



Office of Francophone Affairs
Prevention of Violence Against Women
Public Education Program

Grant Application

2009-2010

SUMMARY -- ONE-PAGER

We suggest you fill this page after filling the rest of the form.

Important: please convey essential information without exceeding the maximum of words indicated.

Name of organization		
Contact person		
Telephone :		E-mail :
City or region where the project will take place		
Overview of the organization (maximum 80 words)		
Project name		
Brief description of the project (maximum 100 words)		
Amount requested		

Violence Against Women Prevention Initiative Public Education Program

WHAT IS IT?

This program is managed by the Office of Francophone Affairs (OFA) and funded through the Government of Ontario's Violence Against Women Prevention (VAWP) Initiative. It provides grants for projects that contribute to the development of public education activities that make Ontario's Francophone population aware of the issue of violence against women and supports the development of measures to prevent it.

WHO CAN APPLY?

Any incorporated non-profit Ontario Francophone organization that has been in existence for at least one year, that works to prevent violence against women, and that offers services in French to Francophone women of all ages can apply.

Groups that are not incorporated may apply provided they are sponsored by an eligible organization. Organizations that are not incorporated must be sponsored by a non-profit organization. If this is the case, please complete Section 5 of this form.

Bilingual or Anglophone organizations may submit an application for a grant, provided they have a letter of support from an eligible Francophone organization and they can demonstrate their previous experience and ongoing ability to provide quality services in French and/or develop tools in French.

As funds are limited, preference will be given to projects that involve several groups working in partnership, or to projects that will bring together or have an impact on the greatest possible number of Francophone women of all ages across the province.

Grant recipients must agree to honour all of the terms of the program and any special conditions, where applicable.

WHAT IS A PROJECT?

A project is a unique activity that is separate from an organization's regular operations. The program does not fund operating expenses, deficits or capital expenses.

HOW DO YOU ASSESS PROJECTS AND DETERMINE THE AMOUNT GRANTED?

The following criteria apply when applications for funding are reviewed:

- compliance with the government's priorities in the area of the prevention of violence against women;
- compliance with the priorities identified by the Francophone community;
- specific and measurable results;
- the provincial and/or local impact of the project;
- previous experience and ongoing ability to provide quality services in French;
- the expertise to develop quality tools in French;
- results achieved with previous grants, if applicable;
- need for a grant;
- organization's monetary and non-monetary contribution to its project;
- number of participating partners and their monetary and non-monetary contribution;
- support for the project from other organizations which provide violence prevention services in French to Francophone women and girls;
- creation of a project from a feminist perspective on oppression and violence against women;
- a methodology that fosters active participation by women and girls.

WHAT KINDS OF PROJECTS ARE ELIGIBLE FOR A GRANT?

Projects in the following areas will be eligible:

1. Raising awareness in the Francophone community;
2. Education and intervention in the area of the prevention of violence against women, among Francophone women of all ages;
3. Production of prevention tools and resources;
4. Distribution of prevention tools and resources produced;
5. Training of volunteers and stakeholders in the area of prevention of violence against women.

PRIORITY CLIENTELES

- Teenagers
- Seniors
- Visible minority
- Women with disabilities

WHAT AMOUNTS ARE AVAILABLE?

The total amount distributed each year is \$124 000. This amount is allocated among the projects best corresponding to the above criteria. Because funds are limited, not all projects, whatever their merit, can be financed, and those that are financed do not necessarily receive the entire amount requested.

Eligible costs include expenses (such as salaries, fees, supplies, travel expenses, printing costs) if these expenses are directly related to the implementation of the project.

HOW TO APPLY?

Please complete this application form and mail it to our attention at the address below. You must answer each question and include any documentation that will help us to evaluate your project. Only applications with all the supporting documentation will be considered.

Please submit your application on this form only and ensure that your application is legible. If you wish to use word processing software, you may download the form from our web site [www.ofa.gov.on.ca] or copy and present the questions in their original order.

Applications can be sent by fax or by e-mail but a printed copy with an original signature must follow. Only one application may be submitted per organization.

The deadline for this year is June 26, 2009. Applications must be postmarked no later than this date. If an application is sent by e-mail, it must reach us by June 26, 2009, and the printed version with original signature and supporting documents must reach us by July 3, 2009.

**Office of Francophone Affairs
777 Bay Street, suite 601B
Toronto ON M7A 2J4**

HOW TO OBTAIN MORE INFORMATION?

Please call us at one of the following numbers:
Toronto area: (416) 325-4949
Other regions: 1-800-268-7507

Or contact us by e-mail at: ofa@ontario.ca

Please complete all sections of the application form. This will speed up the evaluation of your proposal.
 Attach additional pages if required.

1. a) **APPLICANT:**

Name of organization:	
Address:	
City or town:	Postal code:
Telephone number:	Fax number:
E-mail address:	Web site:
Contact person:	Title:
Telephone number:	E-mail address:

b) **Number of paying members:** _____

c) **Board of directors:**

Name	Position or title	Telephone number

d) **Briefly describe the objectives of your organization:**

e) **Non-profit organization charter number:** _____
or
charitable organization registration number: _____

2. LIST OF DOCUMENTS AND ITEMS ATTACHED

Please attach the following documents to your request:

1. Your organization's budget forecast and its most recent audited financial statements;
2. Letters of support for your project from individuals or organizations, including letters from your partners which explain the nature of their involvement;
3. Background information on your organization;
4. A mission statement/statement of principle/statement of philosophy regarding violence against women;
5. Evidence of liability insurance (per clause 15 of the Terms and Conditions);
6. Proof of approval of the Board of Directors for the Application (minutes of meeting, resolution, letter of approval, signature of signing officer);
7. **Three tenders for each service contract over \$2,000.**

3. PROJECT DESCRIPTION

a) **Provide a brief description of your project and attach a more detailed description if applicable.**

Title: _____

b) **Please describe the type of project that you wish to undertake.**

- _____ Raising awareness in the Francophone community;
- _____ Education and intervention in the area of the prevention of violence against women, among Francophone women and girls;
- _____ Production of prevention tools and resources;
- _____ Distribution of prevention tools and resources produced;
- _____ Training of volunteers and stakeholders in the area of the prevention of violence against women.

c) **What are the goals of your project?**

d) **Where did the idea for the project come from? What need(s) will this project address?**

- i) **Please indicate the number of people who would benefit from this project. Be specific: how did you arrive at these numbers, and what sort of impact will it be (direct, indirect, spinoffs, etc.)?**

Number of women and girls at the local level _____

Number of women and girls at the provincial level _____

Number of organizations committed to the prevention of violence against women ____

Number of organizations not usually involved in the prevention of violence against women _____

Other target groups. Please specify:

- j) **What specific and measurable results will your project have? Please refer to your target clientele.**

- k) **How will your project promote long-term changes in terms of the prevention of violence against women and girls?**

- l) **What criteria will you use to evaluate the results of your project? Please check the methods that you will use to complete your evaluation plan:**

- Evaluation form completed by participants
- Focus groups
- Various measurements (e.g., increase in attendance, phone calls, participation in activities, increased knowledge of outside services, etc.)
- Other (please describe):

Will the production and distribution of tools and resources be done over one or two years?

m) **Have you asked other organizations to participate as partners in this project?**

Yes _____ No _____

If yes, who are your partners and how will these partnerships help you to implement your project?

Partners' names	Nature of collaboration

n) **How do you plan to share the results of your project?**

o) **If you receive a grant, would you allow us to post your e-mail address as a hot link on our web site?**

Yes _____ No _____

p) **Will there be a follow-up to your project?**

Yes _____ No _____

If yes, what activities are you planning to ensure that the project continues to have an impact after completion?

q. **In the last three years, have you received other grants from other funding sources for the same or a similar project? (Please note that having received such financing does not disqualify you for this application.)**

Yes _____ No _____

If yes, please provide details in the following table.

Financing source	Year	Amount	Name of the project

TERMS AND CONDITIONS

1. **RECIPIENT – a)** Any non-profit organization or association that has been duly incorporated for at least one year can apply for a grant from the VAWP Public Education Program. Individuals and unincorporated groups can also submit an application for funding provided they are sponsored by an eligible organization.
b) In the case of a sponsored application, it is understood that the sponsor endorses the project and assumes full responsibility for its implementation.
2. **DURATION** – The Office agrees to fund projects of a fixed duration. If a request for an extension is made by the organization, it must be made in writing. The Office may then ask for a progress report for the project, the reasons for the extension, and an action plan.
3. **USE OF GRANT** – It is understood that the money must be used for the purpose given in the letter from the Office. If any changes are required, they must receive prior approval from the Office. If the grant or a portion of the grant is not used up by the end of the project, the balance remains the property of the Office, but the Office may approve its use for other purposes, subject to a written request from the applicant.
4. **REPAYMENT OF THE GRANT** – The Office may demand (full or partial) repayment of the grant should the recipient:
 - knowingly provide false information in its application for funding;
 - fail to comply with the terms and conditions of the Program;
 - declare bankruptcy, or be the subject of bankruptcy proceedings;
 - cease operating, be discontinued or be dissolved.

If full or partial repayment of the grant is required, it shall be made immediately by a cheque made out to the Minister of Finance and forwarded to the Office of Francophone Affairs. The Office reserves the right to charge interest on any amount owing by the recipient. Interest will be charged at the then current rate charged by the Province of Ontario on accounts receivable.

5. **OWNERSHIP, COPYRIGHT, PUBLICATION RIGHTS** – The Office may require that the copyright of all publications and reports produced as a result of the project become the property of the Province of Ontario. In such cases, all working papers, data, reports and other documents relating to the project together with the copyright thereto shall become the property of the Government of Ontario from the time of their creation. They shall be surrendered to the Office upon completion of the project or upon such earlier termination as may occur. The Office may make available to any individuals, groups or the public at large any materials relating to or resulting from the project.
6. **ACKNOWLEDGEMENT** – Any product of a grant provided by the Office must acknowledge the Office's financial contribution.
7. **QUALITY**: Because the name of the Office is associated with the project, it is expected that any materials published, distributed or shown to the public and/or participants will have been professionally edited and be of good linguistic quality.
8. **ONTARIO HUMAN RIGHTS CODE** – Recipients must comply with the Ontario Human Rights Code. Any recipient convicted of a breach of the Code while undertaking activities funded by the Office must immediately repay the grant and will not be eligible for future grants from the Office.
9. **CONSULTATION** – The Office reserves the right to consult with other organizations to determine the eligibility of the applicant or the project for a VAWP Public Education Program grant.
10. **ASSIGNMENT OF APPLICATION OR GRANT** – The Applicant/Recipient shall not assign this application or any Grant or part thereof to another entity without the prior written consent of the Office.
11. **PAYMENTS** – Under the project, the grant may be paid to the recipient in several instalments. A portion of the grant may be held back until one phase of the project has been completed or until the project has been completed in full and all documents required by the Office have been forwarded to it.
12. **FUNDING LIMITATIONS** – As the amount of available funds is limited, the Office reserves the right to rank applications according to established priorities and criteria. The fact that an application has been received and examined and meets the criteria does not necessarily mean it will be approved. If a project depends on funding from the Office, the recipient should not begin any work or acquire any goods or services until a letter of approval has been received from the Office. If, due to unforeseen circumstances, the project must be started before written confirmation of a grant has been received, the recipient does so at his/her own risk.
13. **ADDITIONAL CONTRIBUTIONS** – The recipient may receive financial support from several sources. Funding of a project may be shared between the Office and other funding programs but the Office cannot approve a grant that duplicates another grant.
14. **RECORDS** – All statements of account and other accounting records must be kept in accordance with generally accepted accounting principles. The recipient's audited financial statements, for the fiscal year for which funding was granted, must make specific mention of the amount of the grant and the name of the Office. If the project is completed during the next fiscal year, the organization must provide audited financial statements for that year as well. The amount of the grant and the name of the Office must be clearly indicated. The accounting records of the recipient may be audited at any time by an auditor from the Office or by the Provincial Auditor. All records or financial statements relating to the grant must be kept for at least three years following the date of receipt of the last instalment of the grant. The recipient agrees to make all accounting records and other documents available to the auditor for review, on request, and will give the auditor access to the premises at reasonable times, and will allow him/her to copy said documents.
15. **CONFLICT OF INTEREST** – The Recipient shall ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project in whatever capacity.
 For these purposes, a conflict of interest includes a situation in which the person associated with the Project and any member of his or her family is also to benefit financially from his or her involvement in the Project. Nothing in this section shall prevent volunteers from receiving reasonable out-

of-pocket expenses incurred in connection with the Project. The Recipient shall disclose to the Ministry without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

15. **LIABILITY, INDEMNIFICATION AND INSURANCE** – The Recipient agrees to put in effect and maintain for the period during which the Terms and Conditions are in effect, at its own expense, with Insurers acceptable to the Office, all the necessary insurance that would be considered appropriate for a prudent Recipient of this type undertaking a project similar to the Project, including Commercial General Liability for third party bodily injury, personal injury and property damage to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence and not less than two million dollars (\$2,000,000) products and completed operations aggregate, and including, at least, the following policy endorsements:
- Her Majesty the Queen in right of Ontario as represented by the Office as an additional insured;
 - Cross-liability;
 - Products and completed operations liability;
 - Owned and non-owned automobile coverage for bodily injury and property damage for vehicles used in connection with the Project;
 - Contractual liability;
 - Independent contractor's liability; and
 - a 30 day written notice of cancellation.

Before beginning the Project, the Recipient shall provide the Office with a valid Certificate of Insurance (and shall subsequently provide the Office with any renewal or replacement certificates), which references the Project, confirms the above requirements and states any pertinent applicable exclusions under the policy(ies).

16. **REPORT** – Recipients must submit a report to the Office upon completion of the project. This report must include:

- balance sheet for the project;
- an evaluation of the project and its impact on the community;
- a sample of any materials produced with the financial assistance of the Office.

The Office can require that copies of supporting documents (receipts, bills, cancelled cheques, etc.) be submitted if it deems this to be necessary. The recipient will not be eligible for future grants until a satisfactory accounting has been made of all funding provided by the Office for previous projects, with full details of expenses covered by the grant.

17. **ADDITIONAL TERMS AND CONDITIONS** – The Office reserves the right to impose additional terms and conditions in its letter of approval to the recipient.
18. **CONSENT TO RELEASE INFORMATION** – The applicant/recipient consents to the release of information contained in its application and in any reports submitted under these terms and conditions, all pursuant to subsection 17(3) of the *Freedom of Information and Protection of Privacy Act*.
19. **NON-EMPLOYMENT** – Neither the terms and conditions of this document, nor the giving of the grant shall be deemed to constitute an employer-employee relationship between the Office and the recipient.
20. **APPEAL MECHANISM** – If an applicant disagrees with the Office's decision not to fund a project, he/she may request a review. In such a case, the applicant must submit additional information in writing, i.e., information not previously considered, so that the Office may re-examine the project proposal.

I hereby certify that the information contained in the application for funding submitted to the Office of Francophone Affairs is true, correct and complete in every respect, that the application is endorsed by the organization that I represent, and that the organization agrees to abide by the above terms and conditions.

Name of authorized signing officer of the applicant

Position or title

Signature

Date – Day/Month/Year

For all projects sponsored by another organization:

Name of authorized signing officer
in sponsoring organization

Position or title

Signature:

Date – Day/Month/Year