APPLICATION GUIDE

Community Support for Sexual Misconduct Survivors Grant Program

This guide is intended to provide clarity and support as you complete your Application Form. We strongly recommend that you read through this guide before starting your application.

For clarifications, assistance, or to submit your completed application, please email us at SMSRCGrant-SubventionCSRIS@forces.gc.ca.

SEXUAL MISCONDUCT
SUPPORT AND RESOURCE
CENTRE

CENTRE DE
SOUTIEN ET DE RESSOURCES
SUR L'INCONDUITE SEXUELLE

Table of Contents

1. About the Sexual Misconduct Support and Resource Centre

The Sexual Misconduct Support and Resource Centre (SMSRC) provides and facilitates access to support services and resources for persons directly and indirectly affected by sexual misconduct within the Canadian Armed Forces (CAF) and Department of National Defence (DND).

The SMSRC also provides strategic advice, guidance, and recommendations to the CAF and DND, on all matters related to sexual misconduct, as well as awareness activities, both departmentally and more broadly, as they pertain to sexual misconduct subject matter expertise. As the strategic advisor on sexual misconduct, the SMSRC Chief Operating Officer reports directly to the Deputy Minister and operates independently from the CAF chain of command to ensure the independence of the provided support services and expert advice.

The SMRSC's services are confidential within prescribed limits and available to the defence community across Canada and worldwide. The SMSRC provides services primarily, but not exclusively, to any of the following members who have been affected by sexual misconduct:

- Regular Force
- Primary Reserve
- Supplementary Reserve
- Cadet Organizations Administration and Training Service
- Canadian Rangers
- Currently serving members of the CAF
- Former members of the CAF
- Veterans
- Department of National Defence (DND) public service employees
- Former DND public service employees
- Cadets age 16 and older
- Junior Canadian Rangers age 16 and older
- Families of the above age 16 and older
- Members of the Defence community and caregivers who support those affected

As an organization, the SMSRC is committed to promoting and supporting equity, diversity, inclusion, anti-racism and accessibility. The SMSRC strives to respect and uphold the integrity and dignity of all community members, including those

applying to this Grant Program, those who receive funding through this grant, and their clients.

2. About the Grant Program

Program Objective

The Community Support for Sexual Misconduct Survivors Grant Program seeks to provide a wide array of supports to those affected by sexual misconduct in the DND/CAF through increased access to community-based support services and collaboration between community-based and DND/CAF service providers. The completed application form should clearly demonstrate how receiving a grant would enable your organization to strengthen its support services, information, and resources, and/or collaboration with other service providers.

Eligibility Criteria

Organizations must be a Canadian, legally constituted not-for-profit community-based service provider with the capacity and expertise to provide services and initiatives for those affected by sexual misconduct in the DND/CAF.

Organizations must also possess the legal status necessary to enter into a grant agreement with the Government of Canada.

Organizations that do not yet have the capacity or expertise to provide these services and initiatives may be considered if they propose to undertake capacity building as a result of funding.

Available Funding

The program offers:

- One-time project grants: up to $50,000 in total per eligible initiative or activity
- Recurrent grants: up to $75,000 in total per year for two to three years, for ongoing initiatives or activities

You may apply for both types of grants provided that the projects are distinct, and funding will not be used to pay for the same expense more than once. Funding is limited and subject to the SMSRC/DND's annual budget and allocation of funds. The

submission of an application form does not constitute a commitment on the part of the Minister of National Defence to award funding. The Minister of National Defence has the sole discretion to refuse or cancel this application process at any point in time.

Duration

Your project should aim to start at the beginning of the fiscal year (April 1), and end in accordance with the grant agreement.

Potential projects, initiatives and services

Funding is available for a wide range of projects, initiatives and services supporting those affected by sexual misconduct in the DND/CAF, including:

- Crisis management, information and support through supportive listening, information and referrals or access to hospital, medical or police services
- Research related to the support of those impacted by sexual misconduct in the DND/CAF
- Counselling for individuals and groups to address needs related to sexual misconduct in the DND/CAF, including those who support individuals affected by sexual misconduct
- Outreach to Indigenous communities that have been impacted
- Outreach to underserved rural and remote locations
- Projects tailored to meet the needs of and/or remove and/or address systemic barriers for women, men, Two Spirit, lesbian, gay, bisexual, transgender, queer, intersex and additionally sexually and gender diverse (2SLGBTQI+) people; Indigenous Peoples; Black, Asian and other racialized people; people living with disabilities; religious minorities; those living in an official language minority community; those living in northern, rural and remote communities; others with diverse identity factors and people that cannot access services in person
- Relationship building and work with individuals, community and government organizations for community education
- Support groups including specified and drop-in groups
- Information, referrals, accompaniment, or advocacy to assist survivors in the areas of healing, trauma, survivor support, housing, employment
- Development of innovative tools (including virtual) that enable survivors to better access resources

Expected Results

Program Outcomes

Your proposed project must contribute to at least one of the following program outcomes:

- An increase in projects, initiatives and services reaching the local Defence community through innovative service delivery
- Greater access to information, training and support within the wider Defence community
- An increase in effective mechanisms at the SMSRC to strengthen community-based supports for those impacted by sexual misconduct in the DND/CAF, especially underserved groups
- Improved support across the justice and social sectors* for those impacted by or at risk of gender-based violence, including survivors
- Further integration of community-based service providers within the DND/CAF network of support services for those affected by sexual misconduct in the DND/CAF

*Note: * represents shared outcomes under Canada's Gender-Based Violence National Action Plan led by Women and Gender Equality Canada.*

Additional Resources

Inclusion

GBA Plus is an intersectional analysis tool. It is used to consider the nuances of people's lived realities. It is also used to look at how the intersection of multiple identity factors can produce specific needs or experiences. GBA Plus is not a 'one and done' exercise but must be used early and continuously throughout a project's lifecycle. This will help projects to consider the context and intersecting factors that create unique experiences of inequality. It will also help identify and remove barriers. GBA Plus helps to ensure that projects and their impacts are more inclusive and to provide fairer and more equitable distribution of opportunities. In so doing, it supports closing gaps between populations, including those most at risk of being left behind.

You may also wish to consult the following resources, depending on the nature of your proposed project:

- Inclusive Event Planning and Guide to Planning Inclusive Meetings: these tools provide useful tips to consider, especially if the project or initiative for which you are requesting funding is a conference, event or workshop. For tips on organizing inclusive digital events, we recommend this article as a starting point.
- GBA Plus Research Guide: tips on applying GBA Plus at different stages of the research process.
- GBA Plus Research Checklist: a list of questions to ask yourself to avoid common GBA Plus pitfalls.

Research

If you intend to conduct social science research, including but not limited to interviews or surveys with CAF members or their families, DND public service employees, applicants for enrolment in the CAF, or members of cadet organizations, you are required to contact the DND/CAF Social Science Research Review Board (SSRRB) **before** you begin. This is in addition to any institutional ethics review processes you may also need to complete before proceeding with the proposed research. Please contact the SSRRB at SSRRB-CERSS@forces.gc.ca to learn more about their review process.

- The aim of SSRRB coordination is to ensure that research within the DND/CAF does not impede or conflict with operations, ongoing DND/CAF programs, or other approved higher-priority research projects.
- Please be aware that research projects may need to be modified from the original application to obtain SSRRB approval.
- SSRRB will require you to obtain, on your own, a DND/CAF sponsor who will provide you with any administrative or logistical support that you may require, such as internal advertising of your research project, contacting potential research participants, or arranging data collection activities (e.g., in-person focus groups, interviews).
- If, as part of your application, you are proposing to conduct a research project, you may also want to explore the Sex and Gender Equity in Research (SAGER) guidelines in addition to the GBA Plus requirements outlined above.

3. Complete your application

We strongly recommend that you read this section carefully while completing the application for funding. It provides important details on the information and

supporting documentation that are required to assess applications. Any questions about the grant program should be sent to SMSRCGrant-SubventionCSRIS@forces.gc.ca.

Your application will be reviewed in terms of both eligibility and assessment criteria.

- **Eligibility criteria:** Basic elements that must be met in order to assess your application for funding.
- **Assessment criteria:** Elements that are evaluated to determine the strength of your application. Only eligible applications will be assessed. Assessment criteria are grouped into six main sections:
  - Program offerings and experience
  - Project relevance
  - Community connectedness
  - Awareness and participation
  - GBA Plus
  - Trauma-Informed Approach

Part A: Organization Information

Eligibility criteria:

- The applicant is an eligible organization under this call for applications.
- The application is complete.

1. Legal name of organization

Indicate the legal name of your organization that is associated with the certificate of incorporation or registration or associated with the Canada Revenue Agency business number. If it is an acronym, indicate the legal name in full.

2. Operating name of organization

Indicate the operating (common) name of your organization if it is different from the legal name. If it is an acronym, indicate the operating name in full.

3. Telephone number

Indicate your organization's telephone number.

4. Email address

Indicate your organization's email address.

5. Website (if applicable):

Provide the link to your organization's website, if applicable.

6. Social media (if applicable, including LinkedIn, X, Facebook, Instagram, and any others):

Provide the link(s) to your organization's social media accounts, if applicable.

7. Federal riding name and number

Indicate the federal riding name and number for your organization. You can determine your federal riding name using Elections Canada's search portal. Federal riding numbers are available here. Note that as per the *Guidelines on the Reporting of Grants and Contributions Awards*, federal riding names and numbers are collected for the purpose of public reporting.

8. Street address

Indicate your organization's street address.

9. Mailing address

Indicate your organization's mailing address if it is different from the street address.

10. Confidential address

Indicate if the street address of your organization is confidential (for example, the address of a shelter).

11. Main contact information

Indicate the name, position title, telephone number and email address of the main contact person.

All correspondence will be sent to the main contact person's email address.

12. Executive Director (or equivalent)

This person must hold the highest position of management within your organization, be fully informed about the proposed activities, and have signing

authorities for your organization. This person will be the person with whom we communicate regarding the funding application in the absence of the main contact person.

Indicate the name, position title, telephone number and email address of the Executive Director (or equivalent) if it is different from the main contact.

13. Preferred official language of communication

Indicate the official language in which you wish to communicate and receive correspondence.

14. How you found out about the Grant Program

Please indicate how you found out about this funding opportunity (website, colleagues/word of mouth, SMSRC or other communications, etc.).

15. Organization description

Maximum of 1,365 characters

Provide a brief description of your organization's mandate and main activities, as well as currently offered programs, initiatives, and services.

16. Organization Offerings

Maximum of 1,365 characters

Provide a brief description of the programs, initiatives and services offered by your organization including their titles and descriptions.

17. Primary client group/target population

Maximum of 665 characters

Indicate your target client population (beneficiaries).

18. Geographic Reach

Maximum of 665 characters

Indicate your organization's geographic reach.

19. Offered Accommodations

Indicate if your organization offers any accommodations to clients. Check all that apply.

20. Organization Accreditations

Maximum of 1,365 characters

Indicate if your organization has any recognized accreditations. Provide accrediting body, date of accreditation and expiry (if applicable).

21. Organizational changes

Maximum of 1,365 characters

Describe what changes, if any, there have been to your organization or management in the last two years. If applicable, describe how these changes affected the organization.

LEGAL ELIGIBILITY

22. Canadian not-for-profit organization

To qualify for funding, your organization must be a Canadian not-for-profit, community-based service provider (e.g., sexual assault centres, online platforms, mental health providers, research institutions, etc.), that has the capacity and expertise to provide services and initiatives for those impacted by sexual misconduct in the wider Defence community.

Organizations who do not yet have the capacity or expertise to provide these services and initiatives, but who plan to undertake capacity building as a result of funding, may also be considered. Organizations with a mandate that includes research and/or education relevant to supporting those affected by sexual misconduct in the DND/CAF may also be considered.

To be eligible, your organization must also possess the legal status necessary to enter into a grant agreement. The definitions below are meant to clarify the terms used in the eligibility criteria:

- **Legally constituted:** an organization that has been created by law or registered under law. Indicate how your organization is legally constituted. If your organization is incorporated, provide your organization's certificate of incorporation which displays your organization's incorporation number or

business number. If your organization is registered, provide your organization's certificate of registration ("*certificat d'attestation*" in Québec) issued from the provincial or territorial registrar which displays your organization's registration number.

- **Not-for-profit:** entities that are not charities which are organized solely for a non-commercial public purpose will be considered as a not-for-profit organization. This public purpose may include social welfare, civic improvement, pleasure, recreation, relief of poverty, advancement of education or religion or other similar purpose.
- **Community-based:** community-based refers to the delivery of services or initiatives that are provided in a range of community settings.

Note: Government of Canada employees and CAF members cannot receive nor administer grant funding from the Crown (represented in this instance by SMSRC/DND). A Government of Canada employee is defined as anyone receiving a salary for employment with a department or branch that forms part of the public service.

Indigenous organizations may be eligible for funding, such as band councils of recognized First Nations bands, self-governing First Nations, organizations designated by band councils (including bands or settlements, tribal councils, education organizations, political or treaty organizations engaged by or on behalf of First Nations and First Nations established post-secondary education institutions, and the First Nations University of Canada). Please contact the SMSRC if you are unsure whether your organization would be eligible for funding under this grant program.

23. Located in Québec

If your organization is located in the Province of Québec, consult the provisions of M-30 to ensure compliance with the *Act respecting the Ministère du Conseil exécutif (M-30)*. If applicable, you must provide a copy of your authorization from the Québec government.

24. Other funding in last three years

Indicate whether your organization has applied for or received funding from any other sources over the last three years. If 'Yes', indicate the funding source, amounts and start/end dates of the funding and a point of contact for each funding source. Please also identify if this funding was related to the proposed project. The

stacking limit for this program is 100%, meaning that total government assistance for this project cannot exceed 100% of eligible expenditures.

25. Amounts owing

Indicate whether your organization owes any amount to the Government of Canada.

Answering 'Yes' will not make your application ineligible. We will follow up with you at a later time for the name of the Department or agency, the amount owing, the nature of the debt and if a payment plan is in place. **Details or amounts should not be included in your application as this is protected information.**

Part B: Project Evaluation

Eligibility criteria:

- Project activities will be completed within the duration of the grant (one year for one-time funding, and two to three years for recurrent funding).

Assessment criteria:

- The application identifies programs and expertise that would benefit those impacted by sexual misconduct in the DND/CAF.
- The project will help to increase the range of services available for those impacted by sexual misconduct in the DND/CAF in the wider Defence community; the application demonstrates that the project objectives are aligned with the objective of the call for applications.
- The application includes information supporting the existence and relevance of the identified need.
- Project activities relate to DND/CAF initiatives, policies, and programs.
- The application demonstrates that the organization has the capacity, experience, and expertise to oversee the project activities and support the achievement of project objectives.
- The application identifies relevant partnerships and partners and has an existing relationship with the CAF and/or Veteran community or has the capacity to establish such a relationship.
- The application has the capacity to work in collaboration with the CAF and the SMSRC/DND to increase awareness of the Defence Team's needs, and/or services and supports.

- The application demonstrates that a Gender-Based Analysis Plus has been conducted and its results considered.
- The application demonstrates a trauma-informed approach to project activities

26. Project title

Maximum of 100 characters

Indicate a brief and descriptive project title. If your organization is awarded a grant under this program, the project title and description will be published by the SMSRC.

27. Grant Type

Indicate if you are applying for a one-time grant (up to $50,000 in total per eligible initiative or activity) or a recurrent grant (up to $75,000 in total per year for ongoing initiatives or activities).

You may apply for multiple grants (project-based and recurrent), provided that the proposed projects and related expenses are **distinct**. These requests must each be submitted using separate application forms.

28. Duration

Indicate the anticipated duration of the project. All projects should aim to start at the beginning of the fiscal year (April 1). For one-time grants, projects should be completed within one year. For recurrent grants, projects should be completed within two to three years. Costs incurred prior to your approval or after the agreed upon duration of the funded project will not be reimbursed.

29. Service Type

Indicate the main service type(s) the project will provide, for example, counselling and/or outreach. If 'Other', please specify.

30. Language(s) in which your proposed project will be carried out

Indicate if the project will be carried out in English and/or in French. If 'Other', please identify which other language(s) apply.

31. Geographic Reach

Indicate the geographic reach of your project. If you offer virtual programming, please also specify its geographic reach.

32. Reaching the wider Defence community

Include details on how your proposed project plans to serve members of the wider Defence community (e.g., current or former public service employees working for the Department of National Defence, current and former members of the CAF, or Veterans), as well as how your project will improve access or inform enhancements to supports and services.

33. Reaching other groups

Indicate if your proposed project will make any targeted efforts to reach the following groups: women; men; gender diverse people; 2SLGBTQI+ communities; Indigenous Peoples; Black, Asian and other racialized peoples; people living with disabilities (both visible and invisible); and/or official language minority communities. Indicate if other target populations will be reached if they do not fall under one of the listed categories.

34. Needs addressed

Maximum of 3,450 characters

Identify the needs that the project will address, including the needs of the wider Defence community and the broader population.

For research projects, identify the needs to be addressed, the potential contribution of the planned research in advancing knowledge, and how the proposed research will address the needs of the wider Defence community.

35. Project objectives

Maximum of 3,450 characters

The application must show how the project is aligned to the objective of this call for applications.

Objectives are statements of desired change that describe what should be accomplished. These provide the context in which progress can be monitored and success can be measured. Project objectives should be clear and practical, described in terms of measurable goals to be achieved through the project.

Provide a detailed description of how the project will contribute to the objective of the call for applications and the program's expected outcomes.

For research projects, provide overall and specific research objectives and questions, describe the significance, and expected contributions to knowledge and a detailed description of how the project will contribute to the objectives of the program and expected outcomes.

36. Project activities and timeline

Maximum of 3,450 characters

Summarize the project's key activities and timelines. Activities should be specific, measurable, realistic, and relevant to the project objectives. Provide concise information about key activities, needs or gaps that will be addressed and the timelines. If you are requesting a recurrent grant, please provide a breakdown for each year. If you are an academic institution, describe how your organization will inform enhancements for the provision of services to those who have experienced or been affected by sexual misconduct.

For research projects, outline theoretical or conceptual framework(s) that will guide the project implementation, and describe research methods, proposed activities, and timelines. Please indicate if your institution requires that your research protocol be reviewed and approved by a research ethics board prior to the project implementation. If yes, please indicate the institution responsible for the administration of the ethics review and expected timelines for this approval. Please note that projects are also required to contact the DND/CAF Social Science Research Review Board (SSRRB) **before** implementing research-related activities.

37. Outputs and Outcomes

Maximum of 1,365 characters

Explain why this approach/strategy is expected to achieve program objectives and expected outcomes. Indicate your organization's methodology for determining whether the intended outcomes will be achieved.

For research projects, describe expected objectives and outcomes. Provide a clear and well-developed knowledge sharing strategy that demonstrates how the project will achieve its outcomes, as well as contribute to the program's objectives and expected outcomes.

38. Capacity, experience, and expertise

Maximum of 3,450 characters

Explain your capacity, experience, and expertise or that of your organization, to carry out the proposed project. Where relevant, describe the governance of your organization (board of directors, advisory committee, etc.) including how often it meets, reviews and reports on the organization's financial and human resources and its activities and outcomes. List your staff, the education, training, professional qualifications, and accreditations of key project staff (such as professional designations of counsellors or therapists) and how their knowledge, skills, abilities, and qualifications will contribute to the successful completion of the proposed project. If relevant, please include information on the type of capacity building you would undertake if awarded funds through this program.

39. Addressing the needs of diverse groups

Maximum of 1,365 characters

Describe how your proposed project as well as the program, initiatives, and services offered by your organization address the specific needs of diverse groups of women, men, and gender diverse people who have been affected by sexual misconduct in the DND/CAF, as well as how it will improve access or inform enhancements to supports and services.

In your response, consider social identity factors such as race, culture, language, geography/regions, gender identity, gender expression, sexual orientation, ethnicity, religion, Indigeneity, disability, education, income, and others.

40. GBA Plus

Maximum of 3,450 characters

Gender-Based Analysis Plus (GBA Plus) is an analytical process used to assess how diverse groups of women, men and gender diverse people may experience policies, programs, and initiatives differently. The "plus" in GBA Plus acknowledges that GBA goes beyond biological (sex) and sociocultural (gender) differences, such as race, ethnicity, religion, age, and mental or physical disability. We all have multiple identity factors that intersect to make us who we are.

Describe how your project will include diverse perspectives and GBA Plus will be used in its design and delivery to achieve the project objectives. This includes the

use of methods to reduce and mitigate unintended bias and that fall in line with federal objectives related to Gender-Based Analysis Plus.

Indicate any considerations resulting from GBA Plus and the evidence to support the existence of the identified need. This includes referencing evidence and explaining how and the extent to which the element(s) of the discriminatory system in question impact the target client population of your project.

41. Trauma-Informed Approach

Maximum of 3,450 characters

The SMSRC is also committed to adopting trauma-informed approaches. To be trauma-informed is to understand that trauma may create survival responses which influence coping, language and understanding of information. A trauma-informed program or practice places the individual at the centre of the work. It is a collaborative effort that respects the individual's context and intersectional identity factors which shape their needs. These can include, gender, gender identity and expression, sexual orientation, religion, race, culture, ethnicity, Indigenous origin or identity, language, age, education, income, geographic location, disability, military-related factors such as rank, and experiences with various forms of discrimination. A trauma-informed approach integrates this knowledge into practice.

Trauma-informed practices are confidential, put people at the centre, and intend to build positive relationships, collaborative opportunities and partnerships. They ensure informed consent is confirmed at every step of the work and they empower people and seek to avoid re-traumatizing them.

Examples of a trauma-informed practice, programs or research include:

- Creating programming or research which recognizes people who experience trauma are not all alike and their needs vary
- Creating programming or research which supports the participants' sense of safety, given their individual experiences, and recognizes that the participant decides their sense of safety from moment-to-moment
- Creating programming or research that is co-created with the community it intends to serve to better meet their needs

Indicate how your proposed project or current programming, reflects a trauma-informed approach. This includes referencing evidence and explaining how and the

extent to which the element(s) of your proposed project or current programming reflect trauma-informed practices.

42.Innovation

Maximum of 1,365 characters

Explain, with supporting evidence, how your approach to your project, programming and/or service delivery demonstrates innovation, including how it will reach underserved communities and populations, if applicable. (e.g., on-line programming for survivors in rural and northern communities; services for men who may not be able to access women-only sexual misconduct support; services for 2SLGBTQI+ communities.)

If conducting a research project, 'innovation' can be attributed to the topic studied, the type of service offering, the unique value it will provide to those affected by sexual misconduct, the uniqueness of its service delivery, the way it plans to achieve its objectives, and the efforts that will be made to network with the Defence community.

43.Relationships/Collaborations

Maximum of 1,365 characters

Please complete the table in part C of the Application form to indicate your organization's relationships and/or collaborations with other organizations that could be relevant to this project. For example, relationships with military or Canadian Armed Forces affiliated service providers such as the Military Family Resource Centres or military mental health service providers, such as the regional Operational and Trauma Stress Support Centres, police, or child protection. If an organization is a collaborator, please identify the contact information and in 'Relationship Description' the role(s) and the expertise they will bring to the project, if applicable.

If other contributions are part of the project, please detail them in your response and specify if they are financial or in-kind contributions.

Financial contributions offset expenditures related to the project. Examples include, but are not limited to, funding provided by other levels of government and funding provided by private-sector organizations or foundations.

In-kind contributions are non-monetary goods or services provided instead of cash. For the project's budget, a reasonable monetary value should be applied to in-kind contributions. Examples include, but are not limited to, staff and volunteer time, services, programs, office space and administrative services necessary for the proposed project that would otherwise have to be purchased.

If your project has a research component, in 'Relationship Description' please indicate the name of any affiliated institutions that are a part of your project.

Part C: Budget

Please attach the organization's annual financial statements and annual reports from its two (2) most recent years of operations to your application.

Eligibility criteria:

- The budget is complete.

Assessment criteria:

- The budget effectively itemizes and details expenditures and demonstrates that these are reasonable (in other words, costs are aligned with regional standards and other related norms).
- The budget demonstrates how project expenditures are directly linked to the key project activities.
- The budget includes the required resources to deliver the project or demonstrates that the organization and/or applicant has the capacity to deliver based on the listed in-kind contributions.
- The total amount of indirect costs does not exceed 15% of the total funding requested from SMSRC/DND. The total amount requested from SMSRC/DND does not exceed maximum allowable funding based on the two types of grants: project-based and recurrent.

Expenditures

Eligible expenditures are direct and indirect costs that are approved and incurred by the recipient which are reasonable and necessary to carry out the activities/initiatives to which they relate. Eligible expenditures are those considered necessary to support the purpose of the project and are costs incurred after the signature of the agreement. There are two types of eligible expenditures:

- **Direct costs:** expenses related to the implementation of the project and easily traced to specific activities.
- **Indirect costs:** expenses related to an organization's ability to administer and support project activities, which may include but are not limited to:
  - Administrative support (e.g., accounting, payroll administration, meetings)
  - IT (information technology) support
  - Internet, telephone, excluding long-distance charges
  - Use of photocopiers, fax machines, and other office equipment
  - Use of existing workstations, including furnishings and equipment (e.g., computers, scanners)
  - Rent, utilities, maintenance of offices and other buildings
  - Insurance on buildings, equipment and materials
  - Normal office software (not including software specifically required for the project)
  - Memberships and subscriptions
  - Staff recruitment and training
  - Routine office and equipment maintenance

Eligible Expenditures	Non-Eligible Expenditures

- Salaries and benefits
- Fees for professional services
- Office equipment and minor capital acquisitions net of disposal (less than $5,000 per acquisition)
- Supplies and materials, shipping, stationery, postage, printing, licenses and other fees
- Travel and accommodations (in accordance with the Government of Canada's guidelines)
- Advertising and promotional materials
- Research and evaluation costs
- Workshop/training costs, including such costs as room rental, audiovisual rental, interpretation, materials, as well as travel/accommodation, food/hospitality, in accordance with the Government of Canada's guidelines
- Rent, utilities, maintenance of offices and other buildings, insurance (outside of regular costs; only as need to support activities/services related to the proposed project)
- Indirect costs (limited to no more than 15% of total funding agreement)

- Capital expenditures, such as land, buildings, vehicles and other major capital assets
- Honoraria
- Prizes, awards, accolades
- Alcoholic beverages
- Amortization

44. Budget

Applicants must provide a planned budget as part of application. A template is included in the application form. You must use the template provided and include it with your application submission.

The information provided in this section will be used to assess the overall cost of the project as well as the general nature of the expenditures to be covered by all anticipated sources of funding. Projected expenditures should easily align with proposed activities as outlined in the key project activities. Expenses not clearly linked to activities may be removed. If approved, we will fund only those expenses and activities deemed eligible and directly related to your project.

Please note that only project expenditures requested from the SMSRC are to be included in the budget. Organizations may apply for more than one grant provided that funding is not being used to pay for the same expense more than once. The stacking limit for this project cannot exceed 100% of eligible expenditures.

Under 'cost description', provide a brief description and breakdown of proposed expenses for each category of expenditure and indicate the amount requested in the appropriate column under 'Costs'. All budget costs must be rounded to the nearest dollar. If your project extends over more than one year, you must also break down the estimated expenditures by year using the separate sheets in the budget template.

If you are unsure which category (i.e., direct or indirect) a cost falls under, you may contact the SMSRC for guidance. Indirect costs will not be approved where they are higher than 15% of the total funding requested from SMSRC/DND. Misidentifying costs as direct or indirect could automatically result in cuts to the amounts requested under both categories. Ensure that descriptions are clear and detailed to avoid confusion.

SMSRC/DND reserves the right to conduct reference checks with your funding partners, and to request receipts and/or other documentation to assess how funds are used.

Failure to provide a detailed budget may result in rejection of your application.

45. Partial Funding

Please describe the impact of partial funding on your project objectives and planned activities (i.e., if the SMSRC awards your organization a grant of a lower value than the amount requested).

Part D: Declaration

The application must be signed by the official representative(s) of the organization. By signing the application, the representative(s) confirms reading and understanding the Application Guide.

4. After you apply

Completed applications are to be submitted to SMSRC via email at the contact information below, no later than the deadline of the call for applications as identified on the program's webpage. Once you have successfully submitted your application, we will send you a confirmation email. This confirmation email serves as an acknowledgment of receipt of applications. To prevent emails from being classified as spam by the email server, organizations should add the following email address to their contacts: SMSRCGrant-SubventionCSRIS@forces.gc.ca.

Approved projects

Not all eligible applications will be approved under this call for applications. Funding is limited and subject to the SMSRC/DND's annual budget considerations and allocation of funds by Parliament.

All decisions (approval or rejection) will be confirmed via email. The Minister of National Defence makes all funding decisions. Decisions regarding the assessment of applications are final and, there is no appeal process. Any questions or concerns about the grant process or decisions should be sent to SMSRCGrant-SubventionCSRIS@forces.gc.ca.

If your project is approved, an SMSRC representative will contact you to establish a funding agreement.

Activities cannot begin before the project is approved and an agreement has been signed by both the organization and SMSRC/DND.

Successful organizations must agree to defer any public announcements until the Minister of National Defence has publicly announced the project.

Progress and Final Reports

If your project is approved, you will be required to report on the progress of your project. Reporting requirements will be outlined in a funding agreement.

Timely reporting shows good project management. Should your organization fail to submit progress reports or a final report on time, it may impact your organization's ability to obtain funding from SMSRC/DND in the future.

Projects are expected to be completed as outlined in the original application. Recipients must proactively disclose any delays or changes to the date(s) of the project and/or the submission of the final report. Any unspent funds must be returned to SMSRC by cheque payable to the Receiver General for Canada.

Project Results and Impacts

SMSRC/DND will collect and disseminate information on the outputs and outcomes of the activities funded through this call for applications; this information is an important part of our accountability to Canadians. Funding recipients are expected to participate in the collection of performance data, program evaluations, and audits.

Through regular project reporting (at least annually), data will be collected on progress of activities, how the project was implemented, how funds were spent, what was accomplished, who and how many benefited from the activities, and the outcomes of the activities (e.g., what was the effect of the initiative on the target population? Did it achieve the expected results?) This information will be used to report on how the SMSRC Grant Program is contributing to enhancing the supports available to those impacted by sexual misconduct in the CAF/DND through access to community-based service providers across the country, and through further integration of these providers into the network of support services available to the wider Defence Team.

Privacy and Access to Information

The personal and organizational information provided on this form is collected for the purpose of assessing an organization's application for grant funding. The Sexual Misconduct Support and Resource Centre (SMSRC) will use personal information to contact the organization as required to evaluate the application, audit compliance with grant provisions, and perform research or evaluation activities.

Personal and organizational information will be used for program administration, program evaluation, reporting, audit, research, and statistical analysis.

Information related to grant awards will be made available to the public. This will include the name of the organization/recipient, grant amount, and a project description.

Personal information will be treated and disclosed in accordance with the *Privacy Act*. For more information about your rights under the *Privacy Act* and your right to file a complaint pertaining to the handling of your personal information by DND/CAF, visit DND's Access to Information and Privacy page.

If you are concerned with the handling of your personal information by the Sexual Misconduct Support and Resource Centre, you have the right to complain to the Privacy Commissioner of Canada. Details on how to submit a formal complaint regarding a federal institution is found on the Privacy Commissioner's website at https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/file-a-complaint-about-a-federal-institution/

For more information about the manner in which your information may be used, disclosed, and retained by DND, please see the Standard Personal Information Banks PSU 931 Accounts Payable.