



Youth Space Awareness Grants and Contributions Program

The Canadian Space Agency has the mandate to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.

To help fulfil this mandate, the Canadian Space Agency encourages the use of the unique appeal of space as a medium for improving scientific and technological literacy among Canadians and to increase the number of students pursuing careers in the science, engineering and mathematics.

The Youth Awareness Grants and Contributions Program for the promotion of the Canadian Space Program with an annual budget of approximately \$200,000, provides funding to support activities and projects designed to reach youth and increase interest in scientific and technological issues related to Canada's involvement in space.

The purpose of the program is to support activities at the elementary, secondary and post-secondary school levels that contribute to the objectives of the CSA Space Awareness Program. Objectives of the Youth Space Awareness Grants and Contributions Program are:

1. To improve scientific and technological literacy among Canadians, chiefly students and educators and to encourage the inclusion of Canadian-oriented space content in educational programs and extracurricular activities.
2. To encourage more students to pursue studies and careers in science, engineering and mathematics, thereby broadening Canada's pool of science and technology resources and facilitating the transition from a resource-based to an information and knowledge-based economy.
3. Instil a sense of national pride for the Canadian achievements in space among the population, specifically Canadian youth.

INTRODUCTION

PROGRAM DESCRIPTION

OBJECTIVES



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Financial assistance to projects is provided in the form of grants and contributions. Funding is allocated through annual national competitions which assess applications according to the Program criteria. The amount awarded may vary following examination of the appropriateness of the proposed budget in relation to the objectives of the project. Given the limited amount of funding (approximately \$200,000 per year), only the proposals most closely aligned with the Agency's criteria will receive support.

FINANCIAL SUPPORT

Contributions are designed to enable qualified organizations to carry out long-term projects and activities aimed at fulfilling the objectives of the Program. The size and duration of contribution awards may vary, depending on the availability of funds and the merit of individual applications. Support may be provided for the duration of the project as per the Contribution Agreement. Contributions may be used toward the costs of all programs and activities, including project administration. Funding starts at \$5,000, with no maximum amount defined, and may not exceed 50% of the total cost of the activity.

CONTRIBUTIONS

A CSA Youth Space Awareness Grants and Contributions Evaluation Committee will examine the applications submitted to the Program for the promotion of the Canadian Space Program. The Evaluation Committee may seek the opinion of an expert when examining proposals.

EVALUATION AND ADMINISTRATION

- Applicants may submit only one application per project per year.
- Applicants may not apply for both a grant and a contribution for the same project.
- Applicants submitting a proposal must include a copy of their constitution.



ELIGIBILITY

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Funding applications must be submitted by non-profit Canadian organizations. Individuals submitting applications must be sponsored by or associated with such organizations.

Only formally constituted Canadian organizations whose primary mandate (as expressed in the constitution of the organization and demonstrated in the major programs undertaken) is to promote public awareness of science and technology are eligible for funding, which include:

- Elementary Schools, High Schools, Universities, Museums and Science Centres, teacher associations, Science clubs or other organizations working with youth-oriented activities;

Grants and contributions may support activities put forth for the purpose of developing or providing space science and technology content for schools, teachers, teacher associations, science clubs, museums or science centres to increase awareness of space development and exploration for the purpose of developing or providing space science and technology content for teachers symposiums, contests, conferences, meetings, and intra and extra curriculum activities.

- Individuals sponsored by organizations

To support travel-related costs associated with an activity for the promotion of the Canadian Space Program.

Grants and contributions are limited to the specific space content aspects of submitted projects. Grants and contributions will support the production and distribution of space-related written, audio-visual and multi-media material and their presentation to an audience including print or electronic media as well as the organization of special events. The majority of the content with regard to the aforementioned must promote awareness and understanding of the Canadian Space Program. Expenses related to events including that of specialized services, travelling, printed materials, newsletters, flyers, brochures, posters, t-shirts, stickers, badges, location of space, etc. may also be covered under the same conditions and with prior approval from the Canadian Space Agency.

No funding shall be granted to projects that:

- come from Federal departments and agencies, and provincial, regional and municipal government departments;



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- have been completed;
- are designed to enhance public awareness of space science and technologies in Canada primarily for commercial purposes;
- are intended to provide technical data for specialists in a given field;
- involve seminars specifically for specialists in a given field and for their benefit;
- are centred on research and development;
- are focused primarily on marketing or public relations activities;
- are intended to prepare manuscripts or create videos or films without written commitment from an editor or distributor.

Applications for grants and contributions will be assessed on the basis of the following criteria, which are ranked in order of importance:

- the extent to which the project meets Program objectives;
- the level of Canadian content of the project (i.e. focus on the Canadian achievements in space and the Canadian Space Program);
- the level of space content in the overall project;
- the ability to show that the sponsor organization can carry out the project successfully;
- the diversification of the funding base (proof that the organization can obtain funding from sources other than the Program);
- the size of the target audience, and the project's impact on this audience;
- the nature and effectiveness of the presentation method;
- the scope and interdisciplinary nature of the project (general or national focus is preferred to specialized or purely local focus).

EVALUATION CRITERIA



APPLICATION PROCEDURES AND GUIDELINES

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Applications should use the Program Application form and should describe the project, the costs involved and the funds required. Applications should also describe how the project will contribute to the promotion of awareness and interest for Canada's role in space and motivate youth to pursue science and technology education.

Competitions for contributions are held twice each year with deadlines for submissions on **April 15 and September 15**.

Applications can be submitted to the Canadian Space Agency by regular mail, courier service, e-mail or fax. (Applicants who choose to send their application via e-mail must fax the cover page of their submission for proof of signature.) Only applications "post marked" before midnight will be considered as submitted on time. Should the deadline fall on a Saturday, Sunday or holiday, the deadline will be the next business day. **Applications submitted late will be considered for the next applicable deadline to the extent possible.**

The Canadian Space Agency will review each proposal, assess its merits and determine its suitability for payment of grants and contributions on a case by case basis. Applicants will be informed of the Agency's decision within two months of the competition deadline. **The Agency's decision is final.**

Applications for funding must be made on the Program Application form attached and sent to:

Youth Space Awareness Grants and Contributions Program
Communications Directorate
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, Quebec
J3Y 8Y9

Phone: (450) 926-4422 or (450) 926-4349

Fax: (450) 926-4352

E-mail: webmaster@space.gc.ca

IMPORTANT: APPLICANTS ARE ADVISED TO CAREFULLY READ AND CLOSELY FOLLOW THESE GUIDELINES. FAILURE TO DO SO MAY SIGNIFICANTLY AFFECT THE CHANCES OF SUCCESS OF AN APPLICATION. ASSISTANCE IN PREPARING AN APPLICATION MAY BE OBTAINED BY PHONING OR WRITING TO THE PROGRAM OFFICER.



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Applicants that have been selected for a contribution will be required to sign a Contribution Agreement with the Canadian Space Agency before any payment is made. The Contribution Agreement will set the terms and conditions upon which the contribution is made, in accordance with all the federal statutes, regulations and policies that are applicable to the payment of contributions under this Program.

PAYMENT OF CONTRIBUTIONS

The Canadian Space Agency reserves the right to cancel the payment, or order the recall, in whole or in part of any grant or contribution if terms and conditions cannot be agreed to with the selected applicant, or if the selected applicant is in breach with the said terms and conditions.

PROGRAM APPLICATION FORM SUMMARY

The application summary is a vital part of the evaluation process. It is in the applicant's best interests to ensure that it is completed properly. A reference such as "see attached" in the summary box is not acceptable. The summary should succinctly describe the proposed project or programs and activities to be undertaken. The title should be concise and descriptive (names or organizations may not provide a proper description). The objectives of the proposal, target audience, timeframe for which funding is sought (show dates), total amount requested from the Canadian Space Agency and total budget should be summarized. Please provide the correct and complete legal name of the organization with which a legal Contribution Agreement could be entered into in the event that the application is accepted. Indicate the type of funding request (grant or contribution). Indicate the type of organization, whether profit, non-profit, educational institution or other classification as appropriate. The application must be signed and dated by the authorized representative of the organization.

PROGRAM APPLICATION FORM PROPOSAL

Proposals must be typewritten and completed in the space provided. Resumes of the proposal's principal participants and commitment letters from other organizations approached for the project should be attached. Financial statements should also be included where necessary. Other supporting documentation, such as samples of books, videos or magazines, reproductions of publicity, etc, should also be appended as appropriate. **Submit only one copy of supporting documentation.**

The Program Application form is attached. An electronic version is also available on the Canadian Space Agency's web site at www.space.gc.ca.

