

## **Missing and Murdered Indigenous Women and Girls Commemoration Fund call for Proposals – Applicant Guide**

The Department for Women and Gender Equality invites eligible organizations to submit an application through the Missing and Murdered Indigenous Women and Girls Commemoration Fund of the Women's Program.

Please read the Applicant Guide in its entirety before you complete your application as it indicates how best to respond to the questions.

The Department reserves the right to consider factors such as geographic and population group representation in the distribution of funding.

### **1. Objective**

The Commemoration Fund will support Indigenous organizations to work with families, survivors and/or communities to develop and implement commemoration initiatives to honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals.

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.

The objectives of the Commemoration Fund 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.

For the purpose of the Missing and Murdered Indigenous Women and Girls Commemoration Fund 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<sup>1</sup> or survivors.

Families and survivors of missing and murdered Indigenous women and girls must be engaged during the entire process. Letters of support are requested with the application.

### **2. Eligibility**

#### **2.1 Organizations**

Eligible organizations are legally constituted:

- Indigenous organizations; and,
  - 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.

---

<sup>1</sup> Families are defined as not just blood relatives but more a family of the heart; there can be adopted family members, foster care relatives and even close friends.

- Indigenous governments, including band councils, tribal councils and self-government entities, and their agencies, and hamlets<sup>2</sup>.

For Indigenous organizations, it is the organization's responsibility to provide a valid incorporation, registration or business number to the Department for verification.

### 2.1.1 Organizations established in Quebec

The Quebec National Assembly adopted an *Act respecting the Ministère du Conseil exécutif (M-30)*. The provisions of this Act impose certain conditions on organizations and Quebec government bodies wanting to enter into a contract with the federal government.

If your organization meets one of the following criteria, it is subject to chapter M-30 provisions:

- The majority of its members, board of directors or executive members, come from the Quebec public sector. This includes any person appointed by the Government of Quebec, a minister, a government agency, a municipal body, a school board or another public agency.
- Its personnel are appointed in accordance with the *Public Service Act* of Quebec.
- According to the most recent audited statement, 50% or more of its financing comes from Quebec public funds; either from the Consolidated Revenue Fund, a government agency, a municipal body or another public agency.

Please consult the [provisions of M-30](#) prior to submitting your application to ensure compliance with the *Act respecting the Ministère du Conseil exécutif (M-30)*.

If your organization has previously received a Ministerial Order from the Government of Quebec, you should attach it to your application.

Organizations subject to the Act are responsible for obtaining such authorization before any financing agreement with the Department can be finalized.

## 2.2 Duration

The project must end by March 31, 2021. Funded projects may be able to start as early as July 2019.

## 2.3 Activities

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.

**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.
  - Examples include, but are not limited to: 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.
  - Examples include, but are not limited to: community monuments<sup>3</sup>, plaques, cairns, totem poles, murals, and not-for-profit films or books.

<sup>2</sup> A hamlet is defined as a municipality designated as a hamlet under a *Hamlet Act*, *Municipal Act*, or equivalent Act, whose population is majority Indigenous.

<sup>3</sup> Capital expenditures are ineligible activities (refer to section 2.3.1 of the Applicant Guide for more information).

- Coordination and support of commemoration initiatives.
- Development and implementation of region-wide or nation-wide commemoration initiatives, e.g. gatherings for remembrance and healing.

To indicate that families, survivors and/or communities were involved in the development of the application, or are supportive of the application, each of the communities involved in the project and listed in the application need to provide a letter of support in regards to the project. 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).

Although funding for an existing commemoration initiative is acceptable, expenditures incurred before a funding decision is made **will not** be reimbursed.

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.

### **2.3.1 Ineligible activities**

Ineligible activities include, but are not limited to:

- Capital expenditures e.g., construction of a new building or any internal or external loadbearing component of a building that is essential to the stability of the building or any part of it, including foundations, floors, walls, roofs, columns, and beams.
- Activities that benefit an individual or one family, rather than a community, such as funeral expenses and tombstones.
- Activities that take place outside of Canada.
- Fundraising campaigns and associated events.
- Activities that generate commercial advantage or profit, or are part of day to day operations of the organization.

## **2.4 Expenditures**

As per Treasury Board's *Transfer Payment Policy*, total government funding for the project shall not exceed 100% of eligible expenditures. This includes federal, provincial, territorial and municipal assistance for the same purpose.

Eligible expenditures are only those considered necessary to support the purpose of the project. Please consult the [Guidelines on Eligible Expenditures](#) for more detailed information.

There are two categories of eligible expenditures:

- Direct delivery expenditures: expenses related to the implementation of the project and easily traced to specific activities.
- Administrative expenditures: expenses related to an organization's ability to administer and support project activities.

The total amount of administrative expenditures cannot exceed 20% of the total amount for direct delivery expenditures requested from the Department.

[Indigenous Services Canada](#), as part of the response to the Interim Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls, presently funds Indigenous organizations across the

country to provide mental health, emotional and cultural support services to survivors, family members and those affected by missing and murdered Indigenous women and girls and LGBTQ2S individuals. If these supports are not available in the communities where the proposed project will be held, these costs, including transportation to access the supports and related expenses, will be considered eligible expenditures.

The Department reserves the right to make the final determination on the value of funding and to exclude expenditures that are ineligible, unnecessary or outside the range of the project.

### **2.4.1 Funding levels**

Organizations can request up to \$50,000 for a local project.

Organizations can 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<sup>4</sup>, 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.

Projects that have a national scope are expected to raise awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals.

## **3. Developing your application**

The application has four sections and you must complete all sections for your application to be eligible. It is recommended that you consult each section while completing your application as it indicates how best to respond to the questions.

### **3.1 Section A – Organization information**

#### **Question 1: Legal name**

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

#### **Question 2: Operating name**

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

#### **Question 3: Organization type**

Indicate your organization type.

---

<sup>4</sup> The Department's predefined regions are Atlantic (Newfoundland and Labrador, Prince Edward Island, Nova Scotia and New Brunswick), Quebec (Quebec and Nunavut), Ontario, and Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon and Northwest Territories).

If your organization is an **Indigenous organization**:

- Indicate at which level of government your organization is legally constituted (i.e. incorporated or registered);
- Provide the number (e.g. 123456-0) that appears on the certificate of incorporation or registration;
- Indicate the year your organization was legally constituted; and,
- Provide the CRA business number, if you have one (e.g. 123456789RC0001) that appears on documentation, such as payroll deductions and GST/HST.

If your organization is an **Indigenous government** (these questions are optional):

- Indicate at which level of government your organization is legally constituted (i.e. incorporated or registered);
- Provide the number (e.g. 123456-0) that appears on the certificate of incorporation or registration;
- Indicate the year your organization was legally constituted; and,
- Provide the CRA business number (e.g. 123456789RC0001) that appears on documentation, such as payroll deductions and GST/HST.

Please consult [section 2.1](#) of the Applicant Guide for more information.

#### **Questions 4 to 7: Street address**

Indicate the address of your organization.

If your organization's street address is in Quebec, indicate if your organization meets one or more of the criteria subject to M-30. Please consult [section 2.1.1](#) of the Applicant Guide for more information.

#### **Question 8: Is the address confidential?**

Indicate if the address of your organization is confidential (e.g. address of a women's shelter).

#### **Questions 9 to 12: Mailing address**

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

#### **Questions 13 to 15: Organization information**

Indicate the telephone number, email address and website of the organization.

#### **Question 16: Preferred official language of communication**

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

#### **Questions 17 to 22: Contact person information**

Indicate the name, position title, telephone numbers and email of the contact person. All emails will be sent to that email address.

The contact person must be a person with whom the Department can communicate regarding the application. This individual must be fully informed on the application's content and the proposed activities.

**Question 23: Has your organization previously received funding from government, excluding the Department for Women and Gender Equality (previously Status of Women Canada), or a private foundation?**

Indicate if your organization previously received funding from federal, provincial, territorial or municipal government, excluding the Department, or a private foundation.

If your organization previously received funding, indicate the name of the Department or organization, the amount of funding received and the contact information.

The Department reserves the right to conduct reference checks with your funding partners and will verify internally if your organization has previously received funding from the Department.

### **3.2 Section B – Detailed project information**

**Question 24: Project title**

Indicate a brief and descriptive project title.

**Question 25: Project description**

Provide a brief paragraph (maximum of 150 words) that summarizes the project's objectives, partners, key activities and duration, including anticipated start and end dates.

**Question 26: Anticipated start date**

Indicate the date you want the project to begin; funded projects are expected to start as early as July 2019.

**Question 27: Anticipated end date**

Indicate the date you want the project to end; projects must end by March 31, 2021.

**Question 28: Communities involved**

List the names and province or territory of the communities which will be involved in the project. Please consult [section 1](#) of the Applicant Guide for more information on the definition of a community.

The number of communities involved in the project must correspond to the amount of funding requested. The number of communities listed must also correspond to the number of letters of support provided. Please consult [sections 2.3](#) and [2.4.1](#) of the Applicant Guide for more information.

If the project has a national scope, ensure the listed communities are located in at least three of the Department's predefined regions.

Your organization will be able to list a maximum of five communities as part of the application. However, your organization can involve more than five communities in the project.

**Question 29: Main target population**

It is understood that some projects will be aimed at more than one main population. However, you must select just one.

If the project's main target population is Indigenous women and girls or Indigenous people, indicate whether the majority identifies as First Nations, Métis or Inuit.

### **Question 30: Secondary target population**

It is understood that some projects will be aimed at more than one secondary population. However, you must select just one.

If the project's secondary target population is Indigenous women and girls or Indigenous people, indicate whether the majority identifies as First Nations, Métis or Inuit.

### **Question 31: Describe how your organization has engaged those affected by the issue, including families, survivors and communities in the development of the application (e.g. their perspective and priorities) and how they will be involved in the project (maximum of 400 words).**

Engagement is a planned two-way dialogue by which families, survivors and communities are given the opportunity to provide input that enhances decision making processes on issues that may impact them. They may want to participate at a range of levels, from providing advice to co-designing the project or undertaking some aspects of the activities.

### **Question 32: Describe the key activities, results and timelines (maximum of 1,000 words).**

Describe the key activities, results and timelines of the project by:

- Listing each activity in a chronological order, including timelines or duration;
- Providing a detailed description of each activity;
- Providing a detailed description of how each activity will be undertaken, including a description of the involvement of partners and stakeholders, if applicable;
- Establishing clear linkages between the activities and the project expenditures by fiscal year, if applicable; and,
- Indicating any resulting objects, material or other concrete products.

Activities are the steps that will be taken to meet the objectives of the project and should be detailed and realistic. Please consult [section 2.3](#) of the Applicant Guide for more 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.

### **Question 33: Describe how the project activities will honour the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals (maximum of 400 words).**

Honouring the lives and legacies of missing and murdered Indigenous women and girls and LGBTQ2S individuals is the first objective of the Commemoration Fund. Your organization must demonstrate how the project activities meet this objective. In addition, describe the enduring impact that this project is intended to have.

### **Question 34: Describe how the project activities will increase awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals (maximum of 400 words).**

**This is a mandatory question for projects that have a national scope and optional for all others.**

Increasing awareness about missing and murdered Indigenous women and girls and LGBTQ2S individuals is the second objective of the Commemoration Fund. Your organization must demonstrate how the project activities meet this objective.

If your project does not have a national scope, your organization is invited to answer this question. However, not answering this question will not invalidate or negatively impact your application.

### 3.3 Section C – Budget

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. Organizations must provide an estimate of the project's expenditures rounded to the nearest dollar.

Organizations must complete and attach the budget template to their application. If the budget template is not completed nor attached, the application will be deemed incomplete.

#### Question 35: Amount requested from the Department

The amount requested from the Department must match the amount displayed in the "Total amount requested from the Department" field (included in the "Sommaire\_Summary" tab) in the Excel budget template.

#### 3.3.1 Project expenditures requested from the Department for Women and Gender Equality

Provide a brief description and breakdown of proposed expenses for each category of expenditure and indicate the amount requested. If your project extends over more than one fiscal year (April 1 to March 31), indicate the proposed expenditures by fiscal year. Please consult section [2.4.1](#) of the Applicant Guide for more information on funding levels.

Definitions, examples and the level of detail required can be found in the [Guidelines on Eligible Expenditures](#).

There are two categories of eligible expenditures:

- Direct delivery expenditures: expenses related to the implementation of the project and easily traced to specific activities.
- Administrative expenditures: expenses related to an organization's ability to administer and support project activities.

The total amount of administrative expenditures should not exceed 20% of the total amount for direct delivery expenditures requested from the Department. For example:

- If your organization has requested \$100,000 (\$80,000 in direct delivery expenditures and \$20,000 in administrative expenditures), you have **not** respected the 20% maximum.
- If your organization has requested \$100,000 (\$85,000 in direct delivery expenditures and \$15,000 in administrative expenditures), you have respected the 20% maximum.

Listing direct delivery expenditures under administrative expenditures, or vice versa, could automatically result in cuts to the amounts requested under both categories. Therefore, ensure that descriptions are clear and detailed enough to avoid confusion.

#### 3.3.2 Sources of revenue

Provide a brief description and breakdown of any confirmed financial and in-kind contributions from your organization or other organizations (excluding the Department). It is not mandatory to have financial or in-kind contributions. Although it is not mandatory, demonstration of partnerships amongst organizations will be considered in the evaluation of your application as an asset assessment criterion.

**Financial contributions** are to offset expenditures 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.

Organizations cannot request re-imbursement for in-kind contributions.

The Department reserves the right to conduct reference checks with your funding partners.

### **3.4 Section D – Declaration and undertaking**

Indicate the name and position title of the organization's representative and indicate the date on which the application was submitted (i.e. electronically signed). By signing the application, the organization's representative confirms reading and understanding the Applicant Guide.

The information collected in your application will be used, and may be disclosed, for the purposes of assessing the merits of your application. As part of the assessment process, the information may be shared with external consultants, external review committee members, officials in other federal departments, provincial or territorial governments or Members of Parliament.

It may also be used or disclosed for policy analysis, research or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

In the event that the application contains personal information, the personal information will be administered in accordance with the *Privacy Act*. The application is also subject to the *Access to Information Act*. It provides every person with a right of access to information under the control of the Department, subject to a limited set of exemptions. Instructions for obtaining access to this information are outlined in the Government of Canada publication entitled [Information about programs and information holdings](#).

## **4. Review process**

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

Once all applications have been assessed, an Indigenous external review committee will review applications. This committee will be comprised of Indigenous women nominated by the Department, provincial and territorial governments, the Indigenous Women's Circle, families and survivors. It will also provide an external perspective as well as an Indigenous lens to the review process.

### **4.1 Eligibility screening**

Your application must meet all eligibility criteria in order to be assessed and considered for funding.

The eligibility criteria are:

#### **A. Eligible application**

**A.1** Submitted no later than March 28, 2019, at 11:59 a.m. (noon) Pacific Daylight Time.

**A.2** Application is complete (including the letter(s) of support and the budget template) and signed by a representative of the organization (refer to [sections 2.3](#) and [3.4](#))

#### **B. Eligible organization**

**B.1** Submitted by an eligible organization (refer to [section 2.1](#)).

## 4.2 Assessment criteria

This section indicates how a variety of elements in your application are considered in the evaluation of its overall quality. Each eligible application will be assessed against the following criteria:

### 1. Engagement of those affected by the issue, including families, survivors and communities

1.1 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 (refer to [question 31](#)).

### 2. Impact of activities

2.1 Demonstrates how the project is aligned with one or more of the Commemoration Fund objectives (refer to [questions 33](#) and [34](#) [question 34 is mandatory for projects that have a national scope.]).

### 3. Feasibility and project management

3.1 Each activity is clearly described and eligible (refer to [question 32](#)).

3.2 Timelines are clearly established and feasible (refer to [question 32](#)).

3.3 Demonstrates experience in successfully delivering projects and achieving positive results (refer to [question 23](#)).

### 4. Budget

4.1 Effectively itemizes and details project expenditures and demonstrates that these are reasonable (i.e. costs are aligned with regional standards and other related norms) (refer to [section 3.3.1](#)).

4.2 Demonstrates how project expenditures support the activities (refer to section 3.3.1 and [question 32](#)).

4.3 Total amount requested from the Department does not exceed the allowable funding level for the project (refer to [questions 28](#) and [35](#)).

4.4 Total amount of administrative expenditures does not exceed 20% of the total amount for direct delivery expenditures requested ([section 3.3.1](#)).

#### Asset assessment criterion

- Demonstrates partnerships amongst organizations (refer to section 3.3.2).

## 4.3 Reporting

Successful organizations will be required to report on project activities, partners (i.e. funding partners, communities involved, etc.) as well as timelines and other pertinent information requested by the Department.

## 5. Apply

You are strongly encouraged to use your FluidReview account when applying, or to create an account in [FluidReview](#), the Department's application software, as soon as possible. The same account can also be used to apply for other [funding opportunities](#) available from the Department.

You can save changes and return to the application until you click on "Submit". If you experience technical difficulties related to the completion or submission of your application, contact the [support help services](#).

Your completed application must be submitted no later than March 28, 2019 at 11:59 a.m. (noon) Pacific Daylight Time. Applications submitted after this deadline will be ineligible.

## 6. Follow-up

Once you have successfully submitted your application through FluidReview, you will receive an email acknowledging the receipt of the application. The email may be classified as spam by your email server so check your spam folder if the acknowledgement is not in your main inbox.

If you have not received an acknowledgement within 24 hours of submitting your application, contact the [support help services](#).

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

The Department anticipates communicating decisions made regarding applications starting in summer 2019. All decisions will be confirmed via email. The Minister for Women and Gender Equality makes all funding decisions. Decisions are final and there is no appeal process.

Project activities must not begin before confirmation of approval is obtained. Expenses incurred before a funding decision is made are ineligible.

Successful organizations must agree to defer any public announcements until the Minister for Women and Gender Equality has publicly announced the project.

## 7. Contact us

If you have enquiries about this call for proposals, please contact the [Department's office](#) in your region.