CALL FOR PROPOSALS

Projects to Support

Data Analysis and Dissemination of the 2004 Canada Survey of Giving, Volunteering and Participating (CSGVP)

and

Sharing Innovation in the Community Not-for-Profit Sector (Innovation)

Project Funding Application Form

July 2007

CFP Application **Check one box** ☐ **CSGVP** ☐ **Innovation**

PART A: ORGANIZATIONAL INFORMATION				
Section 1: Applicant Information				
1. Name of Organization (include acronym(s)):				
2. Legal Name of Organization (if different):				
3. Mandate of Organization				
4. Mailing Address: Street Address:		5. City/Town:		6. Province:
7. Postal Code:	8. Area Code + Telephone Number + Ext.:		9. Area Code + Fax Number:	
10. E-mail Address:				
11. Website Address:				
12. Location(s) of Project Activities:				
13. Name and Title of Contact Person regarding this application:		14. Area Code + Telephone Number + Ext. (if different): E-mail (if different):		
15. Name and Title of proposed Project Manager regarding this application (if different from above):		16. Area Code + Telephone Number + Ext. (if different): E-mail (if different):		

17. Language of Correspondence: _____English _____French	18. Revenue Canada GST/HST Number:	19. GST/HST Rebate (%):

20. Business Registration Number:	21. Incorporation Number:

Section 2: Mandatory Eligibility Criteria
Note: These mandatory requirements must be met for your proposal to be considered for funding. <u>If these mandatory requirements are not met, your proposal will not be considered further</u>. Please review these mandatory requirements very carefully before deciding to devote the time and effort to preparing a proposal. Organizations in Quebec must complete the M-30 form.
1. Is your organization a non-profit organization? ___Yes or ____No
2. Does your organization actively pursue social development activities? ___Yes or ____No **Please attach** evidence of your organization's mandate, such as a copy of your official mission statement, the letters patent or corporate charter.
3.Is your organization located in the province of Quebec ___Yes or ____No If *Yes*, you must complete the document titled "*M-30 Supporting Documentation"* provided with this *Call for Proposals* and submit it with your application.

Section 3: Project information					
1.Program under which you are applying: **Social Development Partnerships Program**			**Official Use Only** **File number:**		
2. Title of Proposed Project:					
3. Amount of funding requested, by fiscal year: April 1, 2007 to March 31, 2008, April 1, 2008 to March 31, 2009					

Fiscal Year[1]	**Resources contributed by the Applicant and any other funding partners**		**Costs to be funded by HRSDC**	**Total Cost**
	In-Kind	**Cash***		
2007/2008	**$**	**$**	**$**	**$**
2008/2009	**$**	**$**	**$**	**$**
Total	**$**	**$**	**$**	**$**

4. Duration of Proposed Project	From	**Y M D**	To	**Y M D**

***Please include a list of other contributors and if they require an application process, their date of decision.**

[1] The Government of Canada's fiscal year begins April 1 and ends March 31 of the following year.

Section 4: Legal Signatures

1. Signing Officers for <u>Contract Purposes</u> (According to Letters Patents or other Incorporating Documents)

(Please provide title, name 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 (according to your letters patent or other incorporating documents) 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:

2.Legal Signing Officers for <u>Cheque Purposes</u>

(Please provide title, name and specimen signature of the person(s) authorized to sign.)

Title	**Name**	**Specimen Signature**

How many signatures are required to sign a cheque on behalf of your organization?
____

What combination of signatures is required to sign a cheque on behalf of your organization?
____

Are there any thresholds or limitations on the authority of these signatures? If yes, please explain:

3. Legal Signing Officers <u>for Financial or other Reports submitted to the Government of Canada</u>

(Please provide name, title and specimen signature of the person(s) authorized to sign.)

Title	Name	Specimen Signature

How many signatures are required to sign a cash flow claim or other report submitted to the Government of Canada? _____________

What combination of signatures is required to sign a cash flow claim or other report submitted to the Government of Canada? _____________

Are there any thresholds or limitations on the authority of these signatures? If yes, please explain:

Section 5: Accounting Practices	
1. Are your financial and accounting records maintained: ___Internally or ____Externally?	
Name of Contact Person (internal or external):	Area code + Telephone number + Ext. of contact person:
Name of accounting firm (if applicable): Address: Area code + Telephone number + Ext.: Area code + Fax number:	
2. How are your financial records maintained? ___Manually or ____Computerized If computerized, please indicate name of software package:	
3. Will a separate bank account be kept for any agreement negotiated as a result of this proposal? ___Yes or ____No	4. Organization's Fiscal Year End (if applicable): *Year-Month-Day*

Section 6: Amounts owing in default to the Government of Canada

Note: Completion of this declaration is required only if the amount of funding requested from the Government of Canada is $25,000 or more. Are you applying for an amount in excess of $25,000? ____Yes or ___No

The information you provide below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the *Financial Administration Act*). http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/TBM_142/ptp_e.asp

While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?
____Yes or _____No

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**

Section 7: Signatures and Certification	
I/We certify that I/We have read and understood the information above, and the "Information Guide" (The information guide is Available on the Internet at http://www.sdc.gc.ca/en/hip/sd/SDPPcfp2004/guide.shtml") I/We declare that the information in this proposal is accurate. I/We declare that in Section 6 above, I/We have provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in arrears as of the time of this application to Canada for funding. I/We recognise that the amounts payable to Canada under any future agreement may be deducted from, or set-off against, any such amount owing to the Government of Canada. I/We authorize: a) the Minister to disclose all information contained in this application concerning an amount in default owing to a government institution listed above to the institution concerned for the purpose of verifying the amount and status of debt; and b) the government institution concerned to disclose to the Minister all particulars and information relevant to the debt solely for the purposes of the administration of my/our application for funding in connection with my/our declaration.	
Applicant Name (please print)	Position
Signature	Date
Applicant Name (please print)	Position
Signature	Date

PART B –PROJECT PROPOSAL INFORMATION

The description of your project, provided through the completion of Part B, should provide a clear picture of all the elements of your proposal. Each section in Part B provides tips on what to include. You are encouraged to use charts or bullet style where appropriate. Please be as concise as possible. Expand the space in each section as required.

Section	Description and Tips
Executive Summary - maximum 500 words	**The executive summary should be in a narrative format that can be used by the Government of Canada to share information about the project.** **Tips:** Include: • Objectives • Key aspects of approach or methodology, activities and products or outputs • Key intended results • What will be the impact on individual Canadians.
	Why is your organization the best one to take on this work?
For Innovation Projects Only	**Please describe the proven innovative activity or practice you plan to share with five other organizations and indicate under which category it falls (Governance, Collaboration, Money, Human Resources, Service/Program Delivery). Please refer to Innovation Document Annex A. Please also indicate how this innovation is 'proven' and useful.**
Project Objectives (maximum 500 words)	**What are the objectives of your project?** **Tips:** An objective is a broad statement which indicates what type of changes you intend to make through your project and who will be affected by these changes. Be specific and realistic about what you want to achieve. Objectives address: • how the project will respond to one of the two components identified of this Call for Proposals • what the project will try to achieve • what the project's impact will be • how the project links to the objectives of the Call for Proposals Note that objectives are not activities.

Added Value and Impact (maximum 300 words)	**What will be the impact of your project on the community not-for-profit sector?** **Tips:** Describe how the project will add new knowledge, tools, approaches or partnerships toward building the capacity of the community not-for-profit sector. Tell us why this is important.
Approach or Methodology (maximum 300 words)	**What is the approach or methodology that the project will follow?** **Tips:** **CSGVP Proposals:** Describe the approach and/or provide an overview of the research methodology that will be used to achieve the intended results of the project. Indicate why the chosen approach/methodology is the most suitable and how it will achieve the intended results in a reliable way. Note that specific project activities are to be included in the work plan. **Innovation Proposals:** Describe the approach and/or provide an overview of the methodology that will be used to achieve the intended results of the project. Indicate why the chosen approach/methodology is the most suitable and how it will achieve the intended results in a reliable way. Note that specific project activities are to be included in the work plan.
Products or Outputs (maximum 300 words)	**What will be the products or outputs of the project?** **Tips:** **CSGVP Proposals:** Describe the proposed products or outputs of the project. Project outputs should be completed products, in a dissemination-ready format. Outputs can include products such as research reports, tools, and presentations. **Innovation Proposals:** Describe the proposed products or outputs of the project. Project outputs should be completed products, in a dissemination-ready format. Outputs can include products such as research reports, tools, and presentations.
Beneficiaries (maximum 300 words)	**Who will be the immediate and long-term beneficiaries of the project?** **Tips:** Identify key immediate and long-term beneficiaries, including groups for which the project is designed and others who may

<table>
<tr><td></td><td>benefit in the longer term.</td></tr>
<tr><td>Intended Results (maximum 300 words)</td><td>What will be the intended results of the project? What will change if you have the opportunity to do this work?

Tips
For each project objective, use the template below to identify the results which are expected as a consequence of the project’s activities. Intended results are defined as the changes a project hopes to achieve and are related to the project’s objectives. Intended results could be changes in such areas as knowledge, attitudes, behaviour, or skills. Results should be defined in such a way that they can be measured. Potential indicators of success should also be included.
Demonstrate the long-term sustainability (after funding) of the project.

<table>
<tr><th>Objectives</th><th>Key Intended Results</th><th>Potential Performance Indicators</th></tr>
<tr><td>#1</td><td></td><td></td></tr>
<tr><td>#2</td><td></td><td></td></tr>
<tr><td>#3</td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>Risks and Challenges (maximum 300 words)</td><td>What are the risks and/or challenges you anticipate related to achieving your intended results? Tell us how you plan to address them.

Tips:
List any potential risks associated with achieving the results noted above and suggest ways that the risks will be mitigated.</td></tr>
<tr><td>Work Plan (maximum 500 words)</td><td>The project work plan presents the activities or steps that will be followed to carry out the project and reach the intended results. Briefly indicate how the activities will allow the project to meet its intended results.

Tips:</td></tr>
</table>

	Include in a chart: • All activities in chronological order, including key milestones to indicate progress towards intended results • The sequence of tasks for each activity • Approximate start and end dates for each task or project stage (as agreed to by all partners) • Human resources for each activity (show allocation of tasks among project team personnel, and between lead organization and partner organizations (if any)) • Anticipated dates of progress reports and the final report (for successful applicants, these dates will be refined in consultation with Program officials) NOTE: If the project includes sub-contracting, please include an explanation of the work to be sub-contracted. Note that all sub-contracts of $25,000 and over will involve a competitive process including at least 3 bids. Prior HRSDC approval of sub-contracting is required and will be negotiated at the agreement stage for successful applicants. This will include justification for sole-sourcing, if applicable.
Knowledge Dissemination Plan (maximum 300 words)	Knowledge dissemination includes activities which move the products, knowledge developed and lessons learned from a project beyond the project team to a range of audiences who can benefit from this material. It is more than disseminating a final report. It can include sharing of lessons learned in workshops and newsletters, development and sharing of fact sheets at events such as conferences, or posting of tools and information on a Web site. **Tips:** An effective knowledge dissemination plan has two or three clear objectives that link to the project objectives, to ensure the results of the project have a broad and long-lasting impact. Include: • A description of the target audience(s), including justification for each • The methods of communication to be used for each audience (e.g., media, information sessions, Web sites) • A description of how the project results will be communicated to the target audiences, Human Resources and Social Development Canada (HRSDC), and any project partners • Timelines and lead responsibility
Capacity to Complete the	The capacity to complete a project includes the experience and skills of team members and partners related to ensuring that the

Project (maximum 300 words)	project attains its intended results. **Tips:** Include: • A paragraph providing key facts about the applicant organization or individual. • Two years of financial reports/statements to demonstrate the viability of the organization. • Names and contact information of project team members, if known, and partners (community, private sector, provincial/territorial, other). • Roles of Partners: Letters describing partners' roles in your project are required from each partner and can be used to cover off some of the information listed: • how each partner will be involved in project activities; • how partner(s) will enhance the project, including their experience and capacity; • how partners will be linked together (e.g., a steering committee); and • if no partners are involved, provide the rationale for not including partners. Keep in mind that the length of the description for any partners should be related to the degree of their involvement in the project. • Subject matter experience/expertise of the applicant, potential project team and partners: include education and in-field or other work experience. • Project delivery and management capacity of the applicant, potential project team and partners (do not repeat same information as above, refer to above section if required): o May be shown by: ▪ brief descriptions of up to three previously completed projects, focusing on impact and lessons learned ▪ the number of years of in-field or other work experience ▪ qualifications/certifications ▪ approach to project management and quality control • Financial Administration or Management

	Experience/Expertise of the Applicant Organization o May be shown by: ▪ the existence of an accounting group ▪ the number of persons (and position of these persons) authorized to approve expenditures in your organization ▪ the type and nature of the financial-related by-laws for your organization ▪ whether or not there are formal financial policies and procedures for your organization ▪ whether or not your organization's financial statements are audited, and/ or ▪ providing any other information that demonstrates solid financial management.
Budget Templates - Complete one budget template per fiscal year	There are two sections to the Budget portion of your proposal: the Budget Template(s) and the Budget Explanations section. Human Resources and Social Development Canada's fiscal year begins on April 1st and ends on March 31st of the following year. Project funds **must** be spent in the fiscal year for which they are allocated. Please keep the following in mind when completing the Budget Template(s). - The budget must be broken down by fiscal year[2], based on your anticipated need for the funds. Thus, if your project is to be completed in one fiscal period, you will only complete one budget template. However, if your proposed project is expected to run for more than one fiscal period, you must complete one budget for each fiscal period. - "In-kind" contributions refer to volunteers, services, furniture, facilities, supplies and accommodation provided at no direct cost. - The budget must include only eligible expenses (see section below) and must cover all activities in the work plan. - The costs related to wages must be broken out on the basis of an hourly rate. **Budgets based on per diem rates for salaried employees will not be accepted.** Please estimate

[2] Note that if your proposal is funded, the negotiation of the contribution agreement will determine if you will be required to provide monthly or quarterly budgets, depending on the risk and level of funding, in accordance with the federal *Transfer Payment Policy*.

the number of hours each person will be contributing to the project and the hourly rate of pay.

- Costs for implementation of the knowledge dissemination plan and of a results-based reporting plan must be included. *Results-based Reporting for the Social Development Partnerships Program* provides an introduction to results-based reporting and a short description of the key components. For more information, please see www.hrsdc.gc.ca/en/hip/sd/SDPPcfp2004/appendixA. Although you are not required to present a results-based reporting plan in your proposal, you do need to consider the cost of carrying out the components of a plan, as outlined in *Results-based Reporting for the Social Development Partnerships Program*. .This cost is to be included in your budget estimates. Successful applicants will develop and implement a results-based reporting plan in consultation with Program officials.

- Where the purchase of capital assets costing $500 or more are approved for the fulfillment of the project objectives, HRSDC retains the right to approve the disposal of such assets at the end of the project. Successful applicants will need to justify and receive approval for capital assets of $500 or more, prior to purchase.

Eligible and Ineligible expenses

The proposed budget must include only **eligible expenses**, which includes direct and indirect expenses (please see the SDPP Terms and Conditions at http://www.hrsdc.gc.ca/asp/gateway.asp?hr=/en/hip/sd/04_SDPP_TCs.shtml&hs=cfg for a more detailed list of eligible costs)

Direct Expenses
- New costs incurred directly to carry out the activities described in the work plan;
- New costs incurred to provide the required operational support to personnel directly involved in delivery of the project. (e.g., necessary office facilities, equipment and supplies for the direct program personnel identified in the work plan).

	Indirect Expenses - Expenses incurred by the organization's administrative functions and infrastructure to support the delivery of the project, but not related directly to the execution of the project work plan, or to the direct project personnel. Examples include communications (telephone or fax) and other office expenses. The basis for determining an appropriate allocation of such costs must be supported by a methodology. Include the methodology and dollar figures used to calculate the administrative costs **Please note that indirect expenses that were not negotiated prior to signing the contribution agreement will not be approved or reimbursed.** Please ensure that ineligible expenses are not included in your budget. **Ineligible expenses** include the following: - Costs incurred in the preparation of the proposal; - Fees of any kind, including contingency fees, used to pay for third parties assisting the applicant in obtaining Government of Canada funding (e.g., lobbyists of any kind); and - Project costs incurred before an agreement is approved and signed by the Government of Canada. - Other ineligible costs. Only those expenses directly related to project activities will be considered eligible. By way of example only, ineligible costs include the following: (a) entertainment costs (b) club memberships (c) fines or penalties (d) depreciation on fixed assets (e) Board of Directors' fees or honoraria (f) capital costs for the construction of a building (other than minor repairs or renovations) or for the purchase of land or buildings, or for the purchase of any other capital assets (g) the cost of the purchase of motor vehicles
Budget Explanations (maximum 500 words)	**Include the following explanations to supplement the information in the Budget Template(s):** **Revenues** Explain whether you anticipate receiving any revenues as a result of your proposed project. If yes, explain the nature of these revenues, and how much you expect to receive. Note that the project costs detailed in your Budget Template(s) should be <u>total</u> project costs that have not been adjusted for any expected

	revenues. The amount funded by HRSDC will take into account expected revenues. **Allocation of Project Costs** Indicate the estimated costs included in your Budget Template(s), by fiscal year that have been allocated to the Knowledge Dissemination Plan and to the Results-based Reporting Plan. The in-kind and/or cash contributions must be detailed for each cost category (wages and benefits, project activity costs and general project costs) and identify who will be making the in-kind and/or cash contribution (applicant or partner). **Calculation of Costs: "Wages and Benefits"** Explain how you calculated each amount in your budget(s). The cost related to wages must be broken out on the basis of an hourly rate. Also, clearly indicate which costs represent "in-kind" contributions. **Calculation of Costs: "Project Activity Costs"** Explain how you calculated each amount in your budget(s). Also, clearly indicate which costs represent "in-kind" contributions. **Calculation of Costs: "General Project Costs"** Explain how you calculated each amount in your budget(s). Also, clearly indicate which costs represent "in-kind" contributions.

BUDGET TEMPLATE – Year 1 (Please complete one template for each fiscal year)				
Name of organization:				
Budget for Fiscal Period: April 1, 2007 to March 31, 2008				
Item	***Costs to be paid or contributed by the Applicant and any other funding partners***		***Costs to be funded by HRSDC***	***Total Cost***
	In-Kind	***Cash***		
A. Wages and Benefits				
Project Staff/Salaries (hourly rate)	$	$	$	$
Benefits (Mandatory Employment Related Costs)	$	$	$	$
Total Wages and Benefits	$	$	$	$
B. Project Activity Costs				
Professional Fees	$	$	$	$
Travel and Accommodation	$	$	$	$
Total Project Activity Costs	$	$	$	$

NOTE: For CSGVP Applications: In order to access the Survey data, Statistics Canada will create a *Public Use Microdata File*. There will be a one-time charge of $2000 to successful applicant organizations for a copy of this file. Please be sure to include this expenditure in your budget for year 1.

C. Capital Costs				
Capital Assets (include details)	$	$	$	$
Total Capital Costs	$	$	$	$
D. General Project Costs				
Materials and Supplies	$	$	$	$
Printing and Communication	$	$	$	$
Utilities	$	$	$	$
Equipment Rental/Lease and Maintenance	$	$	$	$
Other (Please describe)	$	$	$	$
Total General Project Costs	$	$	$	$
E. Total Project Cost (A+B+C+D)	$	$	$	$

Has this budget been authorized by your Board of Directors?

____Yes or ____No

If no, please explain:

BUDGET TEMPLATE – Year 2 **(Please complete one template for each fiscal year)**				
Name of organization:				
Budget for Fiscal Period: April 1, 2008 to March 31, 2009				
Item	***Costs to be paid or contributed by the Applicant and any other funding partners***		***Costs to be funded by HRSDC***	***Total Cost***
	In-Kind	***Cash***		
A. Wages and Benefits				
Project Staff/Salaries (hourly rate)	$	$	$	$
Benefits (Mandatory Employment Related Costs)	$	$	$	$
Total Wages and Benefits	$	$	$	$
B. Project Activity Costs				
Professional Fees	$	$	$	$
Travel and Accommodation – include details for each trip	$	$	$	$
Total Project Activity Costs	$	$	$	$

C. Capital Costs				
Capital Assets (include details)	$	$	$	$
Total Capital Costs	$	$	$	$
D. General Project Costs				
Materials and Supplies	$	$	$	$
Printing and Communication	$	$	$	$
Utilities	$	$	$	$
Equipment Rental/Lease and Maintenance	$	$	$	$
Other (Please describe)	$	$	$	$
Total General Project Costs	$	$	$	$
E. Total Project Cost (A+B+C+D)	$	$	$	$

Has this budget been authorized by your Board of Directors?

____Yes or ____No

If no, please explain:

BUDGET TEMPLATE – TOTAL PROJECT (Please complete one template for combined fiscal year)				
Name of organization:				
Budget for Fiscal Period: April 1, 2007 to March 31, 2009				
Item	***Costs to be paid or contributed by the Applicant and any other funding partners***		***Costs to be funded by SDC***	***Total Cost***
	In-Kind	***Cash***		
A. Wages and Benefits				
Project Staff/Salaries (hourly rate)	$	$	$	$
Benefits (Mandatory Employment Related Costs)	$	$	$	$
Total Wages and Benefits	$	$	$	$
B. Project Activity Costs				
Professional Fees	$	$	$	$
Travel and Accommodation – include details for each trip	$	$	$	$
Total Project Activity Costs	$	$	$	$

C. Capital Costs				
Capital Assets (include details)	$	$	$	$
Total Capital Costs	$	$	$	$
D. General Project Costs				
Materials and Supplies	$	$	$	$
Printing and Communication	$	$	$	$
Utilities	$	$	$	$
Equipment Rental/Lease and Maintenance	$	$	$	$
Other (Please describe)	$	$	$	$
Total General Project Costs	$	$	$	$
E. Total Project Cost (A+B+C+D)	$	$	$	$

Has this budget been authorized by your Board of Directors?

____Yes or ____No

If no, please explain:

DETAILED CHECKLIST

Please check to ensure you have completed each section of the application form and that you have included all required documentation.

Five (5) hard copies of the application ....

Original signatures on one (1) of the hard copies ....

One (1) electronic version of the application (CD or disk) ....

PART A: ORGANIZATIONAL INFORMATION

Section 1: Applicant Information ....

Section 2: Mandatory Eligibility Criteria

Proof of non-profit organization...

Copy of mandate/mission statement, etc. ....

Signed M-30 form (only for organizations in Quebec).......................

Project addresses a component of this *Call for Proposals* ....

Section 3: Project Information ....

Section 4: Legal Signatures ....

Section 5: Accounting Practices...

Section 6: Amounts owing in default to the Government of Canada ......

Section 7: Signatures and Certification ....

PART B: PROJECT PROPOSAL INFORMATION

Executive Summary ....

Added Value and Impact ....

Project Objectives ....

Approach or Methodology ....

Products or Outputs ....

Beneficiaries...

Intended results...

Potential risks or challenges…. ....

Work Plan ....

Knowledge Dissemination Plan..

Capacity to Complete the Project