



## APPLICATION/PROPOSAL FORM

*When completing this application form, please refer to the guide entitled “How to Apply for Funding – A Guide to Preparing a Proposal”. The guide provides detailed information on all the items that you are required to address in the application form.*

*This form, once completed, contains all the necessary information to allow us to fully assess the merits of the proposal.*

### **A. APPLICANT INFORMATION**

1. Identification of the applicant

Name:

Address:

Telephone:

Fax:

E-mail:

Website address:

Language of communication:     English                       French

2. Contact Name and Title:

### **B. DESCRIBE YOUR ORGANIZATION**

3. Mission Statement and Objectives:

4. Date your organization was established:

5. Is it incorporated?     Yes\*    →     Federal\*     Provincial/Territorial\*     No

*\*Please include a copy of the certificate and articles of incorporation OR the letters patent.*

6. Describe the programs and services your organization provides:

7. Indicate the geographic area your organization serves:

8. Indicate the clientele your organization typically serves:

9. Indicate the groups, organizations, or government bodies that actually use your services:

10. Previous/Current funding from the Department of Justice Canada:

Date	Project Title	Amounts	Results Achieved

**C. INFORMATION ON THE PROJECT**

11. Project Title:

12. Project start date:

13. Project completion date:

14. Project Team:

Name/Contact Information	Role/Responsibility

15. Describe your project and include the following points:

- a. The issue or needs your project would address. (*Define the need for your project using relevant and reliable data and describe how your project will help respond to the issue or needs you have identified. Include an outline of the environment and factors that point to the need for your proposed project.*) (See page 7, section 2d, for additional information.)
- b. The innovativeness of this project. (See page 8, section 2e, for additional information.)
- c. The expertise, skills, interest and experience that qualify your organization to undertake this project, and your previous experience with such issues.
- d. The interest in your community for this project; the partnerships and other linkages indicating support for this project. (*Please include endorsements, letters of support and agreements from relevant individuals or organizations to indicate your organizations qualifications to undertake this project and to indicate community support. Also, for Child-centred Family Justice Fund applications only, please include a letter of support/endorsement of the project from the relevant provincial government department.*) (See page 9, section 2j, for additional information.)
- e. The project objectives. (*The objectives must be results-based, must be measurable and achievable, should identify what you expect to achieve by the end of the project and*

*should link to the mandate and priorities of the Department of Justice Canada and the objectives of the Fund under which you are applying.) (See page 8, section 2f, for additional information.)*

- f. The reach of the project. *(Identify the priority groups or the specific social or community groups for whom the project is targeted.) (See page 8, section 2g, for additional information.)*
- g. How the project demonstrates sensitivity to diversity and gender equality issues. *(Your proposal should show how you will address the needs and experiences of participants/beneficiaries who come from different social and cultural groups, equity groups and diverse communities.) (See page 8, section 2h, and page 16, Appendix A, for additional information.)*
- h. The anticipated results of the project. *(For each project objective that you have identified above, you should identify what results are expected as a consequence of your project's activities.) (See page 8, section 2i, for additional information.)*
- i. A description of the project partners: *(Explain the nature of the partnerships requires you to provide a description of the different activities that each partner will undertake.) (See page 9, section 2j, for additional information.)*

PARTNERSHIPS: <i>(Identify each of your partners and explain the nature of each partnership):</i>		
<i>Provide the name and contact information for each of your partners:</i>	<i>Identify if your partnerships are on-going or project specific:</i>	<i>Describe the nature of the partnership:</i>

- j. The work plan and project design (Activities) *(Include activities and how each activity will support the project objectives, tasks for each activity, time frames, human and financial resources for each activity.) (See page 9, section 3, for additional information.)*
- k. The project deliverables and dates for submission (Outputs) *(List all products, goods or services you expect to produce or deliver as part of your project. Often these deliverables take the form of progress/interim reports, training sessions, manuals or publications and final report. For interim reports and final reports, indicate anticipated submission dates. Deliverables must include the Project Summary Report) (See page 10, section 4, for additional information.)*

1. The communication plan (*Include the objectives of your communication /dissemination plan, the priority groups that will be reached and methods of communications that you will use to reach them.*) (See page 10, section 5, for additional information.)

**D. EVALUATION PLAN**

16. Include an evaluation framework. (*Include who will be responsible for monitoring and evaluation, the timetable, the reporting arrangements you have with your partners and how you will identify success and risk factors.*) (See page 10, section 6, and page 17, Appendix B, for additional information.)

**E. BUDGET**

17. Indicate the budget for this project, including all revenues (financial and in-kind from ALL sources) and all expenses (financial and in-kind) by fiscal year (April 1 to March 31). (See page 12, section C, and page 20, Appendix C, for additional information.)

**REVENUES**

Department of Justice  
List other funders  
Include in-kind

Fiscal year  
\$

**EXPENDITURES**

List all expenses  
Include in-kind expenses

18. Indicate your organization's GST/HST rebate (percentage) from Canada Customs and Revenue Agency.

## Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change to the project shall be made without the consent of the Department, and it shall be at the discretion of the Department to determine what constitutes substantial change in each case. Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts. If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (e.g. deductions for income tax, employment insurance, etc.).

Public acknowledgement of funding provided by the Department is expected. Publications should clearly acknowledge the Department's assistance.

The organization agrees to respect and apply the spirit and, if applicable, the letter of the *Canadian Human Rights Act* and of the *Official Languages Act*.

In the event of an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the organization will be consulted before any confidential information is disclosed. Under the *Access to Information Act*, there is provision for exemption from disclosure of personal information subject to the *Privacy Act*, and of confidential financial or business information.

The designation PROTECTED (when completed) ensures that this information receives enhanced protection. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

### I declare that

- the information in this application is accurate and complete;
- the application is made on behalf of the organization named on page one (1) with its full knowledge and consent;
- if financial assistance is provided, the organization will submit financial statements and activity reports as required by the Department of Justice Canada,

If financial assistance is provided, the organization will submit to an evaluation of the project funded, as required by the Department of Justice Canada.

Organization:

Name of Person with Signing Authority:

Position:

Signature

Date: