

FAQS & HELPFUL HINTS

FREQUENTLY ASKED QUESTIONS

1. How many applications does the Fund receive? For the third round of funding, the Fund received 157 applications again requesting over \$11 million in support. From these applications, 11 projects amounting to \$741,000 were selected. For the second round of funding, the Fund received 170 applications requesting over \$11 million in support. From these applications, 10 projects amounting to \$700,000 were selected. For the first round, the Fund received 271 applications requesting approximately \$22 million. The Fund selected 19 projects amounting to \$1.7 million.
2. When is the next deadline for applications? The online application form must be received by 5 p.m. on Thursday, February 2, 2012. The hard copy of the application form along with the required supporting documents **must also be received** by 5 p.m. on Thursday, February 2, 2012 at the SEDI address listed in How to Apply. This deadline represents the Fund's fourth round of grants. SEDI continually evaluates the performance of the Fund and will continue to do so.
3. How much funding is available for the February 2, 2012 deadline? Up to \$1 million may be granted in support of projects in this fourth round.
4. What is the maximum grant a project can receive? The maximum is \$100,000 **per project** regardless of the duration (e.g. one or two years) of the project.
5. Must a project meet all the Fund Priority Areas? A project will likely only meet one of the priorities, and it is not necessary to apply or argue for inclusion in all three areas.
6. Under Grant Restrictions, what does "100% of staff salaries" mean? The Fund will not pay for, through its grant, complete employee salary costs that are otherwise covered by the organization's budget (double-dipping). It is acceptable to allocate a portion of an employee's salary to the project as per the project description. The Fund will cover up to 100% of contractors' salaries/fees if required by the project.
7. Are there other Grant Restrictions? The list of Grant Restrictions in the guidelines is non-exhaustive. It also includes scholarships/bursaries, loan capital, microloans, lending programs, matching programs, asset building programs, community economic development programs, and vocational counseling/training.
8. What do you mean by incorporation documents? Incorporation documents must prove that the applicant is a charity as determined by the Canada Revenue Agency or is a registered non-profit organization. The documents must provide the organization's registration or charitable number and be the most current on file. As well, the registered purpose of the organization or charitable objects must be included as part of the documents.
9. Does the Fund provide a budget template? A template is not provided. The budget must be a separate document; please do not use up the "Section D. Project Description" space with detailed budget information. In this space, a simple mention of the budget amount and any particularly relevant information (if at all) is sufficient.

10. Our organization has no annual report, as required. What do we submit? Please provide any overview documentation of the organization that describes its programs and services.
Examples: marketing and program brochures; report to Board of Directors.
11. Are First Nation Bands eligible to apply? Yes.
12. Will you accept a digital version of signatures on the application form? Yes. Also, if you are having difficulty with a digital signature, it is sufficient for the signatures to be solely on the hard copy of the application form.
13. Does the Fund offer pre-application assessments of a concept? The Fund does not comment on the merit or competitiveness of proposed applications. It will answer verbal and email enquiries about eligibility issues.
14. I previously applied to the Fund; must I re-apply? Yes – a new application form and supporting documents need to be submitted.
15. Can I re-apply with the same project idea? Yes.

HELPFUL HINTS FOR APPLICATIONS

The following information may be useful to applicants during the process of filling out the Application Form. Applications from projects supported in the Fund's first three rounds typically featured:

1. Detailed budgets: Project budgets should give the Fund confidence that the requested grant monies have been well-considered in advance of the application. Such confidence means that budgets have sufficient line items for the Fund to understand how the grant will be spent, in detail, and the assumptions behind allocations. As well, there should be a very clear correspondence between the budget and the project description. For example, a project which includes online tutorials must have budget line items related to the creation, production, and ongoing oversight of the tutorial system.
2. Thorough project descriptions: Project descriptions in "Section D. Project Description" should be clear and focus on the project, not the organization's general views, broad theses, or political concerns (and so forth). Information provided elsewhere in the Application Form does not need to be restated in this section. Clarity, detail, structure and chronology in this section are important.
3. Well-articulated project undertakings that matched proposed outcomes: Projects may contain some elements that have yet to be clearly defined. However, prospective ideas of such a general nature that the project lacks definition cannot be supported. Projects need to have clear purpose and design that demonstrate concrete undertakings to achieve outcomes.
4. Seamless information and explanations: It is difficult to properly assess an application which contains gaps in information related to mandate, current services and client groups, finances, and governance. Projects should provide current and complete explanations and documentation. In particular, up-to-date financial statements and incorporation documentation describing the organization's purpose and status as a charity or not-for-profit are critical.