

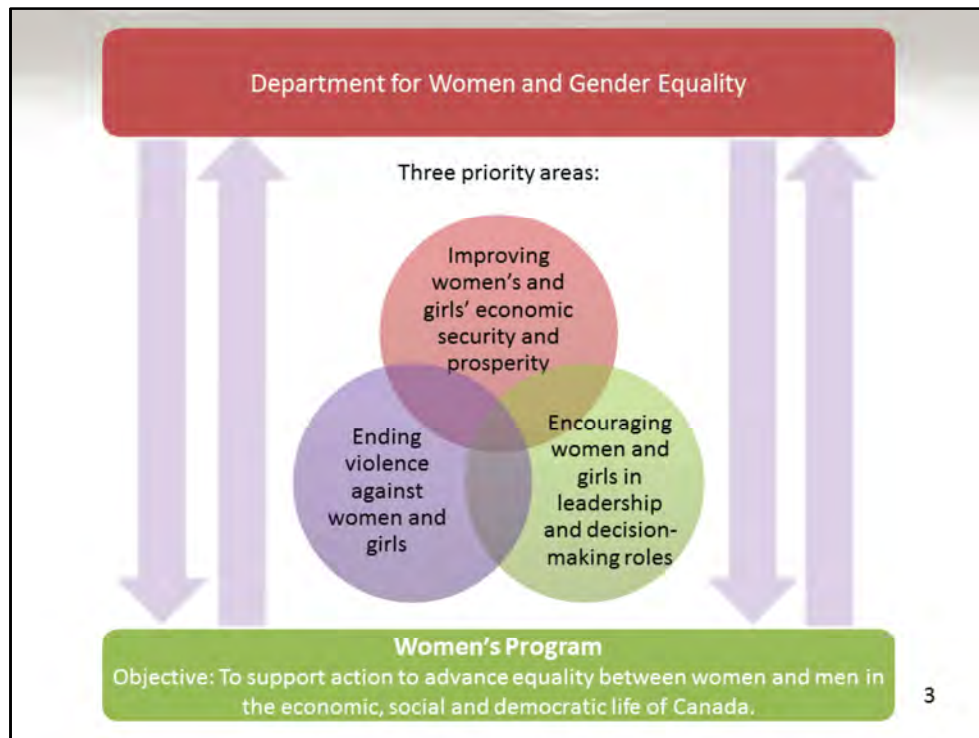
- Presentation for the information session on Missing and Murdered Indigenous Women and Girls Commemoration Fund call for proposals.

## Purpose

- Provide basic information on the Department for Women and Gender Equality
- Provide basic information on the Commemoration Fund
- Describe eligible organizations, duration, activities and costs (funding levels)
- Review assessment criteria
- Tips for applying
- Budget template
- Next steps

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- The purpose of this information session is to explain what you need to know to apply for the Commemoration Fund call for proposals.
- We will start by providing you with basic information on the Department for Women and Gender Equality (previously Status of Women Canada) and the Commemoration Fund.
- We will describe the eligible organizations, duration, activities and costs as well as the funding levels.
- We will then review the four assessment criteria.
- We will also give you some tips for applying.
- We will then review the instructions provided to complete the new budget template.
- Finally, we will inform you on the next steps.
- At the end of this information session, you should have a good understanding of the Missing and Murdered Indigenous Women and Girls Commemoration Fund call for proposals, how it will be implemented, and how to complete an application.



- The Department for Women and Gender Equality promotes equality for women and their full participation in the economic, social and democratic life of Canada.
- The Department works to advance equality for women by focusing our efforts in three priority areas:
  - Improving women's and girls' economic security and prosperity;
  - Encouraging women and girls in leadership and decision-making roles; and,
  - Ending violence against women and girls.

## Commemoration Fund

The Commemoration Fund is the Government of Canada's response to the National Inquiry on Missing and Murdered Indigenous Women and Girls Interim Report **recommendation** for the federal government to **establish a Commemoration Fund**.

**Commemoration** includes **honouring, educating, remembering, memorializing** and **paying tribute** to missing and murdered Indigenous women and girls and LGBTQ2S individuals, and acknowledging the broad and systemic causes of gender-based violence.

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- The Commemoration Fund is the Government of Canada's response to the National Inquiry on Missing and Murdered Indigenous Women and Girls Interim Report recommendation for the federal government to establish a Commemoration Fund.
- Commemoration includes honouring, educating, remembering, memorializing and paying tribute to missing and murdered Indigenous women and girls and LGBTQ2S individuals, and acknowledging the broad and systemic causes of gender-based violence.
- It is an important part of the healing journey for families and survivors, public education and awareness, and bringing communities together as part of the reconciliation process.

## Commemoration Fund

The Commemoration Fund will support Indigenous organizations to work with families, survivors and/or communities to **develop and implement** commemorative initiatives.

**Community** is defined as a group of people living in a particular area or sharing common interests or goals.

The **objectives** are to:

- Honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals; and,
- Increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.

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- The Missing and Murdered Indigenous Women and Girls Commemoration Fund will support Indigenous organizations to work with families, survivors and/or communities to develop and implement commemorative initiatives to honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals.
- For the purpose of this call for proposals, a community is defined as a group of people:
  - Living in a particular area, such as a town, city, neighbourhood, etc.; or,
  - Sharing common interests or goals, such as a community of artists, a coalition of families or survivors.
- The Commemoration Fund has two objectives:
  - Help to honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals; and,
  - Increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.

## When and how to apply

**Application period** ends March 28, 2019, at 11:59 a.m. (noon) Pacific Daylight Time.

Apply online using **FluidReview**.

The **Applicant Guide** will help you to complete your application.

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- Fully completed applications must be submitted by noon Pacific Daylight Time, March 28, 2019. Applications received after that time and date as well as incomplete applications will be ineligible and will not be considered for funding.
- For an application to be considered complete, all mandatory questions must be answered, the budget template must be completed and attached, the application needs to be electronically signed and the letters of support from each of the communities listed in the application must be attached.
- You are strongly encouraged to apply using your FluidReview account. FluidReview is the Department for Women and Gender Equality application software.
- If you do not already have a FluidReview account, we encourage you to create one as soon as possible. The same account can also be used to apply for other funding opportunities available from the Department.
- If you need support creating your account or if you experience technical difficulties related to the completion or submission of your application, you should contact the support help services. Their contact information is included in the Applicant Guide as well as at the end of the presentation.
- Once you have successfully submitted your application through FluidReview, you will receive an email confirming the receipt of the application.
- The Applicant Guide is very detailed and provides all the information to help you complete your application. You are strongly encouraged to read the Applicant Guide in its entirety before you complete your application.

## Eligible organizations and duration

- Eligible organizations are **legally constituted**:
  - Indigenous organizations; and,
  - Indigenous governments, including band councils, tribal councils and self-government entities, and their agencies, and hamlets.
- **Indigenous organizations** are defined as an incorporated organization that represents First Nations, Inuit and/or Métis interests and is controlled by members of the population it serves.
- Eligible **duration**: Projects must end by **March 31, 2021**.<sup>7</sup>

- An eligible application is a complete application that was submitted by an eligible organization before the deadline. An ineligible application will not be assessed and therefore, will not be considered for funding.
- As the Applicant Guide clearly outlines, legally constituted Indigenous organizations are eligible to apply for funding as well as legally constituted Indigenous governments, their agencies and hamlets.
- An Indigenous organization is an incorporated organization that represents First Nations, Inuit and/or Métis interests and is controlled by members of the population it serves.
- Indigenous governments and their agencies include band councils, tribal councils and self-government entities.
- Hamlets are defined as a municipality designated as a hamlet under a *Hamlet Act*, *Municipal Act*, or equivalent Act, whose population is majority Indigenous.
- Again, if your organization or the organization you are working with is not eligible, your application will be deemed ineligible and will not be considered for funding.
- Projects must end by March 31, 2021. Funded projects are expected to start as early as July 2019.

## Eligible activities

**Eligible activities may include**, but are not limited to:

- Events that contribute to healing by acknowledging those who were murdered or went missing, and bringing people together to share and support one another.
- Legacy items that leave a legacy or educate people about missing and murdered Indigenous women and girls and LGBTQ2S individuals.
- Coordination and support of commemoration initiatives.
- Development and implementation of region-wide or nation-wide commemoration initiatives.

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- Through the Commemoration Fund, commemoration initiatives will be developed by organizations with families, survivors and/or communities in remembering, memorializing and paying tribute to missing and murdered Indigenous women and girls and LGBTQ2S individuals, and survivors.
- As the Applicant Guide clearly outlines, eligible activities may include events that contribute to healing by acknowledging those who were murdered or went missing, and bringing people together to share and support one another.
- This could be achieved by organizing banquets, talking circles, potlatches, closing ceremonies, healing circles, welcome home ceremonies, lecture series and art or music workshops.
- Legacy items that leave a legacy or educate people about missing and murdered Indigenous women and girls and LGBTQ2S individuals would be eligible activities.
- This could include community monuments, plaques, cairns, totem poles, murals, and not-for-profit films or books.
- Coordination and support of commemoration initiatives as well as the development and implementation of region-wide or nation-wide commemoration initiatives would also be eligible activities.



## Important considerations

Each of the families, survivors and/or communities involved in the project needs to **provide a letter of support**. It must explain how they are involved and must include their contact information.

Consideration should be given to **including mental health, emotional and cultural support services** especially where commemoration initiatives could have an impact on the well-being of individuals or communities.

If these **supports are not available** in the communities where the proposed project will be held, these costs will be considered **eligible**.

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- Each of the families, survivors and/or communities involved in the project and listed in the application needs to provide a letter of support in regards to the project.
- This will help the Department for Women and Gender Equality ensure that families, survivors and/or communities were involved in the development of the application or are supportive of the application. If letters of support are missing, the application will be considered incomplete.
- Letters of support must explain how the families, survivors and/or communities are involved in the project and must include their contact information (i.e. name and telephone number).
- When developing the project, consideration should be given to including mental health, emotional and cultural support services especially where commemoration initiatives could have an impact on the well-being of individuals or communities.
- These services could include, but are not limited to: ceremonies, teachings and dialogue with Elders or traditional healers as well as counselling with psychologists and social workers.
- If these supports are not available free of charge through alternative programming in the communities where the proposed project will be held, these costs will be considered eligible. More details on these supports can be found at the end of the presentation as well as in the Applicant Guide.

## Eligible costs

- Eligible costs are those considered **necessary** to support the purpose of the project.
- There are **two types** of eligible costs:

|   |  |
|---|--|
| <b>Direct delivery:</b> expenses related to the implementation of the project and easily traced to specific activities. | <b>Administrative:</b> expenses related to an organization's ability to administer and support project activities. |
| Travel  | Salaries and benefits  |
| Salaries and benefits   | Honoraria and professional fees  |
| Honoraria and professional fees   | Materials and supplies   |
| Materials and supplies  | Facilities   |
| Facilities  | Office equipment   |
| Publicity and promotion   |  |

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- Eligible costs are those considered necessary to support the purpose of the project.
- Direct delivery costs are related to the implementation of the project and are easily traced to specific activities. Examples include, but are not limited to:
  - Travel costs such as ground or air transportation within Canada as well as meals and accommodation during travel time;
  - Salaries and benefits for staff when the work is directly related to the project such as a project coordinator;
  - Honoraria for an Elder to open and close the meetings or professional fees related to translation;
  - Materials and supplies needed to carry out the project such as printing of commemoration initiative booklets;
  - Facilities for project activities such as rental of space to host the commemorative initiative; and,
  - Publicity and promotion such as expenses to update or develop the organization's website with project information.
- Administrative costs are related to an organization's ability to administer and support project activities. Examples include, but are not limited to:
  - Salaries and benefits for management or support staff such as an executive director;
  - Honoraria and professional fees related to accounting;
  - Materials and supplies that are not directly attributable to specific project activities such as postage and printer cartridges;
  - Facilities such as office space, including electricity and heating; and,
  - Office equipment necessary to carry out the project and not already owned by the organization, such as the lease or purchase of computers, printers and photocopiers.
- More detailed information on the eligible costs can be found in the Applicant Guide.

## Funding levels

- Organizations can request up to **\$50,000** for a **local** project.
- Organizations can also collaborate with **multiple communities** for up to \$50,000 per community to a **maximum of \$200,000** per project.
- If an organization is working with communities in **at least three** of the **Department's predefined regions**, or a **pan-Canadian community**, the project would be considered to have a **national** scope.
- Organizations can request up to **\$500,000** for a **national** project.
- The Department reserves the right to make the final determination on the value of funding and to **exclude costs** that are ineligible, unnecessary or outside the range of the project.

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- Organizations can request up to \$50,000 for a local project.
- Organizations can also collaborate with multiple communities to submit one application for up to \$50,000 per community to a maximum of \$200,000 per project.
- Although organizations are encouraged to submit one application involving several communities for this call for proposals, an organization could submit multiple applications in which they would engage different communities.
- If an organization is working with communities in at least three of the Department's predefined regions, or a pan-Canadian community, the project would be considered to have a national scope. Therefore, the project could request a maximum of \$500,000.
- The Department's predefined regions are:
  - Atlantic which includes New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island;
  - Quebec which includes Nunavut and Quebec;
  - Ontario; and,
  - Western Canada which includes Alberta, British Columbia, Manitoba, Northwest Territories, Saskatchewan and Yukon.
- Projects that have a national scope are expected to raise awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.
- The Department for Women and Gender Equality reserves the right to make the final determination on the value of funding and to exclude costs deemed to be ineligible, unnecessary or outside the range of the project.
- Therefore, you must ensure that the description of costs are clear and detailed enough to avoid confusion.

## Assessment criteria

- 1. Engagement of those affected by the issue, including families, survivors and communities**
  - Demonstrates how the organization has and will continue to engage with those affected by the issue in the development of the application and how they will be involved in the project.
- 2. Impact of activities**
  - Demonstrates how the project is aligned with one or more of the Commemoration Fund objectives which are:
    - Honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals; and,
    - Increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.
- 3. Feasibility and project management**
  - Each activity is clearly described and eligible.
  - Timelines are clearly established and feasible.
  - Demonstrates experience in successfully delivering projects and achieving positive results.

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- The Applicant Guide lists all the assessment criteria that will be used to assess applications.
- The first assessment criterion is the engagement of those affected by the issue, including families, survivors and communities. Organizations must demonstrate how they have and will continue to engage with those affected by the issue in the development of the application and how they will be involved in the project.
- The second assessment criterion is the impact of the activities proposed in the application. The organization must demonstrate how the project is aligned with one or more of the Commemoration Fund objectives.
- The Commemoration Fund has two objectives:
  - Help to honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals; and,
  - Increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.
- The third assessment criterion is the feasibility and project management abilities. Organizations must demonstrate that:
  - Each activity is clearly described and eligible;
  - Timelines are clearly established and feasible; and,
  - It has experience in successfully delivering projects and achieving positive results.

## Assessment criteria

### 4. Budget

- Effectively itemizes and details project costs and demonstrates that these are reasonable.
- Demonstrates how project costs support the activities.
- Total amount of funding requested does not exceed allowable funding levels for the project.
- Total amount of administrative costs does not exceed 20% of the total amount for direct delivery costs requested.

### **Asset assessment criteria: Partnerships amongst organizations**

- Describes the involvement of partners and stakeholders; and,
- Demonstrates contributions from other organizations (excluding the Department).

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- The fourth assessment criterion is the budget. Organizations must demonstrate that:
  - Project costs are effectively itemized and detailed as well as reasonable;
  - Project costs support the activities;
  - The total amount of funding requested does not exceed allowable funding levels for the project; and,
  - The total amount of administrative costs does not exceed 20% of the total amount for direct delivery costs requested.
- There is one asset assessment criteria that will be considered in the evaluation of the application. Additional weight will be given to applications that demonstrate that there will be partnerships amongst organizations in relation to the project.
- To meet the asset criterion, organizations must demonstrate that:
  - Partners and stakeholders are involved in the project; and,
  - Other organizations (excluding the Department) are contributing financially or with in-kind contributions to the project.
- The questions or sections of the application that will be used to assess each of these criteria are outlined in the Applicant Guide.

## Tips for applying

- **Indigenous organizations** require a valid incorporation or registration number.
- Anticipated **start date** should not be prior to July 2019.
- Anticipated **end date** must be March 31, 2021 at the latest.
- The **number of communities** involved in the project as well as the **location** of these communities should align with the amount of **funding requested**.

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- It is important that all the information provided in the application be accurate to ensure comprehensive assessment.
- The incorporation or registration number is mandatory for Indigenous organizations.
- The anticipated start date of the project should not be prior to July 2019 and the anticipated end date of the project must be March 31, 2021 at the latest.
- The number of communities involved in the project and the amount of funding requested from the Department should align as the number of communities involved determines the maximum funding amount that can be requested. The levels of funding are clearly outlined in the Applicant Guide.
- The location of the communities involved in the project and the amount of funding requested from the Department should also align as it will indicate if the project has a national scope. Consequently, it will influence the amount of funds the organization can request for the project.

## Tips for applying

- **Letter(s) of supports are required** from each of the communities involved and must include contact information (i.e. name and telephone number).
- Projects with a **national scope must increase awareness** about missing and murdered Indigenous women and girls and LGBTQ2S individuals in addition to honouring their lives and legacies.
- Reading the **Applicant Guide will assist you** in completing the application.
- **Submit** your fully completed application by **11:59 a.m. (noon)** Pacific Daylight Time, **March 28, 2019.**

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- It is very important to remember that each of the communities involved in the project and listed in the application need to provide a letter of support. If letters of support are missing, the application will be considered incomplete.
- The letters of support must explain how the families, survivors and/or communities are involved in the project and must include their contact information (i.e. name and telephone number).
- Projects with a national scope must increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals in addition to helping to honour their lives and legacies.
- We strongly encourage you to read the entire Applicant Guide prior to completing your application. This will help ensure that your application is complete and addresses all the requirements that will be assessed.
- While you are filling out your application, you should have the Applicant Guide beside you as a reference tool as it provides instructions on the details that must be covered in each section and field of the application.
- If you have any questions about the Commemoration Fund call for proposals, please don't hesitate to contact our regional offices. Their contact information is included in the Applicant Guide as well as at the end of the presentation.
- Fully completed applications must be submitted before the deadline which is at noon Pacific Daylight Time on March 28, 2019. Applications received after that time and date as well as incomplete applications will be ineligible and will not be considered for funding.
- It is best not to submit your application too close to the deadline, to ensure that there is still time if you have any questions.



## Budget template

- Budget template is an **Excel document** and organizations will need to **download, complete, save** and **attach** it to their application.
- **Instructions** on how to complete the budget template are provided within the workbook:
  - **Green tabs** are to list direct delivery costs only.
  - **Orange tabs** are to list administrative costs only.
  - **Blue tab** is to list the sources of revenue
    - Financial contributions are to offset costs related to the project.
    - In-kind contributions are non-monetary goods or services provided instead of cash.

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- Based on feedback received, substantial changes were made to the budget template from previous call for proposals. The new budget template is an Excel document.
- The new budget template auto-calculates the project costs divided by category and by type of costs. It also highlights in red the percentage of administrative costs if it exceeds 20%.
- Organizations will need to download the Budget template in FluidReview, complete it, save it on their computer before attaching the completed template to their application in FluidReview.
- This budget template is part of the application. If the budget template is not completed nor attached to your application, your application will be deemed incomplete.
- When opening the budget template, the first tab will be the instructions. It is important that you read these instructions before completing the budget template.
- Green tabs are to list costs associated with the direct delivery of the project only. Organizations must provide a brief description and breakdown of expenses and must indicate the amount requested by fiscal year. Only numerical values can be entered in the fiscal year columns.
- Orange tabs are to list administrative costs only. These are expenses related to an organization's ability to administer and support project activities. It's the same instructions as for green tabs. A brief description and breakdown of expenses must be provided and the amount requested must be divided by fiscal year.
- An example is provided on each green and orange tab. The example includes the correct level of detail required by the Department to avoid confusion and to ensure a comprehensive assessment. The level of detail required is clearly outlined in the Applicant Guide.
- The blue tab is to list the sources of revenue. Organizations must provide a brief description and breakdown of any financial or in-kind contributions from their organization or other organizations (excluding the Department). Only numerical values can be entered in the "Financial" and "In-kind" columns.
- Financial contributions are to offset costs related to the project. Examples include, but are not limited to: funding provided by other levels of government, funding provided by private-sector organizations and 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.



## Next Steps

- **Application period** ends March 28, 2019, at 11:59 a.m. (noon) Pacific Daylight Time.
- Once all applications have been assessed, an **Indigenous external review** committee will review applications.
- The Minister for Women and Gender Equality **makes all funding decisions**. Decisions are final and there is no appeal process.
- The Department anticipates **communicating decisions** made regarding applications starting in **summer 2019**.
- **Project activities must not begin before confirmation of approval** is obtained. Expenses incurred before a funding decision is made are ineligible.

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- Fully completed applications must be submitted by noon Pacific Daylight Time, March 28, 2019. Applications received after that time and date as well as incomplete applications will be ineligible and will not be considered for funding.
- Once all applications have been assessed, an Indigenous external review committee will review applications. The external review committee will be comprised of Indigenous women nominated by the Department, provincial and territorial governments, the Indigenous Women's Circle, families and survivors.
- This committee will also provide advice on which projects should be recommended for consideration by the Minister for Women and Gender Equality.
- The Minister for Women and Gender Equality makes final funding decisions based on recommendations. Decisions are final and there is no appeal process.
- The Department anticipates communicating decisions made regarding applications starting in summer 2019. All decisions will be confirmed via email.
- Project activities must not begin before confirmation of approval is obtained. Expenses incurred before a funding decision is made are ineligible.
- Finally, not all eligible applications will be approved under this call for proposal. Funding is limited and subject to the Department's annual budget considerations and allocation of funds by Parliament.

## Questions

1. Applicant Guide (<https://cfc-swc.gc.ca/fun-fin/mmiwg-ffada/guide-en.html>)

2. Questions and answers  
(<https://cfc-swc.gc.ca/fun-fin/mmiwg-ffada/questions-en.html>)

3. Contact our regional offices

| Office   | Toll-free      | Local        | Email                      |
|--|----------------|--------------|----------------------------|
| National projects                                  | 1-866-902-2719 | 819-420-6883 | infonational@swc-cfc.gc.ca |
| Atlantic   | 1-877-851-3644 | 506-851-3644 | infoatlantic@swc-cfc.gc.ca |
| Quebec, Nunavut                                    | 1-888-645-4141 | 514-283-3150 | infoquebec@swc-cfc.gc.ca   |
| Ontario  | 1-866-599-7259 | 819-420-6853 | infoontario@swc-cfc.gc.ca  |
| Western Canada,<br>Northwest<br>Territories, Yukon | 1-866-966-3640 | 780-495-3839 | infowest@swc-cfc.gc.ca     |

4. Support help services

[CFC.CentreExpertiseSC-CentreofExpertiseGC.SWC@cfc-swc.gc.ca](mailto:CFC.CentreExpertiseSC-CentreofExpertiseGC.SWC@cfc-swc.gc.ca)

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- Should you have any questions on the Missing and Murdered Indigenous Women and Girls Commemoration Fund call for proposal, start by consulting the Applicant Guide.
- If your question is still unanswered, consult the questions and answers available on the website.
- If you can't find the answer to your question, don't hesitate to contact the closest regional office based on the scope of the project. Their contact information is also included in the Applicant Guide.
- However, if you have a technical question in regards to the completion or submission of your application, contact the support help services. Their contact information is also included in the Applicant Guide.

## Additional information

- Indigenous Services Canada covers confidential services provided by Elders and Traditional Healers, skilled Indigenous community-based workers and mental health workers enrolled with Indigenous Services Canada.
  - Atlantic: 1-866-414-8111      Quebec: 1-877-583-2965
  - Ontario: 1-888-301-6426      Manitoba: 1-866-818-3505
  - Alberta: 1-888-495-6588      British Columbia: 1-877-477-0775
  - Northwest Territories, Nunavut, and Yukon: 1-866-509-1769
- National Inquiry into Missing and Murdered Indigenous Women and Girls crisis line: 1-844-413-6649