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2006-2007 Funding Application Guide

*Aboriginal Peoples' Programs
National Women's Organization*

Canada 

ABORIGINAL PEOPLES' PROGRAM
NATIONAL WOMEN'S ORGANIZATIONS
APPLICANT'S GUIDE

This guide provides information for organizations applying for National Women's Organization Funding

INTRODUCTION

Aboriginal Peoples' Program

In 2005 the Department of Canadian Heritage received approval to renew 15 Aboriginal programs and initiatives to create the Aboriginal Peoples' Program (APP) to enable Aboriginal Peoples to address the social, cultural, economic and political issues affecting their lives. The aim of the APP is to increase the participation, and strengthen the cultural revitalization, of Aboriginal Peoples in Canadian society. The APP is structured under three distinct components: *Aboriginal Organizations*, *Aboriginal Communities* and *Aboriginal Living Cultures*.

Aboriginal Organizations Component

The information contained in this guide relate directly to the Aboriginal Organizations component. The aim of this component is to ensure Aboriginal perspectives are reflected in the development of government policies and programs. The programming elements of this component provide key national, provincial, territorial and regional Aboriginal organizations with the capacity to represent the interests of their communities with the intended result that Aboriginal perspectives are reflected in government policies and programs.

The Aboriginal Peoples' Program (APP) supports the operations of the recognized national Aboriginal women's organizations representing Métis, First Nations, Non-Status Indian and Inuit women to provide political representation and advocacy.

This guide will assist in the development of funding proposals that meet the APP requirements. It also:

- describes in detail, the various funding areas of the APP; and
- includes a list of the requirements to address in your proposal.

As an important first step, it is advisable that you contact a Program Officer in the nearest office of the Department of Canadian Heritage, as listed in the Contact List document. A Program Officer can answer questions you may have concerning the eligibility of your group and your proposed project. They can also guide you with the development of your proposal.

OPERATIONAL AND PROJECT FUNDING

Operational Funding

National Women's Organizations

The APP provides operational support for the recognized national Aboriginal women's representative organizations. Application requirements for these specific organizations can be found in the "National Women's Organizations - Application Requirements" section of this document (page 5).

Project Funding

Women's Self-Government Participation Initiative

Project funding is available to eligible recipients for specific activities in keeping with the objectives of the APP and its Initiatives. These activities must produce clearly defined results within a specific time frame, and must be identified in the funding proposal. Application requirements for all organizations applying for project funding can be found in the "Project Funding - Application Requirements" document.

Please note: If you are not applying on behalf of a National Aboriginal Women's Organization you are only eligible for Project Funding. For Project funding, please refer to the "Project Funding – Application Requirements" document.

OBJECTIVES

The general objectives of the APP with regard to Aboriginal women's issues are:

- to influence public policy and decision-making related to concerns and aspirations of Aboriginal women at all levels of Aboriginal and Canadian government;
- to maintain the cultural distinctiveness and preserve the cultural identity of Aboriginal women;
- to enhance and develop strong leadership capabilities, individual and collective skills and talents, so that Aboriginal women can play a central role in their own communities as well as participate effectively in Canadian society; and
- to undertake projects to improve the social and economic conditions of their community.

The objectives of the Self-Government Initiative are:

- to develop Aboriginal women's positions, strategies and research on Aboriginal self-government;
- to participate and partner with other Aboriginal and women's groups/organizations as well as Aboriginal governments on self-government initiatives; and
- to communicate with and inform Aboriginal women on this very critical issue affecting their lives and those of their children and families.

ELIGIBLE APPLICANTS

Eligibility requirements are found in the *Eligible Recipients* section of the “National Women’s Organizations - Application Requirements” section of this document (page 5).

Please note, the following are not eligible to apply for funding:

- individuals;
- non-Aboriginal organizations;
- Aboriginal women’s organizations that are not autonomous.

ELIGIBLE ACTIVITIES

Operational Funding

Under the operational funding provided to national Aboriginal women's organizations, eligible activities should relate to the following:

- Participation - to enable Aboriginal women to meet and liaise with senior government representatives to present their point of view and to discuss the needs of their respective memberships;
- Development - to maintain an office that would enable the organization to carry out activities that have direct impact on the women of their respective communities; and
- Communications - to hold workshops and conferences to enable Aboriginal women to express their concerns and formulate their opinions on Aboriginal issues.

Self-Government Initiatives Projects

The Self-Government Initiative focuses on specific issues. The proposal must address at least one of the following issues:

- Fostering the involvement of Aboriginal women in existing and new women’s organizations both on boards and as members to address self-government issues;
- Supporting the full participation and partnering of Aboriginal women’s groups and organizations with Aboriginal organizations and governments in negotiating and implementing self-government;
- Developing Aboriginal women as community leaders and volunteers in the field of self-government;
- Creating community and information networks on the issue of self-government; and
- Developing/strengthening communications links, which will enable Aboriginal women and their organizations to interact with the local Aboriginal community or government on self-government initiatives.

PROPOSAL REQUIREMENTS

Applicants are required to complete the Department's Funding Application Form. The Form may be obtained from a Program Officer or from the following web site:

http://www.pch.gc.ca/pc-ch/form/index_e.cfm

In addition to this Form, applicants are to prepare their proposal based on the "National Women's Organizations - Application Requirements" section of this document (page 5). Please ensure that the information provided in the proposal responds to each point.

HOW TO APPLY FOR FUNDING

Organizations are encouraged to apply by February 27, 2006, to allow time for the approval process, but please note that only applications received prior to October 1, 2006 will be considered for funding in the 2006-2007 fiscal year.

Please refer to the attached Contact List document for information about the office nearest you. Department of Canadian Heritage Program Officers can answer questions you may have concerning eligibility, proposal requirements, and provide guidance on developing the proposal.

Please note that processing of a completed application takes 15-18 weeks and that project start dates must allow for processing time.

National Women's Organizations

Application Requirements

Eligible Recipients

Eligible recipients include not-for-profit, democratically controlled autonomous, national Aboriginal women's organizations representing the interests of their respective First Nations, Non-Status, Inuit and Metis constituents.

Objectives

The proposal must include the objectives of the organization in a way that relates clearly to the objectives of the APP.

N.B.: The objectives of all proposals must be concrete, measurable and attainable.

Support

Each applicant organization must clearly demonstrate that it has the support of the majority of its constituents and the governance structure to carry out the objectives of the National Women's Organizations program element.

The proposal must include the following:

- a description of the governance structure of the applicant organization;
- a list of the organizations at the provincial, territorial, regional and/or local level that are active members within the organization and contact information for each. The list must demonstrate that the organization has the support and is representative of the majority of its potential constituents within its geographic area;
- membership requirements for, and the number of individuals, locals, regional, territorial and/or provincial level organizations that are members; and
- the name(s) of any organization(s) with which the applicant organization is affiliated.

Application Requirements

Organizations applying to the Department of Canadian Heritage are required to complete the Department's Funding Application Form, which can be found at:

http://www.pch.gc.ca/pc-ch/form/index_e.cfm

Applications for funding from all eligible recipients to carry out eligible activities must:

- demonstrate that the delivery of these activities would support the objectives of the APP;
- meet APP eligibility criteria; and
- outline the activities to be performed in pursuit of the objectives.

Applications from eligible recipients must include:

- a copy of the incorporation document;
- a copy of the constitution and by-laws of the organization;
- a copy of the most recent consolidated audited financial statements of the organization;
- the address, telephone and numbers, and email address for the organization;
- a list of the executive and board of directors;
- the name and title of the person(s) authorized to sign on behalf of the organization; and
- the name and title of the contact person for the proposal.

Where the applicant has previously provided this information, the proposal must:

- state that there have been no changes made, or
- include specific information on the changes, and indicate that the changes have been legally registered, where required.

Need

The proposal must provide information on:

- the constituency of the organization; and
- community needs.

Activities

The proposal must:

- identify the staff positions to be funded under the proposal;
- provide a schedule and location of Board Meetings planned for the period April 1 - March 31;
- describe the types of activities to take place that will advance the priorities of the organization and provide an activity plan;
- indicate how these priorities have advanced/changed since the previous year; and
- describe how the proposed activities meet the needs of the constituents.

Please note: Please ensure that the proposal clearly outlines Operational Support activities and Gathering Strength Capacity Building activities separately.

Expected results

The proposal must describe the expected results in relation to each priority objective, including who is expected to benefit and how, in a way that clearly links back to the objectives.

The expected results should include:

- Quantitative results related to the program, e.g., number of meetings, number of participants/beneficiaries, etc.; and
- Qualitative results that describe the impact of the program, e.g., following the meetings, the program beneficiaries will be better informed of/have access to better... XYZ, etc.

Please note: Please ensure that the proposal clearly outlines Operational Support expected results and Gathering Strength Capacity Building expected results separately.

Eligible Expenditures

Subject to ministerial approval, eligible expenditures must be directly related to the activities and may include:

Operational Support

- salaries¹ and employee benefits
- travel within Canada²
- training
- meetings
- rent/utilities
- property taxes
- communications
- insurance
- professional/consulting/elder fees
- audit/legal
- equipment rental/service/purchase
- costs associated with information technology, including purchase and upgrade of hardware and software.

Gathering Strength Capacity Building

- Salaries¹ and employee benefits
- travel within Canada²
- establishing a membership base and community infrastructures
- facilitate input of communities in the policies and strategies of provincial/territorial and national organizations
- develop community leadership
- establish information networks with community, provincial/territorial and national organizations.

Please note: Please ensure that the proposed budget clearly outlines Operational Support funding and Gathering Strength Capacity Building funding separately.

Notes

- 1 Each position covered by salaries must be identified along with the amount paid to each.

- 2 In the case of employee travel, the rate of reimbursement may not exceed Treasury Board Guidelines on travel expenses as found at:
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-c_e.asp

Ineligible Expenditures

Ineligible expenditures are:

- capital construction and renovation
- stipends, allowances or honoraria for attendance in a course/activity
- salaries and honoraria for Board members
- start-up and operations costs for institutions, training centres, commercial enterprises and support for the development of cultural/professional industries
- contingency/miscellaneous fees
- deficit recovery

Budget

The proposal must include:

- a detailed budget and monthly cashflow that links to the planned activities, includes the position(s) to be funded under the proposal, the salary dollars applied to each, and a breakdown of administrative expenses;
- budget notes that show how amounts were calculated;
- in cases where advance payments are required, an explanation of the need for advance funding;
- information on any other funds requested for the proposed activity/activities, including the source of funds, and how they are to be applied against the budget; and
- an estimate of the total revenue of the applicant organization for the fiscal year in question, including the funding sources.

N.B: The cashflow should be divided according to estimated monthly financial requirements of the planned activities and needs and not simply divided equally by 12 months.

Partnering Agreements

The proposal must identify any organizations and institutions that will be involved in meeting the objectives of the proposal, and clearly identify the role that they will play in the project.

Evaluation

The proposal must include a concrete evaluation plan that describes how information on the achievement of the 'Expected Results' will be gathered (e.g., questionnaires, minutes of

meetings) and reported, and how the organization will determine how well the objectives of the proposal have been met.

Reporting

The proposal must commit to providing timely activity, evaluation, and financial reports and other related information, as requested by the Department.

Recognition

The applicant must describe how the APP contribution will be recognized in a way that ensures that both the participants and, to the fullest extent possible, the community are aware of the support provided by the Department of Canadian Heritage.

Former Public Servants

The applicant must disclose the involvement of former public servants who are subject to the *Values and Ethics Code for the Public Service*.