



# APPLICATION FORM - 2006

## SECTION A - INFORMATION ABOUT YOUR ORGANIZATION

1. Incorporated name of organization:

2. Former name of organization (if applicable):

3. In which official language do you wish to be served?  English  French

4. Organization type: Not-for-Profit  For-Profit

5. Scope of your organization (check one only):

Municipal  Regional  
 Provincial/Territorial  Inter-provincial/inter-territorial  
 National  International

6. Federal or provincial incorporation number: Federal No: OR Provincial No:

7. Does your organization have any outstanding debts to the Government of Canada?  Yes  No  
 If yes, indicate the amount owing and under what program?

8. Previous funding from Women's Program?  Yes  No

**9. Organization's Mandate**

- Describe your organization's mandate, including the principles, objectives and activities aimed at achieving the full participation of women in the economic, social and cultural life of Canada

**Organization's Governance and Accountability**

- Not-for-profit organizations, describe the ways in which your organization functions democratically and demonstrates good governance.
- For-profit organizations, describe your primary business and corporate structure as well as your internal process for managing and directing this project.

## SECTION B - CONTACT INFORMATION

10. Name and title of person with legal signing authority (Chair, President, etc.):  
 Ms.  Mrs.  Miss  Mr.  Other (specify):  
 Name:  
 Title:  
 Telephone:  
 E-mail:  
 Web site:

Organization's Street Address: Organization's Mailing Address (if different):

11. Attach your organization's most recent annual report (including financial statements):  Attached

**SECTION C – PROJECT DESCRIPTION**

12. Project title:

13. Proposed project dates:

Year	Month	Day	To	Year	Month	Day
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14. Total cost of project:

\$

15. Amount requested from Women's Program:

\$

16. In a separate attachment provide a project proposal using the headings below and answering the following questions. See Appendix 1 for a glossary of terms:

Need for Project

- What is the specific issue that this project will address?
- Describe how the need for the project was identified
- Describe how the women affected by the issue will be involved in all aspects of the project
- Provide the name, title, organization and phone number of at least two references that we can consult about this project and your organization.

Goal, Objectives & Expected Outcomes

- What is the goal of this project?
- What are the project's objectives and direct outputs?
- What will be the project's short-term, intermediate and/or long-term outcomes?

Action Plan

- Provide a work plan outlining the activities to be carried out, including dates, who is responsible and the resources needed.
- Who are your financial and non-financial partners? Describe the role they each play in the project.

Budget

- Provide a detailed budget that is clearly linked to the project activities. Include a description of each budget item. See Appendix 2 for a description of eligible budget categories.
- Provide a list of other confirmed financial sources, including your own organization's contribution. This should include "in-kind" contributions that will be donated to the project, valued at reasonable commercial market values.

Evaluation

- What indicators will be used to measure whether you have achieved or made progress towards the project's short-term, intermediate and/or long-term outcomes?
- What tools will be used to collect the information?
- How will your organization analyze and use the information collected?

**SECTION D – DECLARATION & UNDERTAKING**

I am the legal signing authority for this organization. I affirm that this application and the attached documents are accurate and complete. I agree that once funding is provided, any change to the proposal will require approval of Status of Women Canada. I agree to publicly acknowledge funding and assistance of the Department. I also agree to submit reporting as required by Status of Women Canada. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the *Official Languages Act* and other various acts governing the programs of Status of Women Canada.

Signature

Date (YYYY-MM-DD)

Print name in block letters

Print title in block letters

## APPENDIX 1 – GLOSSARY OF TERMS

**Activity** - Specific actions taken to achieve the objectives of the project.

**Goal** – A goal is a change in results to address specific challenges or situations through your project.

**Input** – Inputs identify the resources that are needed to implement your project. They include such things as staff, volunteer time, facilities and equipment.

**Indicator** - Evidence or proof needed to show progress towards outcomes. An indicator is observable and/or measurable. Indicators may be both qualitative (descriptive) and quantitative (statistical). Ultimately, all the indicators together tell you whether your project was able to achieve its main objectives and according to plans and timeframes.

**Objective** - Precise, clear, realistic and measurable statement of what your organization wants to accomplish within a specified timeframe that will help you accomplish the larger goal. Objectives should reflect what your organization wants to achieve, not how you will achieve it. Objectives are achieved through activities.

**Outcome** – Outcomes are the impacts or changes your project activities are expected to make. Outcomes usually occur in stages. Some happen soon after the activities occur (short-term outcomes). These outcomes in turn lead to others down the road (intermediate and long-term outcomes).

**Output** – Outputs are the products, goods or services your organization expects to produce or deliver as part of your project, or the number of people you expect to serve. They represent the concrete results of your activities.

**Strategy** - An overall approach designed to achieve the objectives of the project.

## **APPENDIX 2 – DESCRIPTION OF BUDGET CATEGORIES**

**Travel** - Ground or air transportation for salaried or contract staff, volunteers and resource people for activities related to the project. Includes meals and accommodation during travel time.

**Salaries & Benefits** - Salaries and benefits for paid work directly related to the project.

**Honoraria/Professional Fees** - An honorarium is a payment to an individual to recognize a task performed and or knowledge contributed to the project. Professional fees are paid for the services of an individual who has expertise relevant to and necessary for carrying out the project. Professional fees are usually paid through a contract. These fees can include costs related to third party financial audits and evaluation.

**Facilities** - Office rental and utilities related to the project. Also includes room rentals for meetings or conferences.

**Office Equipment** - The cost of leasing, buying and/or operating office equipment like office furniture,

computers, printers, fax machines and photocopiers when they are necessary for carrying out the project and up to a maximum of \$10,000 per project, when justifiable. Also includes telephone and Internet costs related to the project.

**Materials & Supplies** - Office supplies and other materials necessary to carry out the project. For example, postage, paper, photocopying or printing, resource materials, computer software, printer & fax cartridges, etc.

**Publicity & Promotion** - The cost of producing and printing brochures, newsletters, purchasing ads, posters, etc., needed to promote the project.

**Contributions-in-Kind** - An estimated value of ALL services or products that will be donated to the project by your organization or others. Include the volunteer hours that will be contributed to the project.

**Other** - Expenses, related to the project, that do not fit any of the previous categories (ex. catering for meetings or conferences, child care, etc.). Items under this category must be identified and explained.