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Application Process and Questions

Fund for Gender Equality

As Canadian communities work towards a just recovery, the Fund will support ambitious, local projects that advance gender equality. The Fund will shift power into the hands of women, girls, Two-Spirit and gender-diverse individuals by supporting their leadership and engagement in community-level initiatives.

In 2020 and 2022, the Fund will be hosted by participating community foundations who will make a total of \$3.4M available to projects in their communities. A [list of participating community foundations is here](#).

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The Application Process

As a first step, please review the [Applicant Guide](#) for important information about the Fund and eligibility criteria. Participating community foundations will receive applications to the Fund for Gender Equality from November 3 to November 30, 2020.

Once you have confirmed that your community foundation is participating and that your project is eligible, review the application questions below. All applications to the Fund for Gender Equality will be received through the online platform at <https://cfc-fcc.smapply.io/>. Hard copies or email attachments will not be accepted.

Here are a few useful tips:

- Use the sample application below to prepare your answers
- Once you are ready to apply, navigate to <https://cfc-fcc.smapply.io/>
- Click the “register” button in the top right corner to create an account
- Begin completing answering the questions in each section
- You’ll be able to save your answers as you go
- All questions must be complete before the application can be submitted.

We look forward to receiving your application!

Template Application Form

Task 0: Eligibility Quiz

If your organization meets the eligibility criteria below, you are encouraged to apply for the Fund for Gender Equality, a collaboration between CFC and the Equality Fund with support from the Government of Canada.

Note: the Eligibility Quiz and Application must be completed by a representative of the organization (qualified donee, see Question A) who will accept and be responsible for this grant.

1. Will the project take place in a participating community?

The Fund for Gender Equality is hosted through participating local community foundations ([list here](#)), and is only available to projects taking place in the participating communities.

- Yes No



2. Will the application be submitted by an eligible organization?

The Fund for Gender Equality will support projects led by **qualified donees**, or organizations partnered with qualified donees, that are at the **‘heart’** of the women’s movement— those organizations that have demonstrated a long-term commitment to empowering women, girls, Two-Spirit, and gender-diverse people through their mission, activities, and/or partnerships.

A. Will the application be submitted by a qualified donee, or by a partnership between a qualified donee and a non-qualified donee?

[Qualified donees](#) are defined by the Canada Revenue Agency and include the following:

- [registered charities](#);
- [registered Canadian amateur athletic associations](#);
- [registered Canadian municipalities or their housing, cultural and recreational agencies](#) (sorted by province/territory);
- [First Nations and other registered municipal or public bodies performing a function of government in Canada](#).

Choose one response:

- **Yes** - The application will be submitted by a qualified donee.
- **Yes** - The application will be submitted by a partnership between a qualified donee and a non-qualified donee (ie. a ‘fiscal sponsorship’ arrangement)
- **No** - The applicant is a non-qualified donee, that does not have a formal partnership with a qualified donee.

ATTN: If your application will be presented by a partnership between a qualified donee and a non-qualified donee (ie. a ‘fiscal sponsorship’), you will be required to upload a copy of the [Intermediary Agreement](#) in the section of the application process that asks questions about the ‘Applicant Organization(s)’.

B. Is the organization that will lead the project activities and deliverables at the “heart” of the women’s movement?

Organizations would be considered at the “heart” of the women’s movement if they have demonstrated a long-term commitment to empowering women, girls, Two-Spirit, and gender-diverse people through their mission, activities, and/or partnerships.

If the application is being submitted by a partnership between a qualified donee and a non-qualified donee within the women’s movement, this answer may refer to the experiences of the non-qualified donee.

- Yes ○ No



3. Have you received funding from the Government of Canada to cover the same project costs as the grant that you'd like to apply for from the Fund for Gender Equality?

- Yes No

4. Do you grant permission for this application and your contact details to be shared with Community Foundations of Canada, participating community foundations, and the Government of Canada for purposes related to the Fund for Gender Equality?

- Yes No

Task 1: Community Foundation Selection

What is the name of your community foundation or regional fund?

The list of participating community foundations [is available here](#).

Organizations that are based in the territories and/or in Inuit Nunangat are encouraged to submit their applications directly to CFC by typing "Northern Applicant - Community Foundations of Canada".

Task 2: Applicant and Project Lead Organization(s)

Applicant Information

1. Who should we contact with any questions about your project?

- a. Lead applicant name (first and last)
- b. Email address
- c. Phone number
- d. Role or relationship with applicant organization

Applicant Organization (Qualified Donee)

The Applicant Organization is the qualified donee that is formally applying for funding, and who will be responsible for receiving the grant if successful. If your application is submitted by a partnership between a qualified donee and a non-qualified donee, this section should be completed with information about the **qualified donee**.

Reminder: [Qualified donees](#) are specific kinds of organizations registered with the CRA (registered charities, municipal governments, First Nations, etc.). All other organizations are non-qualified donees.



2. **Applicant Organization name**
3. **Street address**
4. **City / Town**
5. **Province / Territory**
6. **Postal code**
7. **Organization website**
8. **Charitable number or other qualified donee status of the Applicant Organization**
Registered municipal governments or First Nations indicate 'municipality' or 'First Nation'.

Project Lead Organization

9. **Will the activities and deliverables of your proposed project be led by the Applicant Organization (qualified donee), or will they be led by a non-qualified donee who has partnered with the Applicant Organization?** (In the case of such a partnership, the qualified donee would be the 'Applicant Organization' listed on the application, and would be responsible for receiving the grant on behalf of the partnership.)

Select one:

- The activities and deliverables of the proposed project will be led by the Applicant Organization. (The Applicant Organization is also the Project Lead Organization).
- The activities and deliverables of the proposed project will be led by a non-qualified donee, working in partnership with the Applicant Organization. (The Applicant Organization and the Project Lead Organization are separate organizations).

If the Applicant Organization and the Project Lead Organizations are separate organizations:

9a. What is the name of the Project Lead Organization who will be leading the activities and deliverables of the project? : _____.

9b. Please upload the [Intermediary Agreement](#), which must be signed by the President or Chairperson of the qualified donee.

<<upload signed agreement agreement>>



10. Briefly describe the mission and main activities of the Project Lead Organization (max. 150 words)

11. What is the Project Lead Organization’s annual revenue?

- Above \$150,000
- Below \$150,000

12. Has the Project Lead Organization applied to a community foundation for funding in the past? Yes No

12a. If yes, were they successful at receiving that funding? Yes No Other

13. For the Project Lead Organization, to what extent are efforts to advance gender equality incorporated in their work, as reflected by the following areas:

Choices:

- a. To a significant extent - Efforts to advance gender equality are a main priority.
- b. Some - Efforts to advance gender equality are considered in some elements of this work.
- c. Not at all - Efforts to advance gender equality do not play any role.
- d. N/A - The organization is not involved in these activities in any way, whether related to gender equality or not.

	a. To a significant extent	b. Some	c. Not at all	d. N/A
Mission and/or organizational goals				
Strategic plan				
Organizational policies and practices				
Individual programs or projects				
Hiring practices				
Training for staff or Board members				
Composition of the Board of Directors				
Partnership development				
Other, please specify...				



Task 4: Project Information

1. What's the name of your project?

2. Summarize your project in one sentence.

3. Describe your project and its impact. (250 words max)

What is your project? What are its goals (including goals to advance gender equality)?

4. How does this project advance gender equality within Canada? (250 words max)

Share a bit about your community and why this project matters for gender equality.

5. Additional Impact

Gender equality intersects with many aspects of community life. In addition to the efforts your project will make to advance gender equality, to what extent will your project's outcomes contribute to any of the following?:

Choices:

- a. Main focus: Project outcomes are explicitly focused on achieving impact in this area.
- b. Secondary impact: Project outcomes will achieve some impact in this area.
- c. Possible impact: Project outcomes may touch on this area in some way.
- d. N/A: unrelated to the project

	a. Main focus	b. Secondary impact	c. Possible impact	d. N/A
Accessibility				
Anti-racism				
Art and culture				
Community resilience - public spaces, greenery, safety				
Education and learning				
Employment opportunities				
Environment - climate change				
Environment - ecosystems on land or underwater				



Hunger and food security				
Health and well-being				
Innovation, technology or research				
Justice, political institutions, democracy				
Poverty and income inequality				
Reconciliation and restoration				
Social and economic inclusion				
Other, please specify...				

6. Will the proposed project involve a collaboration between the Project Lead Organization and others? Yes No

a. If yes, who will be collaborating on this project with you? (check all that apply)

- Other community organizations
- Businesses
- Local government
- Women’s/feminist organizations
- Regional or national networks
- Centres of expertise that focus on gender equality
- Others (other completion box)

b. If yes, name the collaborating organizations and briefly explain their roles within the project.

7. Describe any experience or skills that the Project Lead Organization or other collaborators have that will help with the development and delivery of this project.

8. When will the project take place?

Eligible projects will take place between November 1, 2020 and March 2022. Note that successful projects will be notified of their funding in January 2021.

a. Start date: _____ b. End date: _____

9. Where will the project take place?

- 9a. At a physical address :



- i. Town / city (required)
- ii. Province / territory (required)
- iii. Name of the place or postal code (if possible)

- o 9b. Online

10. The design and/or implementation of this project will be led by community members that self-identify as follows: (check all that apply).

(ie. Through roles related to project design, planning, coordination, monitoring, evaluation and/or management, etc.)

- | | |
|---|--|
| <input type="checkbox"/> Women, girls, Two-Spirit and gender-diverse people | <input type="checkbox"/> Francophones outside of Quebec |
| <input type="checkbox"/> Men and/or boys | <input type="checkbox"/> Anglophones within Quebec |
| <input type="checkbox"/> Members of the 2SLGBTQ+ community | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> Indigenous people | <input type="checkbox"/> Prefer not to respond |
| <input type="checkbox"/> People of colour | <input type="checkbox"/> Add your own response:
_____ |
| <input type="checkbox"/> People living with a disability | |

11. This project will primarily benefit community members that self-identify as: (check all that apply)

Community members are considered to “primarily benefit” from a project when they are directly involved in or affected by project-related activities.

- | | |
|---|--|
| <input type="checkbox"/> Women, girls, Two-Spirit and gender-diverse people | <input type="checkbox"/> Francophones outside of Quebec |
| <input type="checkbox"/> Men and/or boys | <input type="checkbox"/> Anglophones within Quebec |
| <input type="checkbox"/> Members of the 2SLGBTQ+ community | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> Indigenous people | <input type="checkbox"/> Prefer not to respond |
| <input type="checkbox"/> People of colour | <input type="checkbox"/> Add your own response:
_____ |
| <input type="checkbox"/> People living with a disability | |

12. Will this project be designed and/or implemented by the same group it is focused on serving? (ie. a “self-led” project).

- o Yes - The project will be led by individuals with direct lived experience and connection to those that are intended to benefit.
- o No

12a. If yes, please explain: _____



13. How many community members do you expect to be ‘primary beneficiaries’ of your project? Community members are considered to “primarily benefit” from a project when they are directly involved in or affected by project-related activities.

14. Of those community members, how many will be women, girls, Two-Spirit and gender-diverse people?

Please indicate this as a number, rather than as a percentage.

15. Will your project do any of the following? (check all that apply)

- Involve strategic partnerships between community members or organizations
- Involve partnerships between community members or organizations who have never worked together before
- Offer payment or honoraria to women, girls, Two-Spirit and gender-diverse people who work on the project
- Pilot or experiment with new ideas
- None of the above

Grant Request

Check with your community foundation to confirm the grant amounts available in your community.

16. Grant amount requested: \$ _____

17. Will your project continue if you are awarded a smaller grant than what you asked for?

- Yes No

Task 5: Project Budget

Please ensure that your budget accounts for the full grant that you have requested.

<<Upload Project Budget>>

Task 6: Other Contributions

1. Does your project expect and/or already have funding from other sources?

- Yes No



1a. If yes:

Other funding source	Amount	Has this funding been confirmed?	
Private business	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal government	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provincial or territorial government	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foundation or other charity	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify _____)	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Task 7: Authorization & Commitments

By completing this section, the applicant confirms that they have full authorization to apply for this grant on behalf of the Applicant Organization (the qualified donee).

- The Applicant Organization agrees to submit this application to the Fund for Gender Equality.
- The Applicant Organization confirms that the information provided in this application is accurate.

CFC is interested in highlighting unique and impactful projects as part of the public communications and storytelling activities related to the Fund for Gender Equality. If your grant application is successful, would you be open to working with CFC to tell the story of your project?

Yes No

Applicant Organization representative’s name:

Representative’s role with the Applicant Organization:

Email address:

Phone number:

Thank you for submitting your application for funding to the Fund for Gender Equality!



Optional: Additional Documents

Feel free to upload any additional documents that you feel represent the importance or strength of your application.

Readiness Checklist

So you think you're ready? Check all the boxes before beginning to prepare an application for funding from the Fund for Gender Equality:

- Our organization is a qualified donee **or** our organization is working in partnership with a qualified donee
- We have confirmed that our community foundation is participating in the Fund ([list here](#))
- We have read the [Applicant Guide](#) and have an eligible project
- We have connected with our community foundation to learn about any local details
- We have reviewed the Application Process and Questions in this document
- We are prepared to submit an online application by November 30, 2020.

Once you have checked all those boxes, we'll look forward to receiving your application at <https://cfc-fcc.smapply.io/>!

For more information

Please contact your [participating community foundation](#) with any questions.

Acknowledgement of Support

The Fund for Gender Equality is supported by a collaboration between Community Foundations of Canada and the Equality Fund, with support from the Government of Canada.

