



PROPOSAL CHECKLIST PREVENTION OF VIOLENCE AGAINST ABORIGINAL WOMEN FUND

DEADLINE: November 17, 2017 by 4:30pm

The Women's Directorate will consider all completed application forms for funding proposals which include the following:

1. Applicant information
2. Section One - Core Criteria
3. Section Two - Project Management
 - a. Work plan (please attach)
 - b. Budget (please attach)
4. Section Three - Community Capacity and Risk Management
5. Section Four - Community Collaboration and/or Partnerships
6. Section Five - Additional Information

Important notes:

- The **maximum** allowable request for 1-year projects is \$25,000 and 2-year projects are \$50,000.
- **Key information for the 2018-19 Call for Proposals:**
 1. Organizations can apply for either 1-year or 2-year project-based funding.
 2. Non-Indigenous organizations can now apply for funding, provided that all funding criteria is met and that the programming is developed **by and for** Indigenous women.
 3. Violence prevention projects may now include a component of the project directed at changing the behaviours of men, but must still primarily be directed to Indigenous women.
- The Women's Directorate has provided in the application package the Project Assessment Criteria. This is the criteria that will be used to evaluate your project for funding.
- Applicants are asked not to provide letters of support; however, applicants must provide the name and contact information of references that support the project.
- Project proposals/applications are due **November 17, 2017 by 4:30pm**.
- The Women's Directorate will notify applicants of the status of their applications no later than February 22, 2018.
- Proposals **must** be submitted electronically in ".doc" format. Proposals that are not submitted electronically in ".doc" format **will not be reviewed**
- Proposals **must** follow the application form template – proposals that do not follow the application form template **will not be reviewed**.

For more information or assistance in developing your proposal, please contact:

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PREVENTION OF VIOLENCE AGAINST ABORIGINAL WOMEN

2018-19 PROPOSAL FORM

(PLEASE ANSWER ALL QUESTIONS AND SUBMIT BY **NOVEMBER 17, 2017 AT 4:30PM**)

Please be aware of the following:

- Applicants must complete and submit ALL pages of the application form and attach additional information as necessary. (Please use the application template provided. To be considered for funding, you must answer ALL of the questions).
- Applications are assessed only on the information provided; please see the attached *Project Assessment Criteria* for more information on how applications are assessed.
- Incomplete applications may not be reviewed, and applications that do not meet the core criteria as identified in the project assessment will result in the TERMINATION of the assessment process, and the project will NOT be funded.
- Please DO NOT attach letters of support - we will contact the references you provide in lieu of support letters.
- Proposals MUST be submitted electronically in “.doc” format. Proposals that are not submitted electronically in “.doc” format will NOT be reviewed
- Proposals MUST follow the application form template - proposals that do not follow the application form template will NOT be reviewed.

APPLICANT INFORMATION	
NAME OF ORGANIZATION:	
PROJECT TITLE:	
CONTACT PERSON:	
PHONE:	
FAX:	
E-MAIL:	
MAILING ADDRESS:	
Name and phone number of Financial Manager (if different from contact person):	

SECTION ONE - CORE CRITERIA

- 1. Summarize your project.**
- 2. How will your project address and/or prevent violence against Indigenous women?**
- 3. Is the need for this project urgent? How did you identify that this project was needed in your community?**
- 4. Describe the short and long term impact(s) you anticipate in your community as a result of this project.**

5. **Are there any safety considerations for this project? If so, do you have a safety plan for the project / participants, and / or have you considered options for participant follow-up? (For example, ensure on-site counselors are available, create a respectful environment, etc.)**

6. **How will you evaluate the project, develop next steps for your community and share what you have learned from you project?**

SECTION TWO - PROJECT MANAGEMENT

7. **Complete the attached project work plan template (Appendix One) for your project. This work plan template includes project name, proposed budget, project objectives, project deliverables and specific activities. Please include an overall timeline for the project with anticipated start and completion times for each project component in each fiscal year. Note, if your project is a 1-year project, all activities should be completed by March 31, 2019. For 2-year projects, completion must be on or before March 31, 2020).**

8. **Use the attached budget template (Appendix Two) to provide a projected budget with individual breakdowns of revenues and expenses for each fiscal year you are applying for. In addition, please include detailed information and budget notes to explain your expense in the template provided below.**

SECTION THREE - COMMUNITY CAPACITY AND RISK MANAGEMENT

9. Does your project build on any current or past violence prevention or other programming in your community? Please explain.

10. Does your organization have past experience delivering projects of a similar nature or scope? Please give details of your experience, recent activities and/or other projects you have undertaken with a similar nature or scope.

11. What are the risks to your project (i.e. late getting started, lack of participants, speaker not available, not enough money)? How do you plan to address these risks if they arise? (For example: do you have a backup speaker, do you have a timeline that is flexible, do you have other sources of funding?)

RISK	POTENTIAL IMPACT	RISK MITIGATION
<p>EXAMPLE: Death in the community.</p>	<p>Cancelled trip.</p>	<ul style="list-style-type: none"> - Postpone and reschedule. - If present in community – offer support and be respectful of process, offering help when possible.
<p>EXAMPLE: Staff Turnover.</p>	<p>Project is stalled.</p>	<ul style="list-style-type: none"> - Ensure detailed documentation of project is kept; objectives, progress, so new staff can move into project comfortably. - - Ensure timelines are flexible to allow for new staff to orientate.

SECTION FOUR - COMMUNITY COLLABORATION AND / OR PARTNERSHIPS

- 12. Identify either confirmed or potential partners that your organization can collaborate with to meet your project objectives and/or deliverables. (Are these partners community, financial or other)?

- 13. Have you accessed or applied for any other funding for this project, or does your organization have community partners that have accessed funding for this project?

SECTION FIVE - ADDITIONAL INFORMATION

- 14. **ATTACH A COPY OF YOUR CURRENT CERTIFICATE OF GOOD STANDING WITH YUKON SOCIETIES.**

- 15. Provide the contact information for 3 references that we may contact regarding your proposed project. References must be aware of your project, and should support the project (either in principal, financially, or as a partner).

<i>Reference #1</i>	
<i>Name</i>	
<i>Position</i>	
<i>Organization</i>	
<i>Phone</i>	
<i>Email</i>	

<i>Reference #2</i>	
<i>Name</i>	
<i>Position</i>	
<i>Organization</i>	
<i>Phone</i>	
<i>Email</i>	

Reference #3	
Name	
Position	
Organization	
Phone	
Email	

For ALL APPLICANTS - A reminder that you MUST attach:
<ol style="list-style-type: none"> 1. A complete expense and income projection for this project [1-year projects may apply for up to \$25,000 and 2-year projects may apply for up to \$50,000]. 2. A completed project work plan. 3. The curriculum vitae / resume of any Contractor that you intend to hire to assist in the delivery of your program. 4. Descriptions and/or additional information and accreditation of any existing program that you are adapting for your community.
NOTE: Capital Expenditures (purchases valued at over \$1000) are <u>NOT</u> an allowable expense.

APPENDIX ONE – PROJECT WORKPLAN TEMPLATE

Appendix One –Project Work Plan
 NAME OF PROJECT
 NAME OF ORGANIZATION
 LENGTH OF PROJECT

PROJECT OBJECTIVES:

- **HIGH LEVEL PROJECT OBJECTIVES** (WHAT YOU HOPE YOUR PROJECT WILL ACCOMPLISH IN 1 OR 2 YEARS)
- **THERE SHOULD BE NO MORE THAN 3 PROJECT OBJECTIVES**
- **OBJECTIVES MUST BE S.M.A.R.T.**
 1. **SPECIFIC**
 2. **MEASURABLE**
 3. **ATTAINABLE (DO-ABLE)**
 4. **RELEVANT**
 5. **TIME-BOUND**

Sample Objective: Develop and deliver five (5) gatherings in the 2018-19 fiscal year that will build cultural strength and identity, and work with community Elders to share traditional knowledge and customs in the following areas: rites of passage, language, how to cut fish and dry meat, medicines, and ceremonies and spirituality.

Activities	Outputs (Deliverables)	Output (Deliverable) Deadline
An <i>activity</i> is the action or series of actions undertaken to move toward the goal/objective. Activities are the process. The value of the activity is that it leads to the product. It is instrumental in reaching the goal, but it is not the goal itself.	An <i>output</i> is a product, deliverable, or a measure reflecting that an activity has taken place. It is the immediate result of the activity. It does not reflect attainment of a project goal, but it does help to document that actions have been taken that are expected to lead to the goal.	
<p><u>SAMPLE:</u></p> <p>Evaluation</p> <ul style="list-style-type: none"> • Research social programming evaluation methods. • Determine specific targets and objectives for the workshops (this will inform the facilitation and planning of each workshop). 	<p><u>SAMPLE:</u></p> <p>Evaluation</p> <ul style="list-style-type: none"> • Evaluation framework developed. • Participant evaluation/feedback survey form developed for participants. 	<ol style="list-style-type: none"> 1. Materials developed by: June 1, 2018. 2. Evaluation report by: March 1, 2019.

Appendix One –Project Work Plan
NAME OF PROJECT
NAME OF ORGANIZATION
LENGTH OF PROJECT

<ul style="list-style-type: none"> • Determined specific targets/objectives for each cultural activity in the 5 identified areas: rites of passage; language; how to cut fish and dry meat; medicines; and ceremonies and spirituality. • Gather formal (i.e. evaluation surveys/exit interviews) and informal (i.e. participant feedback) evaluative resources and monitor adherence to the program and participant goals. 	<ul style="list-style-type: none"> • Employee or contractor exit interview questions developed and interview conducted. • Evaluation data compiled into a project evaluation report. 	
<p>Reporting</p> <ul style="list-style-type: none"> • Compile all documentation related to the project outputs /deliverables outlined in the work plan. • Answer specific questions and follow the format outlined in Appendix Three (project reporting template) for activity reporting. • Financial reporting will account for all expenditures of the project, and will explain any variances from the approved budget. 	<ul style="list-style-type: none"> • Submit an interim project and financial report in the template provided, to the Women’s Directorate on or before the due date, and attach all supporting documentation demonstrating completion of deliverables. • Submit a final project and financial report, in the template provided, to the Women’s Directorate on or before the due date, and attach all supporting documentation demonstrating completion of deliverables. 	<p>1-YEAR PROJECT</p> <p><u>Interim Report:</u></p> <ul style="list-style-type: none"> • October 1, 2018 <p><u>Final Report:</u></p> <ul style="list-style-type: none"> • March 15, 2019 <hr/> <p>2-YEAR PROJECT:</p> <p><u>Interim Report:</u></p> <ul style="list-style-type: none"> • October 1, 2018 • March 15, 2019 • October 1, 2019 <p><u>Final Report:</u></p> <p>March 15, 2020</p>

IMPORTANT BUDGET INFORMATION

1. **An explanation of each expense** (either provided in-kind, through other funding or requested from this fund) **MUST** be included in the budget.
2. “MERCs” are mandatory employment related costs, which include expenses such as the employer’s portion of Employment Insurance premiums, and Canada Pension Plan. If your organization offers additional benefits to employees, the cost may exceed the typical 15-20% calculation used for MERCs.
3. “Contracts” can include (but are not limited to) the cost of the services of non-employees. This may include speakers, counselors, evaluators and others. This may also include costs for travel for the contractor (as long as the costs is part of the agreed upon expenses within the contract). Contractors are responsible for remitting their own tax deductions and MERCs.
4. This fund has a **set rate for Elder’s Honorarium**, which is as follows:
 - a. \$50.00 per hour; or
 - b. \$150.00 per half day; or
 - c. \$250.00 per full day.
5. “Program Materials and Printing” is for the development, printing and distribution of project materials to participants (for example: toolkits, beads, hide, etc.). This line item **must NOT exceed** a total of \$5,000.00 on any project, unless a very strong justification can be made for these expenses. Please provide a detailed breakdown of these expenses.
6. “Equipment Expenses” can be related to the rental or purchase of equipment required to do the project. The cost of any individual piece of equipment *may not exceed* \$1000.00. However, if a project requires more than one piece of equipment, and the total for all equipment rental or purchase exceeds \$1000.00, the expenses will be considered eligible and reviewed as such, as long as a **detailed breakdown** of equipment rental or purchase costs are included in the budget (please note, that this does not necessarily mean that they will be approved).
7. “Office Supplies” is for regular office supplies and other items required to deliver the project (for example: pens, markers, printer ink/toner, etc.).
8. “Administration” can include: rent, utilities, bookkeeping and audit expenses, legal expenses, telephone and internet. This does not require a detailed breakdown, but must not exceed 15% of the total funding request. (For example, for a request of \$25,000, the amount may not exceed \$3,750 and for a request of \$50,000, the amount may not exceed \$7500.)
9. You may add additional line items or change existing line items if your expenses are not represented in the line items provided below; however, you must ensure that you have provided a detailed description of the item(s), as well as notes related to the calculation of the expense.

****Double check your budget before submitting to ensure all numbers and totals are accurate.****

APPENDIX TWO – PROJECT BUDGET TEMPLATE

ITEM	Detailed Item Description/Budget Notes [REQUIRED]	In-Kind Contributions [please indicate source(s)]	Other Revenues [please indicate source(s)]	Prevention of Violence Against Aboriginal Women Fund Request	TOTAL Revenues
Project Coordinator wages (including MERCs)					
Contracts					
Elder Honorarium					
Transportation/Travel					
Facility Rental					
Program Materials and Printing					
Equipment (up to \$1000 max)					
Liability insurance					
Food and refreshments					
Office supplies					
Advertising					
Other (please specify)					
Other (please specify)					
Other (please specify)					
Other (please specify)					
Other (please specify)					
Other (please specify)					
Administration (max. 15%)					
TOTAL					
PROJECT GRAND TOTAL					

PROJECT ASSESSMENT CRITERIA

Was the application package received complete? Was it on time? (see checklist)

Section One - Core Criteria (Section total 50%)

1. Does the project address and/or prevent violence against Indigenous women (project description) **(20%)**:
 - a. What are the explicit activities (inferred or instrumental) these are activities directly required to deliver on an explicit objective, otherwise the objective cannot be met
 - b. What are the indirect activities – Activities that indirectly support meeting an explicit objectives or aid in the completion of an instrumental activity
 - c. Other – activities which may further the spirit of preventing violence against Indigenous women that are not explicit objectives, activities supporting objectives or arising from an activity completed as a result of an objective
2. What is the immediacy of project need? **(10%)**
3. Does the proponent have a realistic expectation of short-term impact on their community? Does the project improve relationships, programs and/or services? **(5%)**
4. Have adequate safety considerations been taken into account for the participants or project. Do the participants have options for follow-up? **(10%)**
5. Is the project evaluation adequate? **(5%)**
 - a. Has the proponent examined how they will develop realistic next steps for their community?
 - b. Do they have a plan to share what they have learned?
 - i. Who will they share with?
 - ii. When?
 - iii. How?

Section Two - Project Management (Section total 20%)

1. Is the work plan and budget completed in sufficient detail to provide a snapshot of the project?
 - a. Are the timelines reasonable? (5 points)
 - b. Does the budget match the activities, deliverables and timelines (5 points)
 - c. Is the cost of activities reasonable? (5 points)
 - d. Does the work plan clearly establish objectives, performance measures or deliverables and timelines? (5 points)

Section Three - Community Capacity and Risk Management (Section total 20%)

1. Does the project build on current or past violence prevention or other programming in the community? **(5%)**
2. Does the organization have previous experience with projects of a similar nature or scope? **(5%)**
3. Risk mitigation strategy (Is the schedule of activities realistic? Or, is there a “Plan B”? For example, can project be delayed, alternatives identified for project delivery? **(5%)**
4. Preparedness **(5%)**
 - a. Is the organization prepared to take on a project of this scope?
 - b. Does the project have an adequate approach, methodology and work plan?

Section Four - Community Collaboration and Partnerships (Section total 5%)

1. Did the applicant identify other community partners that can assist with this project, or any alternative or additional sources of funding/cost-sharing? **(5%)**

Section Five - Additional Information (Section total 5%)

1. Did the proponent provide 3 references? **(5%)**
 - a. Were the references aware of the project?
 - b. Do they support the project?
 - c. How do the references support the project? (For example, in principal, as a partner or collaborator, or financially, etc.?)
 - d. Were the references enthusiastic about the project?
2. Is there a risk to Yukon Government? **(not scored)**
3. Organization’s funding history **(not scored)**
 - a. Reporting history.
 - b. Past funding – lapses and overages.