Canadian Women’s Foundation

Annual Violence Prevention Grants 2012

Proposal Guidelines
Collaborative Projects

The Violence Prevention Grants are made possible by the following funds at the Canadian Women’s Foundation:

Major Funding Partners
The Royal LePage Shelter Foundation Fund
The Avon Empowerment Fund for Women
The Scotiabank Fund

Shelter from the Storm Campaign Partners
Winners and HomeSense
Rogers

Canadian Women’s Foundation Violence Prevention Fund
Supported by individual donors across Canada, TD Bank Financial Group, RBC Foundation, Preferred Nutrition, the Leacross Foundation, the Aimee Quitevis Memorial Fund, the Tony McNaughton Memorial Fund, the Paula Menendez and Julie Crocker Memorial Fund, the Joan and Clifford Hatch Foundation, and other businesses and organizations.
ANNUAL VIOLENCE PREVENTION GRANTS 2012
Deadline: Wednesday February 1st 2012

❖ FOLLOW THE INSTRUCTIONS below when filling out the application forms and use the sample provided as a guide. You can also consult the online Frequently Asked Questions (FAQ) and then call if you have follow-up questions.

❖ Proposals may be submitted in English or French to:

Violence Prevention Grants
Canadian Women’s Foundation
133 Richmond Street West, Suite 504
Toronto, ON M5H 2L3

❖ MAIL or courier package postmarked on or before Wednesday February 1st, 2012

ITEMS TO INCLUDE IN YOUR PACKAGE:

❖ 5 copies of the following documents:
  - Summary Sheet
  - Section 1. Proposal Questions for A. Teen Violence Prevention / B. Rebuilding Lives / C. Loan Funds / D. Collaborative Projects
  - Project curriculum or project outline (if available)
  - Section 2. Budget Form
  - If required, Section 3. Access Funds Form

❖ 2 copies of the following documents:
  - Audited Financial Statement (most recent)
  - Annual Report (most recent)
  - Policy on diversity / anti-racism
  - Current Board list
  - Letters of support (at least one, three max)

- AND -

❖ EMAIL 1 copy of the documents listed above as attachments to vpgrants@canadianwomen.org by Wednesday February 1st, 2012. NO PDF forms please.

If you have questions, contact Anuradha Dugal by email at adugal@canadianwomen.org, or by phone at 416-365-1444 ext 228 or 1-866-293-4483 ext 228. For FAQ and guidelines visit www.canadianwomen.org
BACKGROUND

About the Canadian Women’s Foundation

As Canada’s national public foundation for women and girls, the Canadian Women’s Foundation has been investing in the power of women and the dreams of girls since 1991.

Canadian Women’s Foundation is dedicated to improving the lives of women and girls and focuses on three areas fundamental to the well-being of women and girls:

- Ending violence against women and girls
- Moving women out of poverty
- Building resiliency in girls

The Foundation invests the time and money it takes to dismantle barriers and create opportunities for women and girls, and we are committed to achieving sustainable, long-term change.

Canadian Women’s Foundation does this through:

- Directly funding projects which are selected within our national strategies related to ending violence against women and girls, helping low-income women out of poverty, and investing in the resiliency of girls.
- Building the capacity of local women’s organizations from coast to coast to deliver violence prevention, economic development and girls projects.
- Building and stewarding the philanthropy and voluntary efforts of a diverse national Board of Directors, individuals, and leading corporations and businesses.

About Violence Prevention Grants

Between 1993 and 2011, the Foundation distributed over $11 million through more than 900 annual and multi-year violence prevention grants in every province and territory across Canada.

Funding Available

Approximately 50 annual grants of up to $25,000 each will be allocated. Priority will be given in these grants to work with women, children and teens facing multiple challenges.

Please note that we will only accept one proposal per organization, and that your organization can apply for a grant in only one of the four areas:

- A. Prevention work involving girls / teens
- B. Rebuilding Lives
- C. Loan Funds
- D. Collaborative Projects

If Canadian Women’s Foundation has funded a project previously, you may reapply, but please note that we will not fund the same project more than three times. However, we may fund an organization more than three times for different projects.
Principles governing Canadian Women’s Foundation violence prevention grant making include:
- A strong commitment to diversity and inclusion
- Priority given to funding projects in which women are leaders and there is strong input and involvement from project participants
- Priority given to projects that take into account the realities of women’s lives e.g. by providing child care, transportation assistance and advocacy supports

OBJECTIVES & CRITERIA

Purpose of the Violence Prevention Grants
The goals for the 2012 Violence Prevention Grants are:

A. Prevention:
   Prevent violence against women and girls in Canada through work involving girls or teens (girls and boys age 11 to 19).

B. Rebuilding Lives:
   Support women’s organizations and projects in Canada to help women and children rebuild their lives after the crisis of experiencing violence.

C. Loan Funds:
   Provide interest-free loan funds to women in Canada to aid them in reestablishing themselves in the community after leaving an abusive situation

D. Collaborative Projects:
   Support groups working together in a region, province, and territory or nationally (in Canada) to share resources, to advocate or to support women survivors’ participation or leadership in policy issues.

Overall Criteria
The Foundation funds projects that work to develop skills that will lead to behaviour change aimed at preventing violence against women. We look for projects that validate a women’s desire to rebuild her life and her family, establishing physical, emotional and financial security and creating a durable support network. Teen-focused projects that offer healthy relationship training with gender awareness are of particular interest in order to respond to increasing levels of high-risk activity in the school years, and to address early sexual activity, substance use, violence between peers, and other risk behaviours. We also support work that aims to remove systemic barriers for women experiencing abuse, and to change systems to help prevent violence from happening in the first place.

We focus our resources by giving careful consideration and priority to the following:

✓ Women’s organizations with significant experience in violence against women such as shelters and sexual assault centres.
✓ Projects for women who face multiple challenges, including Aboriginal women, Black women and women of colour, farm, rural or northern women, lesbian women, low-income women, older women, refugee or immigrant women, women with disabilities and Deaf women, and young women.

✓ Projects that have established partnerships with other local women’s organizations or community based organizations that have experience working with women and girls.

✓ Grass roots organizations with small budgets.

✓ Projects that demonstrate a gender-analysis on the issue of violence against women (within the project materials, organizational structure, etc.).

✓ Projects where our funds can help leverage other funds.

A. Prevention
We will fund projects / activities for teens (girls and boys age 11 to 19) or for girls only that work to prevent violence against women and girls. These can be school-based or offered outside of schools in a setting that provides a safe space.

Your proposal must:
✓ have a significant focus on violence against women and girls and healthy relationships. This may be within the context of connecting key issues such as violence, sexual relationships, substance abuse, respecting diversity and differences, and sexuality
✓ show a confirmed partnership with schools, if the project delivery is school-based
✓ actively involve girls/teens as peer educators or in other ways that promote their feeling of ownership in the project
✓ actively involve participants for a significant time period (i.e. more than one class presentation)
✓ have a component that builds skills in areas such as critical analysis and decision making.

B. Rebuilding Lives
We will give priority to projects that provide:
✓ support to children who have been exposed to abuse or with parenting of children who have been exposed to abuse
✓ second-stage housing providing several kinds of supports to women
✓ training, development and advocacy by provincial groups
✓ education and support on violence against women involving women with disabilities

We will also consider projects that provide:
✓ follow-up counselling and/or support
✓ help with financial, housing, health and legal issues

C. Loan Funds:
We will help:
✓ build capital and administer new or existing funds that offer interest-free loan funds for women leaving an abusive relationship
and are also supported by:
✓ additional resources for financial planning, budgeting, and managing priorities
✓ access to information on projects and benefits that will ease transition to independence from a past abusive relationship

D. Collaborative Projects:
We support:
✓ regional or provincial resource sharing and capacity building
✓ policy work/leadership on violence against women that actively involves women who have experienced violence
✓ advocacy that aims to address systemic barriers for women who have experienced violence

Eligibility for Violence Prevention Grants
Applicants should be incorporated non-profit organizations and have a valid charitable / business number from Canada Revenue Agency or Indian Bands designated as qualified donees.

If your organization does not have charitable status or is not a qualified donee, we can consider an application from another organization that is a registered charity with a mandate relevant to the project. The other organization’s volunteer Board of Directors will have fiscal responsibility for the grant and be legally responsible for ensuring that the funds are spent for the charitable purposes intended. They will be required to sign a letter of agreement and work in partnership with the organization delivering the project.

Canadian Women’s Foundation Does Not Fund
✓ Individuals
✓ Federal, provincial or municipal government agencies and school boards (they can be involved but the grant will be made directly to the community organization)
✓ Profit-based organizations
✓ Fundraising events
✓ Conferences
✓ Projects outside of Canada
✓ Projects not solely or primarily focused on women and girls (teen projects may involve boys)
✓ Deficit or emergency funding
× Films or videos (unless this is part of a larger project)
× Capital expenditures
× Self-defense training (if it is the only component of the project)

Process and Timing
All proposals postmarked up to and including **Wednesday February 1st, 2012** will be accepted.

Please limit your proposal to no more than 6 pages, excluding the Summary Sheet and Project Budget.

A Grants Committee of community volunteers from across the country, experienced in the area of violence against women, and several donor partner and Canadian Women’s Foundation representatives, reviews proposals. The Grants Committee makes recommendations to the Foundation’s Board of Directors about which projects to fund. The Board of Directors gives final approval to all grants.

Grants Timeline

<table>
<thead>
<tr>
<th>February</th>
<th>Submit Full Proposals for projects starting August 2012</th>
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<tr>
<td>February / March</td>
<td>Grants Committee Review &amp; Short listing</td>
</tr>
<tr>
<td>March / April</td>
<td>Follow-up with potential grantees as needed</td>
</tr>
<tr>
<td>April</td>
<td>Grants Selection Committee meeting</td>
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<tr>
<td>Mid June</td>
<td>Board Approval</td>
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The grants will be awarded in **July 2012**. All applicants will be notified whether or not they will be receiving a grant.

For Further Information/Assistance
If you have any questions about these guidelines or your proposal, please check the instructions below, the samples provided in the appendices and the FAQ section on our website [www.canadianwomen.org](http://www.canadianwomen.org)

If you need to ask follow up questions, please e-mail or telephone:

<table>
<thead>
<tr>
<th>Phone:</th>
<th>416-365-1444</th>
<th>Fax:</th>
<th>416-365-1745</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll free:</td>
<td>1-866-293-4483</td>
<td>TTY:</td>
<td>416-365-1732</td>
</tr>
</tbody>
</table>

Anuradha Dugal (ext. 228)  
Director Violence Prevention Program  
adugal@canadianwomen.org

Rakiba Amin (ext. 237)  
Admin Assistant Violence Prevention Program  
ramin@canadianwomen.org
INSTRUCTIONS

**Please read all sections carefully.**
These instructions are intended to provide guidance as you formulate your answers. They provide follow-up ideas or more detailed explanations related to each section and as such, they offer direction that we hope will strengthen your application. In addition to following these guidelines, your application will be evaluated on how clearly you express the ideas.

These instructions apply to Collaborative Projects. Use the funding proposal that relates to the same.

☐ A. Prevention Work Involving Girls / Teens  ☐ B. Rebuilding Lives

☐ C. Loan Fund  ☐ D. Collaborative Projects

**Summary Sheet**
Fill out the information in the boxes provided, respecting the size and position of the boxes. See the Appendix for a sample.

**Page 1**
*Organization Information*
Please see sample.

**Page 2**
*Organizational Resources*
Please see the sample and consider the following:

For *Staffing and volunteers*, please include contract and term employees in the full-time and part-time staffing totals, and practicum students in the volunteer total.

For the *Financial Portrait*, please follow the headings from your last financial statement or annual report to fill in these sections.

**Deficit / Surplus**
It is important to let us know why you may be carrying a surplus and also reasons for a small or large deficit as well as how you plan to work towards ensuring that the books are balanced from year to year.

*Previous Canadian Women’s Foundation grants*
Please do not include the Shelter from the Storm donations.

**Page 3**
*Please indicate main three groups of women you will serve* We would like to know what are the main three groups of women you are working with specifically. Please try to list in order – largest
group first and smallest group third. Please select from the listed groups e.g. Aboriginal women, Black women and women of colour, newcomer women, women with disabilities and Deaf women and LBTQ. If the project is open to all and you typically serve a diverse population, please explain.

Project Description
Please provide an overview of the project that you are applying for in no more than 10 lines.

Page 4
Section 1. Proposal Questions Guidelines
These instructions relate to D. Collaborative Projects. Please answer all 13 questions in order and limit this part of your application to no more than 6 (six) pages. There are no sample answers provided in the Appendix.

Description and Purpose
1. Define what you will focus on and what you hope to achieve through your work. Please include the overall goal and also the specific objectives and tangible outcomes that relate to the activities you have chosen.

2. Please describe your structure and focus as well as what each group brings to the table in order to clarify the reach and scope for this project. Please also explain how you see this work as being important to violence prevention as a whole.

3. Please explain the relevance of your project for women, children or teens, and why this specific project is important at this time and in this place. You can include internal or external studies, what women have told your organization, needs assessment if conducted and background information on the services or gaps in this area.

4. Please show challenges that have been overcome, or obstacles that were met. Please also talk about the most effective ways to help collaboration or change happen and what you have found to be most useful for multiple partners.

Activities and Approach
5. Explain the educational, training or capacity building components of the project. It is important to know what will be benchmarks at each part of the project, so please include the overall outline of action items and highlight who will do what. If you are still planning this out, please send the draft plan. Ideally, we would also like to see at least one action item described in detail.

6. Have girls / teens / women been involved in planning and development of this project? What role will they take in this project going forward? Give specific examples of how the project has been developed to respond to different participants’ needs, (age group, language, culture). How will participants be actively engaged in the project? What outreach and promotional
activities, assessment and screening methods will be used to recruit women to support your work?

7. Please give an overview of the roles played by staff, elders, mentors, and or volunteers and the experience they need. You do not need to provide staff bios or resumes.

8. If this project is addressing need for change at a regional, provincial or national level and involves support from key decision makers, please indicate who they are and how you will approach them. Please also describe how their support will make a difference and what might be alternatives if there are obstacles to obtaining this support.

9. Gender analysis explores and highlights the relationships of women and men in society, and the inequalities in these relationships. Please explain how you will highlight and address underlying gender stereotypical attitudes through activities in your project and give two examples of this.

**Partnership and Demonstration of Support**

10. List the groups that you are working with to support this project. We recognize that not all of them will be involved to the same extent and not all of them need provide a letter of support

11. Support letters – Canadian Women’s Foundation prefers letters describing ongoing relationships and networking in your community with women-serving agencies. These groups may be called to verify the details. If this is a school-based project, please ensure you have letters of support from schools BEFORE you make this application, as this is a prerequisite.

12. It is important to see how these funds may leverage other funders and also that you have considered the options to adapt your programming dependent on the funding received, so please be as clear as possible in this section.

**Evaluation**

13. Please note what tools will be used to capture information and how your findings will be used by your organization. You proposal will be assessed on how you plan to monitor and track the results of this project and how you will share learning with the Foundation and others.

**Page 5**

**Section 2. Project Budget Form**

In addition to meeting eligibility requirements and the overall criteria, your proposal will be assessed on a **budget that balances**. We will also consider your organization’s capacity and expertise in adding value through:

- Providing in-kind support in the project budget and resources
- Attracting other funds required if the request is for partial support of costs
There are two tabs in the excel form – one for expenses and one for revenues. Please fill in both.

Fill out the excel spreadsheet provided for budget outlines. You do not need to outline the budget for the whole organization or all your programs, just for the project / program you are applying for. There is a sample provided in the Appendix.

Expenses
Please look closely at the sample provided and how it is laid out. Use the line items provided and add more space as needed to give a full outline of how money will be spent. Some items will be included in the cash expenses column and some may be covered in-kind by your organization. Any amount or service offered pro-bono or as part of a partnership agreement, or as part of your organization’s operational base should be listed as an in-kind expense and then also be listed in the REVENUES section on line 5 as an in-kind donation.

1. Salaries & benefits
Give staff titles, number of staff, hours of work, hourly rate and percentage of benefits. This could be for management, administration, support staff as well as for direct project staff.

2. Consultants and Professional Fees
Estimate consultants fees with hourly rate with number of hours, even if services are pro bono.

3. Honoraria
List who the honoraria are for – elders, volunteers, mentors, participants – and the amount each will receive. Ensure you have explained the role of these honoraria in Section 1. Proposal Questions number 6.

4. Premises / Occupancy
This can be a portion of the space rental needed for office space, for group meetings or for individual counseling. It can be provided in-kind or added as a cash expense to be covered by the project budget.

5. Project Costs
Describe all items needed and expenses that are incurred as a result of holding this project. These could be materials, food, communication, etc. Where possible, provide a breakdown / explanation of these expenses.

6. Promotion
If there is a cost to promotion, e.g. by web, in mail outs, for local news ads, please list and explain why you need to promote this project in the proposal questions.

7. Travel
This is for local area travel to provide projects and services within your geographical area. If you are offering service to additional communities than those you normally serve, please include this. Explain if
it will be used for public transport, for ride sharing services, for taxis or for mileage rates with personal car use. If your organization has an internal policy, use those rates, if not, use Government Treasury Board rates for your province. Tell us if travel costs will be offered to staff and/or participants.

8. Child and/or Family Care
Explain how many hours of child or family care will be offered to each participant or outline the costs of providing onsite childcare. This could be offered in-kind or be an additional cash expense.

9. Access Funds
If required, please take the total from the Section 3. Access Fund Budget and insert it here.

Revenues
The revenue breakdown should include all anticipated sources of revenue for this project, including any registration/participant fees and in-kind donations and administrative costs that will be covered by your organization or another.

Place the amount in the relevant column to indicate whether revenues are confirmed or not, and inform of the anticipated date of confirmation if known, or your best guess if not known.

1. Canadian Women’s Foundation
Please list the total amount you are requesting from Canadian Women’s Foundation.

2. Other foundations
If there are other foundations that you have applied to, or that agreed to offer funds to support this project, please list the name of each one.

3. Corporations/Private
Please list corporate, local business or individual gifts that will add their funds. If you are hoping to support this project with a targeted mail-out, please explain and insert expected revenue result.

4. Government
Please include any grants, contracts, core or project funding that will be applied to this project.

5. In-kind
If there are amounts or services that your organization or another group are offering pro-bono, or that come from your operational base, please list them, and make sure they have been entered in the In-kind column in the expense section of the budget, at the line item that relates to them. In-kind gifts cannot be factored into amount of cash requested.

Section 3. Access Fund Budget
You can apply for an additional amount of up to $3,000 to provide access costs for women, children or teens with disabilities or Deaf women, children or teens; for travel in remote or rural areas; or for
language interpretation or translation. These funds are made available to increase participation of women or teens that may not otherwise be able to take part in the project offered.

If you are attempting to provide services / project to a community that you do not routinely serve due to excessive transportation costs and / or distance, you may apply for access funds.

Please verify the costs of these expenses before you submit this budget as some of these costs can be extremely high.

Please also estimate how many women or teens will need to use these funds.

Use the budget lines provided to consider what kind of costs may be needed in order to include women and teens facing barriers.