Status of Women

Community Grant Program

Frequently Asked Questions
and
Glossary

Status of Women Community Grant Program

Frequently Asked Questions

If after reviewing the grant guidelines on our website you still have questions, please review some frequently asked questions that have come from other applicants below that may be helpful.

We will continue to add to this list as more questions come in.

Applications and instructions are available at swgrants.alberta.ca

Who can apply

- Registered, not-for-profit, and charity organizations working toward gender equality can apply.
- Projects or programs need to meet <u>at least one</u> of three priority areas for the Status of Women below:

  - preventing and addressing violence against women and girls
  - working to close the gender wage gap and get good jobs
  - reducing the barriers that keep women from running for office or moving into leadership positions

- Eligible organizations can also partner with post-secondary institutions, local government, First Nations communities, Metis Settlements, other not-for profits or non-registered organization to work on a project together.

What is the application deadline

- Applications opened on **November 17, 2017.**
- Deadline for applications is **January 10, 2018 by 11:59 pm MST.**

How much grant funding is available this year

- Total amount of funding available this year is $500,000
- Funding is available through two streams: Innovation and Enhancement.

- Please refer to the guidelines for definitions on innovation and Enhancement
  https://www.alberta.ca/status-of-women-grant.aspx

- The Innovation Stream provides up to $50,000 per organization to:
    - expand their geographic or sector reach
    - introduce successful initiatives in other areas of Alberta
    - mentor developing organizations in a best practice, program or service delivery

- The Enhancement Stream provides organizations up to:
    - $25,000 for organizing, conferences, training, and events
    - $5,000 for staff development through attending conferences, training and events

Can I apply to both the Enhancement or Innovation funding streams

- Technically organizations may apply to both funding streams providing the criteria for each stream is adhered to however, we strongly encourage organizations to make their strongest applications a priority.
- If you have any further concerns, contact SW grant program area for assistance with your application at SW.Grants@gov.ab.ca.

How will the recipients be selected?

- Status of Women staff assesses each application for eligibility and alignment with our three priority areas to create a short list of applications. Representatives from across government then provide feedback on the shortlist and make recommendations to the Minister of Status of Women for final decision.
- Criteria considered for the decision process includes a focus on at least one of three policy priority areas of the ministry, the geographic distribution of the proposed initiatives and projects throughout the province, as well as a truly innovative and creative approach to addressing the issues affecting women and girls in Alberta.

Can I get funding for a project before April 2018?

- Funds will only be released on **April 1, 2018** and project must be completed by **March 31, 2019.** Funds must be spent within **12 months of** release

Is multi-year funding available?

- Multi-year funding is not available
- The grants are to start or expand a project within a12-month period.

Our organization received funding for a project last year, can we apply again?

- Status of Women only provides one-time funding per project. Previous Status of Women grant recipients may apply for funding in this cycle for new projects only.

Our application for funding was declined in the previous cycle. Can we apply again?

- If your application was not successful, we encourage you to apply again in the new cycle, closely adhering to the guidelines.
- Please use the forms on the website swgrants.alberta.ca.

Can grant funding be used to support activities outside of Alberta?

- All activities funded by the grant must be used to benefit women and girls in Alberta

Can national organizations apply to the grant, if supported by a provincial association and/or organization?

- Yes, but they need to demonstrate how and why it will enhance gender equality in Alberta specifically. The project should also take place in Alberta.

I am not sure about how to conduct a Gender Based Analysis plus (GBA+) where can get assistance to do this?

- GBA+ is an internationally used policy and research tool that helps to identify who benefits and who is excluded from an organization's decisions, policies and programs.
- It can also be used to better understand the specific needs of clients, participants, organizers with varying identities and how to respond to those needs so that people have equality of access AND opportunity to the project, conference, training or event that is proposed.
  - For example: organizers of a conference for women and girls may need to address issues of childcare for parents, event timing for those who may work non-standard hours or be in school, registration fee subsidies for low income, content from varying perspectives to reflect the diversity of the audience, etc.
- Please click here to find out more about GBA+.

Who applies for a mentorship project: The mentor or the mentee organization?

- Only mentees apply for project funding. The mentee is the primary applicant.
- The mentee should name the mentor organization in the application [and list it as a Collaborative Partner].

What type of expenses are valid for mentor organizations?

- Mentor organizations can claim any of the items on the eligible expenses list online at swgrants.alberta.ca as long as they were used specifically for the mentoring aspects of the project.

Can community coalitions apply with a municipality as the fiscal agent?

- Yes, if there is no other fiscal agent available, the municipality can serve that function.
- The municipality would accept funds in trust for the coalition. Under no circumstances can the municipality use the funds.

Can First Nations directly apply as the primary agent?

- A Band Council could be a fiscal agent for a community coalition within a First Nation.
- The fiscal agent flows the money from the province to the coalition. Under no circumstances would the Band Council use the funds directly.

Will a list of all recipients be publicly available?

- Yes, a list of all the recipients is available on alberta.ca. under the Grant Payment Disclosure database. It will also be posted on the Status of Women website in the near future.

Why was this Grant created?

- It's one of the ways our government is making Albertans' lives better.
- Alberta Status of Women works hard to help government make good policy and program decisions that consider the needs of women and girls.
- Most of our work happens inside government, so we introduced a grant program that would give us the chance to put dollars back into community organizations on the frontline of supporting women and girls.
- These dollars are for enhanced or innovative projects that support better outcomes for women and girls in Alberta and put the province firmly on the road to gender equality.

How many organizations can apply?

- The number of successful applicants will depend on how many qualified applications we have and the amount of funding each requires.
- Up to $500,000 is available in total, and the maximum amount we can give any application is $50,000 under the Innovation stream, $25,000 under the Enhancement-Organizing, and $5,000 under the Enhancement-Attending stream.

How do I download the application form?

- For optimal compatibility when opening and saving grant applications with fillable form fields, please use Adobe Reader v10 or higher. To save your form, please select 'Save As' from the file menu and save the form to your computer.

I would like to talk to someone about the idea we have that needs funding, how can I contact SW?

- If after reviewing the grant guidelines on our [website](). If you still have questions, please fill out the inquiry form [here]() and we will get respond within 2 business days.
- We also suggest you review these FAQ's that have come from other applicants that may be helpful. We will continue to add to this list as more questions come in.

ADDITIONAL QUESTIONS DECEMBER 13TH INFORMATION SESSION

Can the grant be used for programming for men and boys? Or LGBTQ2S individuals?

- The grant may be used for broader audiences that include men, boys and LBTQ2S persons who do not identify as women or girls (for example non-binary genders), however the primary applicant must demonstrate how the overall program will benefit women and girls in Alberta indirectly, if not directly.

Are there restrictions on who can attend or participate in the funded projects, conferences, training or events?

- All funded projects, conferences, training and events must primarily benefit and impact women and girls in Alberta.
- As long as the application demonstrates the benefits and impacts to women and girls in Alberta, there is no age limit/restriction for participants, no requirement for 100 percent of participants or attendees to be from Alberta, and no minimum size or target population for projects or events.

Can organizers charge a fee for conference, training or event participation?

- A fee may be charged to participants attending your conference, training, or event however, this must be stated in the application and shown in the budget table.

As the 2017-18 Status of Women Community Grant Program $500,000 budget is lower than last year, how many grants will be given out?

- There is no specific allocation of the grant budget between streams, priorities or target participants.
- However, the previous year of the grant program was highly competitive with 264 grant applications of which 33 were funded through the program.

- A rigorous and multi-stage review process is used to evaluate all applications through a competitive process to select the applications for funding, based on the requirements stated on the application forms and guidelines.

How will the government determine how much funding to allocate to a specific application, e.g. is it a specific percentage of the overall budget or the amount requested?

- Funding is allocated according to the amount requested by the applicant to support the project, conference, training or event.
- During the application review process, the grant review committee with look closely at all budget lines and may make adjustments to the recommended funding amount to ensure only eligible expenses are funded.

What documents must accompany my application to be considered complete?

For application to be deemed complete the following is necessary:

- Application signed by organization's authorized representative (e-signature permitted) The Primary applicant represents and warrants that the person signing is duly authorized to make the application and is legally sufficient to bind the Primary Applicant to the agreement.
- Application must be signed by Board Treasurer or other authorized representative of the Board of Directors.
- Audited or board approved Financial Statements from the previous two fiscal years.
- List of board members including length of tenure on board.
- One 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.
- Letter(s) of agreement from collaborating partner or mentor organization(s).

Status of Women Community Grant Program
Glossary

If after reviewing the grant guidelines on our website you have questions about the terminology, please review the glossary below as it may be helpful.

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1. **Alternate Fiscal Agent**

An organization that is a not-for-profit, charity, municipality or Band Council 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.

2. **Authorized Representative**

To process the application, a signature by a person with legal signing authority is required. The signatory is responsible for ensuring the organization meets all the terms and conditions outlined in the Declaration and Undertaking.

3. **Diversity**

The collective mixture of differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors

4. **Inclusion**

Recognizing the needs of diverse individuals or groups, creating an environment to address these needs, and ensuring everyone has opportunity to achieve their potential. Inclusive workplaces respect, value and promote diversity of thought and experience.

5. **Gender**

The attributes and opportunities associated with being male and female within a given socio-cultural context. Gender determines what is expected, allowed and valued in women and men; and girls and boys 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; and

- Gender is expressed in different ways.

6. 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.

7. In-Kind contributions

Include paid or given goods, commodities, or services instead of money.

8. 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.

9. Key Milestones

In order to track progress along the way and ensure that planned outcomes are being achieved according to the timeline, project managers use "milestones". Milestones are tools used in project management to mark specific points along a project timeline. Milestones in project management are used to mark:

- The start of significant phases of work

- The end of significant phases of work

- To mark the deadline for something

- To show when an important decision is being made

10. Outcomes

Project goals that speak to the broader impact of the projects such as learning, knowledge, awareness, skills, practice, behaviour etc. For example: the 40 participants that attended the workshop gained a greater knowledge of how to be a better leader. They are more aware of unconscious bias and have a better attitude and an increased confidence towards public speaking.

11. Outputs/Products

The direct activities and things you can count or explicitly identify at the end of your project. These can include the number of participants, number of workshops held, number of meetings that occurred, any products or resources that were produced etc. For example: "we will conduct 3 training workshops, with 40 participants, and create one training manual."

12. Project Manager

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

13. 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).

14. Relevant statistics and varied sources

Information that is related to the specific project being undertaken rather than just the general issue. It should be sourced from published accredited academic institutions or credible academic literature, or provided by official government entity e.g. Statistics Canada. Internally collected data (i.e. administrative data) from the organization may be used however, Status of Women may ask for further clarity regarding data collection, data cleaning and analysis, data verification and conclusions.