

## PREVENTION and REBUILDING LIVES PROPOSAL QUESTION INSTRUCTIONS

### Please read carefully

These instructions are intended to help you write your proposal. The Annual Violence Prevention Advisory Committee relies on your responses to the proposal questions to assess the goals and intent of your work. The prompts provided for each proposal question offers suggestions on the information that would be most helpful for our review purposes, so please be as specific as possible. Review these prompts to gain a stronger sense of how to form complete responses. Your proposal will be evaluated on how clearly you describe your program and how well the committee

Please answer all 11 questions in full. ***Incomplete applications will not be considered.***

There are no sample answers provided.

### DESCRIPTION AND PURPOSE

Proposal Question	Prompts	Max Words
1. What would you like to achieve with your project / program?	Define what you will focus on and what are you hoping to change or where you would like to make a difference with this project. Explain how the activities relate to the goal you have chosen.	400
2. Is there an identified need for this project/program?  Please describe the importance and how it fits the grant criteria.	Why is this specific project important at this time and in this place? You can reference internal or external studies, what women have told your organization, needs assessments if conducted and background information on the services or gaps in this area, such as evaluations. In this explanation, please show how your project is relevant to the need of the women, children or teens you work with.	300

## ACTIVITIES AND APPROACH

Proposal Question	Prompts	Max Words
<p>3. Please provide an overview of the project/program, and ensure you include: what activities are planned, number of sessions, number of participants per session, and how many times the program will run over the 12-month period of the grant.</p> <p>Please attach a detailed timeline and program or curriculum outline to this proposal.</p> <p><i>Sample timeline is available</i></p>	<p>Please identify and explain the model chosen and why you chose it over other types of project delivery. Include the overall goal and the specific objectives and tangible outcomes. Explain the educational, training or skill development activities of the project. How long on average will participants be involved? Include the frequency of the sessions, the number of hours per week and the duration. Please include the overall theme of each group session / meeting / workshop and highlight each subject covered. If you are still planning this out, please send the draft plan. Ideally, we would also like to see at least one session described in detail. This section helps the committee understand the layout of the project.</p>	400
<p>4. How do you plan to make your program accessible and inclusive of participants in your community who experience barriers to social inclusion and equality? Who will participate in your project/program and what are their barriers?</p>	<p>How have girls / teens / women been involved in planning and development? Give specific examples of how the project has been developed to respond to different participants' needs, (age group, learning style, language, culture). How will participants be actively engaged in the project? How will you recruit the participants?</p>	300
<p>5. Who is involved in carrying out the activities of the project / program? What roles do staff, elders, mentors and / or volunteers play?</p>	<p>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.</p>	300
<p>6. What steps will you take ensure emotional safety, physical safety and follow-up for participants, staff and volunteers involved?</p>	<p>How will your project meet the emotional and physical safety needs of the participants, staff and volunteers? Explain how you use different tools such as reference checks, consent forms, liability, waivers, disclosure protocols and referrals.</p>	300

<p>7. What is your organization's understanding of gender analysis? Describe how you will integrate a gender analysis into your program/project approach and activities.</p>	<p>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 examples of this.</p>	<p>300</p>
<p>8. How will you continue to support participants after completion of this project/program?</p>	<p>After the project ends, are there ways to follow up with the women, children or teens? Are there other projects that they can become involved in, within or outside your organization? Can they return to the project? Can they take on leadership roles and return as volunteers / employees?</p>	<p>300</p>

## **PARTNERSHIP AND DEMONSTRATION OF SUPPORT**

Proposal Question	Prompts	Max Words
<p>9. Please list the partners working with you, outline their role and tell us how you will work together.</p> <p>Please indicate if their participation is confirmed.</p>	<p>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</p>	<p>400</p>
<p>10. Please explain how would you adapt / continue to develop your plans if you receive only part of your total budget?</p>	<p>It is important to see that you have considered the options to adapt your programming dependent on the funding received from all listed sources.</p>	<p>200</p>

## **EVALUATION**

Proposal Question	Prompts	Max Words
<p>11. How will you evaluate this project/program?</p>	<p>Your 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. Please note what tools will be used to capture information and how your findings will be used by your organization.</p>	<p>300</p>

## **FOR FURTHER ASSISTANCE**

If you have any questions about your application, please check the guidelines for program type proposal questions, the sample budget and timelines provided, and the FAQ section on our website [www.canadianwomen.org/grants-vp19](http://www.canadianwomen.org/grants-vp19)

If you have any further questions, please e-mail or telephone:

Phone:	416-365-1444	Fax:	416-365-1745
Toll free:	1-866-293-4483	TTY:	416-365-1732

**Keetha Mercer (ext. 238)**

Program Manager, Community Initiatives

[kmercercanadianwomen.org](mailto:kmercercanadianwomen.org)

**Rifka Khalilieh (ext. 223)**

Grants Administrator