Status of Women
Community Grant Program
Guidelines
and Glossary

Systemic Stream

Alberta

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Systemic Stream – Program Summary for Applicants

The Alberta Status of Women's Community Grant Program Systemic Stream supports established community organizations to address systemic issues that impact women and girls across communities, regions or identities by sharing their successful practices with the broader community.

Established not-for-profit and charitable organizations who have successful track record of delivery in their sector will be eligible for funding to create tools, resources or products that will be available and useful to other community organizations seeking to improve the lives of women and girls. The project should be based on existing expertise of the applicant organization and lead to a new tool, resource or product that will be publically shared at the conclusion of the project.

Applicants will need to demonstrate:

- Expertise in their sector and a thorough understanding of the systemic issues impacting the lives of women and girls;
- How the initiative addresses broader systemic needs that impede women and girls from fully contributing to all aspects of society;
- How the project will advance gender equality in Alberta and result in long term knowledge and impact; and
- The impact and outcomes of the initiative in relation to one or more of the ministry's three priority areas.

Up to $100,000 in grant funding is available for organizations to:

- Address complex systemic issues that impact women and girls in Alberta;
- Reach broader audiences and aim for longer term impacts;
- Develop tools, resources or products that will be available to support and enhance capacity of other organizations in the sector; and
- Create tools, resources or products that will be publically available to introduce successful practices across Alberta.

Ineligible projects:

- Products, tools or resources that are NOT published for public use at the conclusion of the project
- Initiatives that duplicate or replicate programs delivered by the Government of Alberta
- Research projects
- Activities related to political parties or lobby groups
- Financial support for project activities that are already underway or have been completed

Assessment Criteria:

Applications will be assessed based on:

- The expertise, capacity and successful practices of the applicant organization
- The application's ability to demonstrate a need for the proposed initiative
- The application's ability to clearly describe the desired impact of the initiative on women and girls in the broader community.
- Initiatives that share expertise and lived experience of marginalized and/or under-served groups will be given priority
- The organization's demonstrated knowledge of/ or awareness of their immediate community and target population

Submitting the Application

The application can be submitted via the form provided on swgrants.alberta.ca.

The application form must be submitted to Status of Women on or before **January 14, 2019** by:

- email at SW.grants@gov.ab.ca
- fax 780-644-1225
- mail or in person at the Status of Women office located at:

    5th floor, Oxbridge Place

    9820 – 106th Street

    Edmonton, AB T5K 2J6

Community Grant Detailed Guidelines – Systemic Stream

Purpose

The Systemic Stream of the Status of Women Community Grant Program provides one-time funding to charitable and not-for-profit organizations to develop tools to address systemic issues that impact women and girls across communities, regions or identities. These tools are intended to be made publicly available at the end of the project in order to support improved community capacity beyond the organization.

The Systemic grant funding is focused on the creation of tools, resources and products that will be publically available and shared with relevant community stakeholders to address systemic gender inequalities The projects will address identified systemic issues in the following key priority areas of the ministry:

- increasing women's economic security
- increasing women in leadership and democratic participation
- preventing and responding to gender-based violence

This stream is intended for established organizations with expertise in their sector who can identify systemic needs and develop tools, resources or products that can have a broad impact. Applicants are strongly encouraged to collaborate with external partners and to demonstrate, where applicable, that funding from a variety of sources has been applied for or obtained.

Applicants must demonstrate:

- Expertise, capacity and successful practices in their sector that demonstrate a thorough understanding of the systemic issues impacting the lives of women and girls;
- How the initiative addresses broader systemic needs that impede women and girls from fully contributing to all aspects of society;
- How the project will advance gender equality in Alberta and result in long term knowledge and impact; and
- The impact and outcomes of the initiative in relation to one or more of the ministry's three priority areas.

Up to $100,000 in grant funding is available for organizations to:

- Address complex systemic issues that impact women and girls in Alberta;
- Reach broader audiences and aim for longer term impacts;
- Create tools, resources or products that will be available to support and enhance the capacity of other organizations in the sector; and
- Develop tools, resources or products that will be publically available to introduce successful practices across Alberta.

Examples of projects could include but are not limited to:

- Supporting women's economic security by developing guide(s) for newcomer women who want to start a business with tools, tips, relevant resources and contacts.
- Expansion of women's equal opportunity in employment by developing DIY toolkits to start mentorship networks within the community or workplace.
- Encouraging women in leadership by creating a library of podcasts or webinars to inspire and support women in running for political office or other types of civic leadership positions.
- Preventing gender-based violence by developing a curriculum for girls and/or boys on healthy relationships, consent and responding to harassment for use by community organizations and the public.
- Addressing gender-based harassment against trans, non-binary and genderqueer people by creating a guide on respectful language, practices and policies for use in public spaces.
- Supporting the capacity of women serving organizations by developing and distributing tools that adopt trauma-informed care practices based on the expertise of the organization and other sources.

All funding must be used within one year of the release of the funds. A midterm report must be submitted by September 30th, 2019 with an update on activities and expenditures to date, and all final reporting must be completed within six weeks of the project's conclusion.

Eligible Organizations

Eligible Applicant Organizations:

- must be a registered charity or registered not-for-profit organization.
- must have proven expertise in one of the Status of Women priority areas.
- must be recognized as an established organization with a successful track record of program or service delivery in their sector.

Eligible Partner Organizations include:

- registered charities, not-for-profit organizations, government, community-based coalitions, networks and educational organizations that work directly with the applicant organization
- organizations, groups or entities that would not qualify to apply on their own
- do not need to be a registered charity or not-for-profit organization

The applicant will have a lead role in planning the project scope, timeline and deliverables, and project coordination. All funding will be distributed to the applicant organization, which will be accountable for all project deliverables and reporting requirements. Financial gain should not be the primary benefit of any applicant.

Collaboration for broader impact on systemic issues may be highly beneficial. Applicants are encouraged to collaborate with partners on initiatives. Partner organizations will have a role in planning the scope, timeline and deliverables of the project. Financial gain should not be the primary benefit of any partner organization.

All organizations should be active in implementing the project. The applicant must undertake the majority of the duties related to the project and cannot pass the grant funds to the partner organization to implement the project activities on its own.

Note: The applicant will assume financial responsibility for the funds granted.

The applicant **cannot be** an educational institution or provincial/local government department, agency, board or commission.

Eligible Projects

1. The focus must be on one or more of the ministry's three key priority areas:

A. Increasing women's economic security, including **but not limited to**:

- reducing barriers to women's full participation in the labour market

- increasing gender equality and diverse representation in all occupations and industries

- encouraging and supporting women in Alberta to build and expand successful businesses

- increasing access to child care and/or support of child care workers

- addressing women's unique experience in poverty

B. Increasing women in leadership and democratic participation, including **but not limited to:**

- enhancing the democratic participation of women

- developing and supporting diversity and inclusion initiatives in the workplace

- reducing barriers and encouraging women and girls in leadership positions

C. Preventing and responding to gender-based violence, including but **not limited to:**

- family violence

- sexual violence

- populations disproportionately affected by gender based violence including Indigenous women and girls, LGBTQ2S+ people, newcomers, and persons with disabilities.

To ensure accessibility for all who are interested, where required, organizers are responsible for taking necessary measures to make their project or program accessible and to reduce barriers to participation. Such measures might include providing child care options and ensuring meeting spaces are accessible to participants of all abilities.

2. Projects must adhere to the designated time frames:

- Funds must be spent within 12 months of release, i.e. April 1, 2019 – March 31, 2020
- Midterm reporting must be completed six months after receipt of funds, i.e. September 30, 2019
- All reporting requirements must be submitted within six weeks after the project is complete, e.g. May 12, 2020

3. Applicants must demonstrate how the project:

- advances gender equality in Alberta
- allows for knowledge sharing in the community and across organizations
- addresses systemic issues in one of the ministry's three priority areas

Ineligible projects include:

- activities related to political parties or lobby groups
- retroactive financial support for project activities that were completed prior to signing grant agreement
- projects dependent on long-term funding dependency
- projects that duplicate and/or replace programs or services already provided by the Government of Alberta
- research projects
- funding to cover capital expenditures
- providing capital (loans or investment capital) to business enterprises
- projects that received grant funding from the ministry in a previous year

Application Deadlines

Applications open on November 27, 2018. All applications must be received by the ministry no later than <u>January 14, 2019. No applications will be accepted after this time.</u>

Application Process

Applications will only be considered if the application has been received by the ministry via:

- e-mail SW.Grants@gov.ab.ca
- fax 780-644-1225
- mail or in person at the Status of Women office located at:

    5th floor, Oxbridge Place

    9820 – 106th Street

    Edmonton, AB T5K 2J6

In order for the application to be considered, it must be completed in full and include:

- project information, including timelines, budget and objectives;
- measures taken to make the program or event accessible; and
- project impact, including projected products/outputs, outcomes and evaluation plan.

All applications must include the following information:

- Application signed by the organization's authorized representative (e-signature permitted). The applicant represents and warrants that the person signing is duly authorized to make the application and is legally sufficient to bind the applicant to the agreement.
- A registration number for registered Canada Revenue Agency charities OR a business number for registered not-for-profit organizations.
- Application must be signed by the board treasurer or other authorized representative of the board.
- Applicant's board-approved or audited financial statements for the most recent two years available, for example 2016 and 2017.
- List of board members including length of tenure on board.

- Letter of recommendation from other community organizations, institutions, or agencies in support of the applicant. This letter of recommendation cannot be from a Government of Alberta department, agency, board, or commission or staff members/ volunteers from the organization itself.
- Written confirmation of role and contributions from partnering organizations, if applicable.

Once the application is submitted, the applicant will receive an acknowledgment of receipt within 48 hours. If the application is successful, applicants will receive notification by March 2019.

If the application is successful, the applicant will need to sign a grant agreement with the terms and conditions for the funding and submit the midterm and final reports by the relevant deadlines.

Status of Women staff will host teleconferences and webinars shortly after the application period opens to answer questions about the application process. The dates for these sessions will be posted on the Status of Women grant program webpage at swgrants.alberta.ca.

Status of Women staff will also offer telephone coaching on applications by appointment. Appointments can be requested by emailing SW.Grants@gov.ab.ca.

Please do not hesitate to contact Status of Women via SW.Grants@gov.ab.ca **if you have any questions about the Program, application or process.**

Budget Information:

Provide detailed budget information outlining the expense types and estimated costs. Indicate the amount contributed by the primary organization, and if applicable, the collaborative organization and in-kind donations. Identify any other sources that will contribute to the project.

All expenses related to the project must be categorized and identified in the budget table with a clear description. Where applicable, identify the source for the quoted amount.

Example Project Budget: New Community Tool

Alberta Status of Women Community Grant Program - Systemic Stream				
Project Funding Details				
Additional Revenues to Project	**Funding Source**	**Confirmed Amount**	**Pending Amount**	
Organization's Cash Contributions to the project		$ 5,000.00		$ 5,000.00
Partner Organization Funding	City of Edmonton		$ 2,000.00	$ 2,000.00
Provincial Government Funding	Government of Alberta, Ministry of Culture and Tourism		$ 3,000.00	$ 3,000.00
Donated In-Kind				$ -
Other Funding Sources				$ -
			Total Amount	$ 10,000.00
Anticipated Project Expenses				
Detailed Item Description	**Quote Source or Rate (if applicable)**	**Total Cost**		
Project manager salary for direct time on tool design	Staff time at $35/hour	$ 45,000.00		
Focus groups with in-house and external knowledge holders	Staff time at $25/hour	$ 10,000.00		
Travel subsidies for external knowledge holders	Approx $50/session x 10 people x 10 sessions	$ 5,000.00		
Graphic design fee	Creative Graphic Design Inc	$ 1,000.00		
Facilitator Wages for workshops to share tool with community	Five Workshops and preparation at $25/hour	$ 5,000.00		
Meeting room rentals	Strathcona Community League $200/session	$ 1,000.00		
Marketing for workshops	Google adwords and Eventbrite	$ 3,000.00		
Printing and Supplies	Free Press Printing Inc	$ 500.00		
Catering for workshops and focus groups	Equality Catering ($200/session)	$ 2,000.00		
	Total Amount	$ 72,500.00		
	Amount Requested	$ 62,500.00		

Eligible expenditures include:

- print and office supplies specifically for the project
- marketing
- publishing costs
- child care (must be onsite and offered at the same time of project meeting or event)
- catering costs directly associated with project activities
- travel costs (expenses cannot exceed the Government of Alberta's Travel, Meal and Hospitality Expenses Policy)
- insurance costs (as related directly to the project)
- venue rental

- evaluation fee
- salary of staff working on the project (up to 12 months)
- translation expenses
- speaker fees and honorariums for Elders
- graphic design

Ineligible expenditures include:

- core organization operations (e.g., indirect staff salaries, benefits and wages, general operations and fundraising, administration as a percentage of total budget)
- board member honoraria
- contracts with businesses where there may be a conflict of interest with the applicant's staff or board of directors
- capital-related purchases (e.g., printers, office equipment, etc.)
- rent or mortgage payments
- facility operations and maintenance
- connectivity infrastructure (e.g., Points of Presence, fiber optics, transfer stations and satellite dishes)
- information technology hardware not directly related to the project
- software development (e.g. development of new, custom software versus off-the-shelf)
- specialized equipment for individual participants (e.g., wheelchairs, ramps, hearing/vision devices and equipment)
- long-term salaries and benefits for program/project related human resources
- alcohol
- grant writing fees
- travel assistance for government, municipal, for-profit or educational institution staff

If there are any questions about whether an estimated expenditure is eligible, please contact Status of Women staff at SW.Grants@gov.ab.ca **before submitting your application.**

Application Assessment

All applications will be assessed by the Status of Women Community Grant Program Review Committee using the following criteria:

A)   Project Information

The extent to which the proposed project:

- aligns with one or more of Status of Women's three priority areas
- addresses broader, systemic issues that impact women and girls in Alberta
- demonstrates clear plan to achieve intended impact
- demonstrates how the financial support from the Status of Women would lead to increased community capacity for the purpose of improving gender equality in Alberta

B)   Capacity of Applicant

Applications will be evaluated based on the applicant's demonstrated ability to successfully implement the proposed project. The following factors will be considered:

- track record of successful project implementation
- subject matter knowledge
- governance structure
- financial and administrative stability
- established partnerships and collaborations

C)   Funding Overview and Budget

The extent to which the application:

- budget is realistic and demonstrates efficient use of resources
- proposed funding model incorporates additional support from partners other than the Status of Women
- proposed expenses in all budget lines are consistent with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy

D)   Accessibility

The extent to which the application:

- has measures in place to ensure that project is accessible to all interested parties and uses an intersectional approach, for example by using a Gender Based Analysis Plus approach
- includes a clear description of methods used to ensure equal access to services provided for all individuals of all identities, incomes and abilities. For example, eligibility for funding assistance for registration and other fees is based on fair and transparent

criteria through a sliding scale subsidy based on reported income

E)   Project Impact

The extent to which the application:

- contains a clear description of targeted audience
- addresses systemic inequalities that impede women and girls from fully contributing to all aspects of society
- includes a clear timeline including, project activities and important deadlines and dates, and identifies measurable outputs/products and outcomes
- includes information on how the knowledge gained will be shared internally and externally in the community

F)   Evaluation

Consideration will be given to how an outlined plan for evaluating the project will ensure the organization's capacity to collect data in order to highlight reached objectives and areas for improvement. An adequate evaluation will focus on **measureable outcomes**. The evaluation report will also highlight:

- participants' demographics
- accessibility and quality of services provided
- alignment with one or more of Status of Women's three priority areas
- implementation of the project and its capacity to address target clients' needs
- management of expenses and resources

Following the application assessment, funding recommendations will be provided to the Minister of Status of Women for final decision. Funding recommendations may be less than the requested grant amount and for a different duration than requested by the applicant. All decisions on grant applications are final, and no appeals will be considered.

Grant Conditions

Grant recipients must sign the grant agreement before the funds will be released.

Grants must be used for the purposes described in the application as approved by Status of Women. If a grant is to be used for any other purpose, including changes in the outcomes, participants, timing or location, Status of Women may require the grant recipient to return all of the grant funds unless the change is:

- submitted in writing, and
- approved by Status of Women before the change is made

Grant recipients who need an amendment for any reason must submit a written request before the end of the one year project time frame. Status of Women may consider **one amendment per grant**.

Status of Women or an authorized ministry representative may examine a grant recipient's financial and other records to ensure the grant has been used for its intended purpose.

If grant recipients do not receive the full grant amount requested, they are still required to complete the project as proposed in the application attached as Schedule A to the grant agreement, unless a revision is approved by Status of Women. Grant recipients must return the funds if the project cannot be completed as proposed.

Payments for expenses under the approved proposal must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g. financial institution's negotiated cheque) that the payment has been made to the vendor.

Grant recipients must return unused portions of the grant to Status of Women within **six weeks** after the one year term of the grant agreement is complete. Grant recipients must also return funds if reporting requirements are not met.

If agreed to by the applicant on the application form, occasionally, Status of Women staff may contact applicant organizations to provide information about ministry initiatives or announcements related to the following topics:

- Grant program changes, funding announcements and opportunities to provide input/opinion on programs
- Awareness of Status of Women resources available to the not-for-profit sector including Status of Women sector events

Only authorized contact representatives noted in the grant application may request specific information about grant applications from Status of Women offices.

Acknowledgement Standards

Recipients of grant funds are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.

The Government of Alberta logo is available upon request through SW.Grants@gov.ab.ca and must be included on any print or electronic materials developed for the project, conference, event or training. Recognition of funding can be achieved in a variety of ways. For example:

- News release or submitted article to news media, with permission
- Social media channels such as Twitter, Facebook, Instagram and blog postings, etc.
- Organization's website or newsletter
- Signage, either temporary or permanent
- Status of Women speaking opportunities

Please note, once an application has been approved and funding issued to an organization, the grant recipient, project, amount funded, municipality and fiscal year become a matter of public record. Information on grants awarded by the Government of Alberta is published on the Government of Alberta Grant Payments Disclosure database at the following link: alberta.ca/grant-payments-disclosure.aspx.

Reporting Requirements

Grant recipients must submit a midterm report **by September 30th 2019**. All grant recipients are also required to submit a final report package within six weeks of the project's completion (e.g. May 12, 2020) to demonstrate that grant funds were spent on the activities described in the application and the proposed activities were completed.

Status of Women will provide midterm and final report templates to successful applicants.

The final report must include a financial report detailing the actual amount of grant proceeds expended to be signed by the executive director of the applicant organization and the board treasurer. The final report must also include information about the project including project outcomes, lessons learned, and success stories that may be shared in Status of Women communications materials.

Guidelines Disclaimer

The Status of Women Community Grant Program and all associated forms, guidelines and processes are subject to review and may change to respond to emerging requirements. Updates will be posted on the Status of Women Grant website if required.

Glossary

Accessibility -Describes how widely a program, service, product or environment is available to people of all abilities and identities.

Alternate fiscal agent - An organization that is a not-for-profit, charity or municipality that can receive and hold the grant funds on behalf of the primary applicant in the case where the primary applicant does not have a bank account. The primary applicant retains all financial responsibility for expenditures of grant funds and reporting to the Government of Alberta.

Authorized Representative - To process the application, a signature by a person with legal signing authority is required, such as an executive director. The signatory is responsible for ensuring that the organization meets all the terms and conditions outlined in the Declaration and Undertaking.

Barriers - Obstacles that limit access and prevent people from accessing services or participating in society. Barriers are usually unintentional and arise when people's intersectional identity factors are not considered.

Diversity - Refers to a variety of human differences (both individual and social) within a group, community, or organization. Diversity is defined by the multiple human characteristics that reflect an individual's experience, such as race, ethnicity, country of origin, or sexual orientation.

Equality - Achieved when everyone enjoys the same rights and all people benefit in all aspects of society.

Equal Access - Occurs when equity measures have been implemented to ensure all groups have the same access to services, programs or facilities. For example, if you are hosting an event or conference you have arranged free childcare services so that parents can attend.

Equity - Refers to fairness of treatment according to people's respective needs. Equity acknowledges that groups may require different treatment or compensation for historical or social disadvantages.

Gender - Refers to socially constructed roles, responsibilities, behaviour, norms, expectations, activities and attributes that a society associates with what it means to be a man or woman. Gender determines what is expected, allowed and valued in men and women, and boys and girls in a given context. These attributes, opportunities, and inequalities between women and men, in both public and private life, contribute to the responsibilities assigned, activities undertaken, access to and control over resources, and decision-making opportunities. Gender exists on a spectrum, meaning:

- Femininity and masculinity exist in differing degrees

- Gender is influenced by many variables

- Gender is expressed in different ways

Gender Based Analysis Plus (GBA+) - An analytical tool used to advance gender equality. This analysis is used to assess the effects of policies, programs, services, and legislation on diverse groups of women and men. GBA+ also promotes stronger policies and programs, raises awareness about differences among the genders, and identifies ways to reduce and prevent inequality.

Inclusion - Recognizes the needs of diverse individuals or groups, creating an environment to address their needs and ensuring everyone has opportunity to achieve their potential. For example, they create inclusive workplaces, respect, value and promote diversity of thought and experience.

In-kind Contributions - Include paid or given goods, commodities, services or labour instead of money.

Intersectional Approach/Lens - A perspective that acknowledges that individuals are affected by existing systems of power, privilege, and oppression differently based on the intersection of their identity factors, social status, and/or lived experiences (gender, age, ethnicity, language, literacy, culture, income, geography etc.). Inequities are the result of intersections of different social locations, power relations and experiences. An individual's or group's daily experience with these intersecting factors influences their ability to access and benefit from services, policies and programs. An intersectional approach would include identifying how diverse populations may be affected by a particular issue, and would also identify strategies and solutions that account for those differences.

For an additional audiovisual resource, please see Teaching Tolerance's "Intersectionality 101."

Outcomes - The likely short term and medium term effects, including changes in awareness, knowledge, attitude or access that are a direct result of the products and services delivered by the program. For example, the 40 participants that attended the workshop gained knowledge, became more aware of their unconscious bias and increased their confidence speaking in public.

Outputs/Products - The direct activities, products or services delivered by your program. These include number of workshops held, number of meetings that occurred and any products or resources that were produced. For example, three training workshops were conducted, and an online training manual was created.

Project Manager - Individual responsible for delivering the project. The individual leads and manages the project team, with authority and responsibility from the organization's board, to run the project on a day-to-day basis.

Sex - Refers to the biological characteristics that distinguish females from males such as anatomy (e.g. bone density and genitalia) and physiology (e.g., hormonal activity or functioning of organs).

Target Population/Clients - The population or group who the project intends to reach or impact through programing or services.

Relevant statistics and varied sources - Information must be sourced from published accredited academic institutions or credible academic literature, or provided by official government entity e.g. Statistics Canada. Information should be directly related to the region or population identified (where possible). Internally collected data from the organizations may be used; however, Status of Women may ask for further clarity regarding data collection, data cleaning and analysis, data verification and conclusions.