



# Prince Edward Island Interministerial Women's Secretariat Grant Application Funding Guidelines (2020)

## 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.

**Preference will be made to projects that address one of the two focus themes. This year's focus is on the following two themes:**

1. Cybersafety
2. Women and/or girls in leadership
3. Women and/or girls in Science, Technology, Engineering + Math (STEM) and the skilled trades

## 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.

Organizations must have capacity to enter into a legal agreement to receive funding (i.e., a provincial incorporation number). Organizations with approved projects will be required to sign a project contract. Please see the contract on the main grant page or under Resources on the website.

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).** Please see the contract on the main grant page or under Resources on the website.

All expenditures need to clearly demonstrate how they are related to the project. Eligible expenditures include:

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

## **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)*

- Do the organization's principles, objectives and activities support 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 (15 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.

### *3. Project description and budget (60 Points)*

- Does the proposal focus on one of the following identified themes:
  1. Cybersafety
  2. Women and/or girls in leadership
  3. Women and/or girls in Science, Technology, Engineering + Math (STEM) and the skilled trades
- 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* (5 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. Were all reports submitted on time?
  - 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 note that you must submit a minimum of one letter of support for your project from stakeholders and/or project partners in order to be considered for funding.**

## **APPLICATION PROCESS**

Applications/proposals must be received by 4:00 pm on January 31, 2020. **Any applications/proposals received after this time will not be accepted.**

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 International Women's Day (March 8, 2020).

### **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 FOUR (4) HARD COPIES PLUS ONE (1) ELECTRONIC COPY OF YOUR PROPOSAL TO:

Physical Address:  
Interministerial Women's Secretariat  
3rd Floor Sullivan Building  
16 Fitzroy St, Charlottetown

\*Mailing Address:  
Interministerial Women's Secretariat  
PO Box 2000  
Charlottetown, PE C1A 7N8

\*Please note: all copies must be received by 4:00 pm on January 31, 2020, so please ensure your copies are posted with this in mind.

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

Applicants are encouraged to contact the Interministerial Women's Secretariat with any questions regarding the application process: Phone: (902) 368-6494