of children and their families.

## Part 1 – IDENTIFICATION AND BACKGROUND INFORMATION

Program under which you are applying				Official Use Only			
Social Development Partnerships Program							
Legal name of your organization							
Street Address				<i>Mailing address (if different from street address)</i>			
City	Province	Postal Code		<i>City</i>	<i>Province</i>	<i>Postal Code</i>	
Area code / Telephone number ( )		Area Code / Fax number ( )		E-mail address			
Website Address							
Executive Director				Chair of the Board			
Main Contact for this Application:				Name: Title:			
Street Address				<i>Mailing address (if different from street address)</i>			
City	Province	Postal Code		<i>City</i>	<i>Province</i>	<i>Postal Code</i>	
Area code / Telephone number ( )		Area Code / Fax number ( )		E-mail address			
Preferred language of communication:				English		French	
What is the mandate of your organization?							
Does your organization meet <u>all</u> of the eligibility criteria?		No	Yes				
Is your organization incorporated?		No	Yes	Federal No.		Provincial No.	
When was your organization incorporated?		DD: MM: YYYY:					
Is your organization non-profit?		No	Yes				
Is your organization a registered charity?		No	Yes				
If yes, when did you receive charity status?		DD: MM: YYYY:					
What is your organization's CCRA		Business No.					
Where are your financial and accounting records maintained?		Internally			Externally		
Name of Financial Contact Person (internal or external)				Area code / Telephone number ( )			
Name of accounting firm (if applicable)							
How are your financial records maintained?		Manually			Computerized		
If computerised, please indicate name of software package:							
Will a separate bank account be kept for any agreement negotiated as a result of this application?				No	Yes		
When is your organization's Fiscal Year End?				DD: MM: YYYY:			
Have you received previous funding from HRDC?				No	Yes		

Does your organization owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?	No	Yes
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

## Part 2 – Type and Duration of Grant Funding

Type of Grant Requested	<input type="checkbox"/> social service excellence <input type="checkbox"/> social policy excellence
Duration of Grant	Total duration: Preferred start date: Preferred end date:

## Part 3 – ELIGIBILITY CRITERIA

<b>Category 1: Basic Eligibility</b>	
Non-Profit	Is your organization non-profit?
<i>Documentation</i>	<input type="checkbox"/> proof of non-profit status
Incorporation	Is your organization incorporated?
<i>Documentation</i>	<input type="checkbox"/> proof of incorporation
<b>Category 2: Mandate and Activities of the Organization</b>	
Mandate	Is your organization's mandate related to pursuing social development for children and families?
<i>Documentation</i>	<input type="checkbox"/> mandate/mission statement <input type="checkbox"/> written statement of how your mandate relates to the SDD's priority on the social development needs of children and their families
Activities	Are your organization's typical or normal activities related to the long-term and more immediate objectives of the SDPP?
<i>Documentation</i>	<input type="checkbox"/> written statement of activities, with substantiation, describing how these activities contribute to the objectives of the SDPP
Purpose	Does your organization focus on "public good" as opposed to functioning to benefit or provide services to members only?
<i>Documentation</i>	<input type="checkbox"/> written statement, with substantiation, concerning how your organization focuses on the "public good" and, in particular, for children and their families
<b>Category 3: Organizational Reach</b>	
National Reach	Is your organization pan-Canadian?
<i>Documentation</i>	<input type="checkbox"/> written statement, with substantiation, describing your organization's reach across Canada

Membership-Based	Is your organization membership-based?
<i>Documentation</i>	<input type="checkbox"/> written statement, with substantiation, describing your membership <input type="checkbox"/> list of products and services provided to members
<b>Category 4: Financial and Administrative Stability</b>	
Financial and Administrative Management	Is your organization financially and administratively well managed?
<i>Documentation</i>  Assessment of Financial and Administrative Eligibility will involve analysis of data from all sources in the application form pertaining to these matters.	<input type="checkbox"/> written statement describing how your organization manages its finances, including internal and external processes and procedures and day-to-day financial operations <input type="checkbox"/> contact information of the chief financial officer and any outside companies involved in financial controls and reporting for your organization <input type="checkbox"/> written statement describing how your organization manages its administrative requirements, including processes and procedures and day-to-day operations <input type="checkbox"/> contact information of the chief administrative officer and any outside companies involved in administrative functions and controls for your organization <input type="checkbox"/> copies of financial statements and external audits for the last three years
Annual Reports	Does your organization produce annual reports?
<i>Documentation</i>	<input type="checkbox"/> copies of annual reports for the last three years, including a statement of activities and accomplishments if these are not included in the annual reports
Democratic	Is your organization democratically constituted and managed?
<i>Documentation</i>	<input type="checkbox"/> written statement describing how your organization is democratically constituted and managed <input type="checkbox"/> minutes from annual general meetings from the last three years <input type="checkbox"/> bylaws/rules concerning Board membership and election

## Part 4 – Additional SDD Requirements

<b>Leadership and Record of Accomplishments</b>	
Governance	Is your organization soundly governed?
<i>Documentation</i>	<input type="checkbox"/> written statement, with substantiation, describing your organization's governance structure, including the experience of Board members in the governance of social non-profit sector organizations, and experience with the mandate and operations of the organization <input type="checkbox"/> contact information and credentials for all Board and Executive personnel <input type="checkbox"/> formal procedures, processes and policies in place for meetings and major decision-making <input type="checkbox"/> history of Board membership for the past three years

<p>Leadership</p> <p><i>Documentation</i></p>	<p>Is your organization recognized as a leader among social non-profit sector organizations? If so, by whom – for example, the social non-profit sector, the media, the private sector, and/or the public?</p> <p><input type="checkbox"/> written statement, with substantiation, of your organization’s involvement in the social non-profit sector, including examples of who views your organization as a “leader” in the sector, and why your organization might be unique or distinctive in terms of its leadership including the important contributions that your organization has made to policy and/or service excellence</p>
<p>Demand for Organization’s Products and Services</p> <p><i>Documentation</i></p>	<p>Is there an on-going demand for your organization’s publications, products, services, and/or expertise?</p> <p><input type="checkbox"/> list of “products” from the past three years exemplifying your organization’s work</p> <p><input type="checkbox"/> written statement, with substantiation, concerning your organization’s products, including a description of: your usual products; where the demand for your products comes from; the degree to which you know and can substantiate that your products are used (as opposed to merely accessed or delivered); the uniqueness or distinctiveness of your organization’s products and work; and, the typical methods used to disseminate and distribute your publications, products, services and expertise</p>
<p>Strategic Planning</p> <p><i>Documentation</i></p>	<p>Does your organization regularly create strategic plans and undertake assessment and reporting on progress concerning these plans?</p> <p><input type="checkbox"/> copies of strategic plans covering the past three years, including current plans</p> <p><input type="checkbox"/> copies of strategic assessments/reports of progress against strategic plans for the past three years</p> <p><input type="checkbox"/> written statement describing the typical planning process within your organization</p>
<p>Sector Partnerships</p> <p><i>Documentation</i></p>	<p>Does your organization work in partnership through collaboration or alliances with other social non-profit sector organizations?</p> <p><input type="checkbox"/> written statement, with substantiation, describing your organization’s formal and informal social non-profit sector partnerships and alliances over the past three years, including projects and results, and your organization’s role in these partnerships</p>
<p>Government/ Private Sector Relationships</p> <p><i>Documentation</i></p>	<p>Does your organization work with governments (federal, provincial, territorial, and/or municipal) and/or the private sector to pursue your mandate and objectives?</p> <p><input type="checkbox"/> written statement , with substantiation, of how your organization works with governments and/or the private sector, including projects and results, and your organization’s role in these relationships</p>
<p>Bilingualism</p> <p><i>Documentation</i></p>	<p>Does your organization support bilingualism?</p> <p><input type="checkbox"/> written statement concerning your organization’s commitment to bilingualism including, at minimum, what documents your organization typically produces in both official languages, and your organization’s capacity to reply to service and information demands in both official languages</p> <p><input type="checkbox"/> list of exemplary documents produced in both official languages</p>

**Part 5 – Grant Funding Request**

**5.1 Detailed Written Description of Grant Funding Request (Maximum 500 words per element)**

<p>Needs</p>	
<p>Objectives</p>	
<p>Activities</p>	
<p>Intended Results</p>	
<p><b>Budget</b>  Written statement only. Financial and funding details to be provided in the Financial and Grant Funding Budget Forecast tables.</p>	

**5.2 Executive Summary: Overall Grant Funding Request (Maximum 300 words)**

**5.3 Financial Tables**

(Please use the federal government fiscal year of April 1 to March 31 for all tables)

**Sources of Revenue – National Office**

	Actual Amounts Current Year (2003-04)	Grant Funding Year 1 2004-05	Grant Funding Year 2 2005-06	Grant Funding Year 3 2006-07	Grant Funding Year 4 2007-08	Grant Funding Year 5 2008-09
A. Government Funding						
B. Other Funding Sources						
C. Revenues						
D. Other Sources of Revenue						
<b>Totals:</b>						

**Budget Forecast – National Office**

	Actual Amounts Current Year (2003-04)	Grant Funding Year 1 2004-05	Grant Funding Year 2 2005-06	Grant Funding Year 3 2006-07	Grant Funding Year 4 2007-08	Grant Funding Year 5 2008-09
A. Wages and Benefits						
B. Activity Costs						
C. General Costs						
D. Other Costs						
<b>Totals:</b>						

**5.4 Grant Funding Request Budget Forecast – National Office**

Item	Grant Funding Year 1 (2004-05)	Grant Funding Year 2 (2005-06)	Grant Funding Year 3 (2006-07)	Grant Funding Year 4 (2007-08)	Grant Funding Year 5 (2008-09)
A. Wages and Benefits					
B. Activity Costs					
C. General Costs					
<b>Totals:</b>					

**PART 6 – SIGNING AUTHORITY AND DECLARATION**



**6.1 Signing Officers for Contract Purposes**

(According to Letters Patents or Other Incorporating Documents)

(Please provide name, title 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?	
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What combination of signatures is 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:
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**6.2 Legal Signing Officers for Financial or Other Reports**

(According to Letters Patents or Other Incorporating Documents)

(Please provide name, title 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 is 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:
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**Declaration**

I / We declare that:

1. The information I/we have provided to Human Resources Development, to be styled Social Development, in this Application and supporting documentation is true, accurate, and complete in every respect.
2. I/We understand that if the information described above is false or misleading, I/we may be required to repay some or all of the financial assistance that has been paid by Human Resources Development, to be styled Social Development.
3. I/We have read and understand the Terms and Conditions of Grants and, if successful in this *Call for Applications*, agree to undertake results-based reporting throughout the grant funding period.

Name	Title
Signature	Date

Name	Title
Signature	Date

Name	Title
Signature	Date

The information provided in this application or supporting documentation is collected under the authority of the Department of Human Resources Development Act. The information provided in this application will be administered in accordance with the Privacy Act and the Access to Information Act. Instructions for making formal requests pursuant to the Privacy Act and the Access to Information Act are outlined in the government publication entitled Info Source, copies of which are located at all Human Resources Centres of Canada or at the following internet address:  
<http://infosource.gc.ca>.

## PART 7 – DOCUMENT CHECKLIST

- proof of non-profit status
- proof of incorporation
- mandate/mission statement
- written statement of how your mandate relates to the SDD's priority on the social development needs of children and their families
- written statement of activities, with substantiation, describing how these activities contribute to the objectives of the SDPP
- written statement, with substantiation, concerning how your organization focuses on the "public good" and, in particular, for children and their families
- written statement, with substantiation, describing your organization's reach across Canada
- written statement, with substantiation, describing your membership
- list of products and services provided to members.
- written statement describing how your organization manages its finances, including internal and external processes and procedures and day-to-day financial operations
- contact information of the chief financial officer and any outside companies involved in financial controls and reporting for your organization
- written statement describing how your organization manages its administrative requirements, including processes and procedures and day-to-day operations
- contact information of the chief administrative officer and any outside companies involved in administrative functions and controls for your organization
- copies of financial statements and external audits for the last three years
- copies of annual reports for the last three years, including a statement of activities and accomplishments if these are not included in the annual reports
- written statement describing how your organization is democratically constituted and managed
- minutes from annual general meetings from the last three years
- bylaws/rules concerning Board membership and election
- written statement, with substantiation, describing your organization's governance structure, including the experience of Board members in the governance of social non-profit sector organizations, and experience with the mandate and operations of the organization
- contact information and credentials for all Board and Executive personnel
- formal procedures, processes and policies in place for meetings and major decision-making
- history of Board membership for the past three years
- written statement, with substantiation, of your organization's involvement in the social non-profit sector, including examples of who views your organization as a "leader" in the sector, and why your organization might be unique or distinctive in terms of its leadership including the important contribution that your organization has made to policy and/or service excellence
- list of "products" from the past three years exemplifying your organization's work
- written statement, with substantiation, concerning your organization's products, including a description of: your usual products; where the demand for your products comes from; the degree to which you know and can substantiate that your products are used (as opposed to merely accessed or delivered); the uniqueness or distinctiveness of your organization's products and work; and, the typical methods use to disseminate and distribute your publications, products, services and expertise
- copies of strategic plans covering the past three years, including current plans
- copies of strategic assessments/reports of progress against strategic plans for the past three years
- written statement describing the typical planning process within your organization
- written statement, with substantiation, describing your organization's formal and informal social non-profit sector partnerships and alliances over the past three years, including projects and results, and your organization's role in these partnerships
- written statement, with substantiation, of how your organization works with governments and/or the private sector, including projects and results, and your organization's role in these relationships
- written statement concerning your organization's commitment to bilingualism including, at minimum, what documents your organization typically produces in both official languages, and your organization's capacity to reply to service and information demands in both official languages
- list of exemplary documents produced in both official languages
- Detailed Written Description of Grant Funding Request – Needs

- Detailed Written Description of Grant Funding Request - Objectives
- Detailed Written Description of Grant Funding Request – Activities
- Detailed Written Description of Grant Funding Request – Intended Results
- Detailed Written Description of Grant Funding Request – Budget

Apart from the required supporting documents listed above, it would be helpful if your organization could provide schedules for your up-coming Annual General Meetings and any scheduled conferences that you will be hosting:

AGMs:

Conferences / Symposiums / Workshops etc.:

## **PART 8 – TERMS AND CONDITIONS OF GRANTS**

### **TERMS AND CONDITIONS OF GRANTS**

**HRDC styled as Social Development herein referred to as Canada**

#### **Financial Assistance**

1. Subject to the terms and conditions set out below, Canada will provide the Recipient with financial assistance in the form of a grant to assist the Recipient in carrying out the objectives, activities, and intended results described in the funding application.
2. The Recipient must use the grant funds to meet the expected results as described in the funding application. Canada will determine what constitutes substantial changes.
3. Grant funds must not be used for a recipient's capital projects.

#### **Period of Assistance**

4. The Recipient is eligible to receive the grant funding during the funding period described in the funding application.

#### **Timing of payment and eligibility**

5. Payments of the grant will be made pursuant to the instalment schedule, as per Treasury Board's Transfer Payment Policy, to be received once approval has been given by Canada. [http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/TBM\\_142/ptp1\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_142/ptp1_e.asp)
6. Payments of instalments are conditional on the verification of the Recipient's continued eligibility and entitlement to the grant prior to any such payment being made. Such verification may be done at Canada's discretion following the expiry or termination of the funding period.

#### **Reports and Monitoring against Progress of Results**

7. To assist in verifying the ongoing Recipient's eligibility and entitlement to the financial assistance provided under this Agreement, the Recipient must:
  - a) provide Canada with semi-annual reports concerning the progress of the activities towards intended results and ensure the recipient organization continues to meet the eligibility criteria. The progress reports shall be in such form and contain such information as may be specified by Canada;
  - b) within two (2) months following the funding period mid year and end of year report for each year funded, provide Canada with a financial statement and a report describing the final results. This final report shall be in such form and contain such information as may be specified by Canada;
  - c) provide Canada with any additional reports or information concerning the grant as it may request at its discretion;
  - d) preserve all books and records from the grant and keep them available for audit and inspection by representatives of Canada for a period of six (6) years following the expiry or termination of the funding period.

#### **Stacking of Assistance**

(Applicable to grants of more than \$100,000)

8. The recipient agrees to inform Canada promptly in writing of any additional financial assistance received from federal, provincial, or municipal source for the same purpose of the grant.

9. Where the Recipient receives any additional financial assistance, Canada may, in its discretion, reduce the amount of its grant by the amount of any additional assistance that is to be received by the Recipient, or if Canada's grant has already been paid, require repayment of an amount equal to the amount of such assistance. Upon receipt of notice to repay under this section, the Recipient shall repay the amount as a debt due to Canada.

### **Payment Subject to Appropriation of Funds by Parliament**

10. Any payment under this Agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the program named in this Agreement. In the event that Canada's Treasury Board cancels the program or reduces the level of funding for the program, Canada may terminate the Agreement or reduce the amount of its financial assistance payable under the Agreement in that fiscal year.

### **Termination**

11. Canada may terminate this Agreement at any time without cause upon not less than (3) months written notice of intention to terminate.
12. Canada, may upon written notice, terminate this Agreement at any time if the Recipient:
  - a) ceases to be eligible for financial assistance under the terms of this Agreement;
  - b) is in breach of any of its obligations under this Agreement;
  - c) provides any materially false or misleading information to Canada pursuant to this Agreement; or
  - d) made any materially false or misleading representation or declaration or provided any materially false or misleading information to Canada in support of its request or application for financial assistance.
13. The recipient may terminate this Agreement at any time upon written notice to Canada.

### **Repayment Requirements**

14. Upon expiry or termination of this Agreement, the Recipient shall repay to Canada, upon written notice to this effect, any unspent amount of the grant and/or any amount by which the grant paid to the Recipient, together with any interest earned thereon, exceeds the amount to which the Recipient is entitled under the Agreement. Such amount is a debt due to Canada.
15. Interest shall be charged on overdue repayments in accordance with the Interest and Administrative Charges Regulations made pursuant to Canada's Financial Administration Act.

### **Amounts Owing to the Federal Government**

16. Any amounts owing to the federal government which are past due and in default or arrears as of the time of the application for funding may be deducted from, or set-off against, any amounts payable to the Recipient under this Agreement.

### **Environmental Protection Measures**

17. The Recipient shall maintain and implement any and all environmental protection measures ensuring that all standards and rules established by competent authorities are respected. Upon request from Canada, the Recipient must produce any certificates, licenses and other authorizations required for the carrying out of the activities in respect of the rules relating to the environment.

### **Official Languages**

18. The Recipient shall ensure that any services that it provides to the public will be made available in either official language where, in the opinion of Canada, there is significant

demand for that assistance in that official language.

### **Public Acknowledgement of Canada's Grant**

19.

- a) The Recipient shall cooperate with representatives of Canada during the first announcement of funding and in any subsequent official ceremonies relating to the promotion of the activities related to the grant. Canada reserves the right to set the day, time, place and agenda of the ceremony.
- b) The Recipient shall ensure that in any and all communication activities, publications, advertising and press releases referring to the activities related to the grant, there is included an appropriate recognition, in terms and in a form and manner satisfactory to Canada, of its contribution. The Recipient must notify representatives of Canada ten (10) working days in advance of any such communication activities, publications, advertising and press releases.
- c) The Recipient agrees to display such signs, plaques or symbols as Canada may provide in such locations on its premises as Canada may designate.

### **Lobbyist's Registration and Lobbyists Contingency Fees**

(For grants of \$25,000 or more)

20. The Recipient declares that any person who has been lobbying on its behalf to obtain the grant that is the subject of this Agreement and who is required to be registered pursuant to the Lobbyists Registration Act R.S.C. 1985 c. 44 (4th Supplement), as amended from time to time, was registered pursuant to that Act at the time the lobbying occurred.

21.

- a) The Recipient certifies that it has not directly or indirectly paid or agreed to pay, and covenants that it will not directly or indirectly pay, a contingency fee for the solicitation, negotiation or obtaining of this Agreement to any person other than an employee acting in the normal course of the employee's duties.
- b) All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiating of the Agreement shall be subject to the report and monitoring provision of this Agreement.
- c) If the Recipient certifies falsely under this section or is in default of the obligations contained therein, Canada may either terminate this Agreement under the termination provision of this Agreement or recover from the Recipient by way of deduction from the grant or otherwise the full amount of the contingency fee.

### **For the purposes of this section,**

"contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining this Agreement or negotiating the whole or any part of its terms;

"employee" means a person with whom the Recipient has an employer-employee relationship;

"person" includes an individual or group of individuals, a corporation, a partnership, an organization, an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbyists Registration Act R.S.C. 1985 c. 44 (4th Supplement), as amended from time to time.

### **Member of the House of Commons**

22. No member of the House of Commons or Senate or Provincial Legislature shall be admitted to any share or part of this grant or to any benefit to arise therefrom.

### **Conflict of Interest**

23. No individual, for whom the post-employment provisions of the "Conflict of Interest and Post-Employment Code for Public Office Holders" or the "Values and Ethics Code for the Public Service" apply, shall derive any direct benefit from this grant unless that individual is in compliance with the applicable post-employment provisions.

#### **Non-Assignment of Agreement**

24. The Recipient shall not assign this Agreement or any part thereof without the prior written consent of Canada.

#### **Access to Information**

25. Subject to the Access to Information Act, R.S.C. 1985, c. A-1, all information pertaining to the grant provided under this Agreement is publicly accessible and may be disclosed to third parties upon request under the Act.

#### **Compliance with Laws**

26. The Recipient shall carry out the activities related to the grant in compliance with all applicable federal, provincial/territorial and municipal laws, by-laws and regulations.

#### **Evaluation**

27. Canada may, at its discretion, carry out an evaluation of the effectiveness and efficiency of the activities related to the grant to include such factors as success, relevance, and cost-effectiveness. The Recipient shall cooperate with Canada in the conduct of any such evaluation.