

# Proposal Writing



**governWISE**  
ALLIANCE





# Funding Opportunities

- **Looking for funding opportunities**
- **Funding application process**
- **Completing the work and submitting reports**



# Looking for Funding Opportunities

- **ISC and CMHC send emails with funding opportunities, establish a relationship with the FSO and let them know you're looking for funding opportunities**
- **Specific project funding – reach out to the FSO and ask what's available. Leadership may need to meet with the RDG and/or use political connections for larger projects**
- **Tribal councils and chiefs' organizations may have information regarding funding opportunities**
- **Networking – ask contacts from other communities and attend conferences**
- **Online search**



# Looking for Funding Opportunities

Online Resources – Check Regularly

- **ISC calls for proposals**
  - <https://www.sac-isc.gc.ca/eng/1611847976350/1611848008035>
- **CIRNAC calls for proposals**
  - <https://www.rcaanc-cirnac.gc.ca/eng/1611847555503/1611847585249>
- **Manitoba Resource Library – mostly federal funding relevant to all provinces**
  - <https://www.manitobaresourcelibrary.com/>
- **Canadian Heritage – arts and culture funding (Building Communities through Arts and Heritage)**
  - <https://www.canada.ca/en/canadian-heritage/services/funding.html>
- **Justice Canada – Indigenous Justice Program – limited resources**
  - <https://www.justice.gc.ca/eng/fund-fina/acf-fca/ajs-sja/index.html>
- **Environment Canada**
  - <https://www.canada.ca/en/environment-climate-change/services/environmental-funding.html>
- **Women and Gender Equality (WAGE)**
  - <https://women-gender-equality.canada.ca/en/funding/funding-programs.html#opportunities>



# Looking for Funding Opportunities

## Economic Development

- **Community Opportunity Readiness Program (CORP)**
- <https://www.sac-isc.gc.ca/eng/1100100033417/1613659339457#sec5>
  - Business plans and valuations – up to 80% funding
  - Equity for business acquisition – up to the lower of 30% or \$1M
- **Indigenous Business Development**
- <https://www.isc-sac.gc.ca/eng/1100100032796/1610546385227>
  - Up to \$100,000 business purchase grant, mainly applicable for small businesses and individuals
- **Ontario Indigenous Economic Development – contact**
- <https://www.ontario.ca/page/funding-indigenous-economic-development>



# Ongoing Programs to Apply for Annually

- **Professional and Institutional Development Program (PIDP)**
  - <https://www.sac-isc.gc.ca/eng/1480342101195/1565366368150>
    - Professional development for staff and leadership
    - Must be for ISC funded programs but not for a specific program
- **Canadian Heritage – Local Festivals**
  - <https://www.canada.ca/en/canadian-heritage/services/funding/building-communities/festivals.html>
    - Pow Wow, Sundance and other traditional/cultural events, normally \$50k per event
- **Family Violence Prevention Program**
  - <https://www.sac-isc.gc.ca/eng/1100100035253/1533304683142>

# Funding Applications – Program Elements

- **Ongoing programs vs project based or one-time calls for proposals**
- **Program guidelines**
- **Funding purpose and objectives**
- **Maximum funding available – total**
- **Maximum funding available – contribution % (we may need to contribute a portion)**
- **Application deadline**

# Funding Applications – Program Elements

Continued

- **Eligible costs and activities**
- **Ineligible costs and activities**
- **Application forms – web based or PDF/other downloadable formats**
- **Proposal write-up component – project description**
- **Project work plan**
- **Budget**
- **Additional documents required – BCR's and letters of support, waivers, prior audits, etc.**
- **Application completion checklist – included in most programs**



# Funding Application Process

- 1. Review program guidelines including maximum funding available, eligible costs and proposal submission deadline. Are we interested in applying? Do we meet the criteria?**
- 2. Review eligible activities and costs. Do we have a project idea?**
- 3. Contact funder with questions regarding eligible activities and costs. Consider attending a webinar if offered.**
- 4. Discuss project ideas with relevant staff (program managers) and leadership within your organization.**
- 5. Determine work capacity for the project – can we do it all internally? Do we need more staff? Do we need other experts/consultants (engineers, environmental, HR, etc.)? Do the experts need to be involved in the funding application or can be retained after funding approval?**
- 6. Make sure reporting for previous proposals is up to date or let the funder know when it will be submitted.**
- 7. If applied last year, review a copy of the proposal. Was it successful? What improvements can be made? Can we use the same activities this year or do they need to change?**
- 8. If need to involve experts/consultants, can make them in charge of the funding application process. Review their work prior to submission, in particular the budget.**

# **Funding Application Process**

## **Continued**

- 9. Prepare a draft work plan/project outline – list project activities and required resources (staff, consultants, program supplies, travel, etc.). Can use Excel, Word or pen and paper.**
- 10. Budget can be prepared as a part of the work plan**
- 11. Complete project application forms using the information from the work plan (can attach the work plan)**
- 12. Complete budget using the template provided by the funder**
- 13. What other documents are required? Letters of support, BCR's, liability waivers, etc.**
- 14. Most funding applications can be signed by anyone, but leadership are preferred**
- 15. Submit application and print confirmation**
- 16. Watch for funding approval letters/email, follow up after 2–3 months**
- 17. Sign a contribution agreement upon funding approval**



# Funding Application Process

## Budget Tips

- **Apply for the maximum funding available**
- **Provide calculation details for every line item in the budget**
- **Use the suggested % for administration**

# Completing Project Work and Reporting

- **Appoint a program coordinator that's capable of managing the project and preparing the activity reporting. Finance staff should work on the financial reporting.**
- **Funding officer will be in contact regarding the required reporting and will provide report templates.**
- **Communicate project delays and request funding carry over as soon as known.**
- **If a project requires an audit, ask if including a schedule in the organization's annual audit would suffice.**
- **If a separate project audit is required, the funder normally covers the cost.**
- **More stringent documentation requirements for a separate project audit.**



# EXAMPLES

- **Canadian Heritage – Local Festivals**
  - <https://www.canada.ca/en/canadian-heritage/services/funding/building-communities/festivals.html>
- **CHRT 41**
  - <https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364>
- **Jordan's Principle Off Reserve Coordination**



**Miigwetch/thank you for your time**