



# Prince Edward Island Interministerial Women's Secretariat Grant Application Funding Guidelines

## **INTRODUCTION**

The Interministerial Women's Secretariat provides assistance to the provincial government to promote the legal, health, social and economic equality of women. The Secretariat is mandated to partner with the community on projects to promote the status of women.

Further, the Interministerial Women's Secretariat works in partnership with Island women's organizations to develop projects, programs and services that benefit women from Prince Edward Island.

## **FUNDING PROGRAM OBJECTIVES**

The objective of the Interministerial Women's Secretariat grant is to provide project funding to:

- Support organizations that provide direct services and programs for the benefit of women and girls in Prince Edward Island; and/or
- Support projects that enhance awareness, education and social action on women's legal, health, social and economic equality; and/or
- Support the capacity of women's organizations that promote women's equality through advocacy, research and policy development.

### **This year's focus is on the following three themes:**

1. Social Media and girls;
2. Leadership and girls;
3. Engaging men and/or boys to reduce and prevent gender-based violence.

**Preference will be made to projects that addresses one (or more of) the three focus themes.**

## **ELIGIBILITY REQUIREMENTS**

Incorporated Non-profit organizations from Prince Edward Island whose mandates align with the promotion of the legal, health, social and economic equality of women are eligible for funding. Individual projects (i.e., projects that are forwarded by individuals not affiliated with a non-profit organization) are not eligible. Universities and colleges, including university and college-governed institutes, are not eligible. In order to enhance the capacity for all organizations in the community, preference may be given to project-based organizations that do not have established core-funding provided by the Federal or Provincial government.

Eligibility is based on the proposal's ability to communicate how one or more of the funding program objectives (listed above) are addressed. The proposal must demonstrate how women are involved in all aspects of the project, such as planning

and implementation. **As these are one time only grants, projects that require multi-year funding will not be considered.** All groups must commit to signing a contract and adhering to the requirements of the contract (insurance, reporting, other - contract template is available [here](#)).

**Eligible expenditures include:**

- Salaries and benefits;
- Honoraria;
- Professional fees related to the project (e.g. accountant, lawyer);
- Facility rental and utilities;
- Office equipment;
- Materials and supplies;
- Publicity and promotion;
- Domestic travel costs (international travel not covered);
- Organizational Audit;
- Evaluation.

\*All expenditures need to clearly demonstrate how they are related to the project.

**ASSESSMENT CRITERIA**

**The Interministerial Women's Secretariat grant applications will be assessed and graded on a point system based on the applicant's ability to communicate how it meets the objectives of the funding program as expressed by the following criteria:**

*1. Organizational vision (20 Points)*

- Does the organization's principles, objectives and activities support the legal, health, social and economic equality for women?
- Do women play a significant part in decision making for the organization?
- Is there organizational capacity and infrastructure in place and does the organization have a track record to justify and support this initiative?

*2. Interministerial Women's Secretariat funding objectives (20 Points)*

- How clearly does the proposal demonstrate that it meets one or more of the Interministerial Women's Secretariat's funding program objectives:
  - To support organizations that provide direct services and programs for the benefit of women in Prince Edward Island.
  - To support projects that enhance awareness, education and social action on women's legal, health, social and economic equality.
  - To support the capacity of Prince Edward Island women's organizations that promote women's equality through advocacy, research and policy development.
- Does the proposal focus on one of the following identified themes:
  1. Social Media and girls;
  2. Leadership and girls;
  3. Engaging men and/or boys to reduce and prevent gender-based violence.

*3. Project description and budget (50 Points)*

- Does the organization's proposal clearly show how it will address and enhance women's legal, health, social and economic equality?
- Does the application provide a strong rationale as to why the work is needed?
- Does the project/organization have community support?
- Does the project/organization show creative ways to respond to community needs?
- Is the project likely to succeed? Does it show realistic timelines and achievable goals?
- Is the project budget clear? Is the submitted budget appropriate?

#### 4. *Project Success* (10 Points)

- Has your organization ever received funding from the Interministerial Women's Secretariat for project funding?
  - If yes, please outline the success of your project and how this success was measured.
  - If no, please provide information about a previous project of your organization, outlining the project's success and how this success was measured, as well as the project funder's contact information.
- Please submit a minimum of one letter of support for your project from stakeholders and/or project partners.

### **APPLICATION PROCESS**

- Applications/proposals must be received by January 30, 2015.
- Applications/proposals must meet the eligibility requirements (see ELIGIBILITY REQUIREMENTS above). Applications/proposals that do not meet the eligibility requirements will be immediately disqualified.
- Applications will be assessed and graded on a point system based on the applicant's ability to communicate how it meets the objectives of the funding program as expressed by the assessment criteria.
- A review committee will assess all applications.
- All final funding decisions will be made by the Minister Responsible for the Status of Women.
- Successful applicants will be notified by March 6, 2015.

#### **Your funding application must include:**

- application form (including all necessary attachments describing organizational and project information)
- detailed budget that clearly outlines all expenses and revenues for the project (this would include other sources of funding and/or in-kind support).

PLEASE SUBMIT THREE (3) HARD COPIES PLUS ONE (1) ELECTRONIC COPY OF YOUR PROPOSAL TO:

HARD COPIES: Interministerial Women's Secretariat  
PO Box 2000  
Charlottetown, PE  
Canada C1A 7N8

ELECTRONIC COPY: [mdharris-genge@gov.pe.ca](mailto:mdharris-genge@gov.pe.ca)

**Submitting a proposal does not guarantee funding. Not all qualified applications are guaranteed to receive funding. The number of projects that can be supported and the degree of support a project receives will be determined by the program budget. These are one time only grants. Projects that require multi-year funding will not be considered. As determined by the adjudicating committee and upon final decision of the Minister Responsible for the Status of Women, approved funding amounts may be different from proposal amounts. Organizations with approved projects will be required to sign a project contract with the Interministerial Women's Secretariat.**

Applicants are encouraged to contact the Interministerial Women's Secretariat with any questions regarding the application process:

Phone: (902) 368-6494  
Fax: (902) 892-0242

