

Frequently Asked Questions

(1) How do I know if I am eligible to apply for a Relationship Development Grant?

You are eligible to apply if you have participated in a Caring Across the Boundaries or Caring Across the Boundaries Youth Focus workshop. You must be able to provide the date and location of the session in which you participated. You must also partner with an organization that can legally manage funds.

(2) What constitutes a legal entity?

Organizations that are considered a legal entity or are considered to have legal status are as follows:

- A Non-Profit Organization
- A Band Council
- A First Nations Child and Family Services Agency

(3) How do I apply for a Relationship Development Grant?

To apply for a Relationship Development Grant you must submit a cover sheet, a proposal, 2 letters of support and a budget with audited statements. Visit the website for the guidelines and forms.

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Please make note of the following:

- Applications should be typed or hand written in block letters using black ink
- Use 8 1/2 x 11 standard paper
- Do not staple the application together use a paper clip
- Do not submit your application in a binder, duo-tang, report cover, etc.
- Number all pages

(4) How do I submit the application?

Submit one (1) copy of your proposal and one electronic version on CD saved in Word format. **WE WILL NOT ACCEPT FAXED OR EMAILED SUBMISSIONS**

Please mail to:

First Nations Child and Family Caring Society
Caring Across the Boundaries Relationship Development Fund
1001-75 Albert St.
Ottawa, ON
K1P 5E7

(5) Are there any attachments required?

Attachments required are listed in the checklist. Please note we will not accept the following:

- Invoices
- Annual reports/publications
- News articles
- Photographs, videos, or cassettes,
- Books, magazines, or newsletters

(6) What is the screening process for submissions?

There is a 2-part screening process. Staff of the First Nations Child and Family Caring Society will screen the applications for completeness and eligibility. Then submissions will be sent to an independent and impartial grants committee for review.

(7) When does the committee meet?

The committee will convene by teleconference one month after the deadline date.

(8) What are the selection criteria?

Proposals will be selected based on how the activities meet the goal of developing partnerships for the benefit of Aboriginal children, families and communities.

The key factors that will be considered are:

- That activities will develop, enhance or support partnerships between First Nations Agencies and the Voluntary Sector
- That the outcomes will foster sustainable relationships
- That the deliverables will be of benefit to Aboriginal children, families and communities

There is a Scoring Process where applications receive a score out of 100. The selection committee is provided with scoring criteria to ensure each application is scored objectively with consistent measures.

(9) Should I set up an appointment to discuss my project idea?

Individual appointments are not necessary, and, in fact, are discouraged. However, we do recommend calling (613-230-5885) or emailing to discuss your proposals with Jacqueline Ramdatt (jramdatt@fncfcs.com) or Jordan Alderman (jalderman@fncfcs.com).

(10) How do I check on the status of my request?

Upon receipt of your application a letter will be mailed to you indicating that it has been received and prepared for review. If you do not receive this confirmation please confirm via email or telephone so that you do not lose your opportunity to be considered in that review cycle.

(11) Are there areas that you will not fund?

- General Administration Costs
- Emergency Funds
- Scholarships, bursaries, awards
- Equipment, furniture or other material goods
- Websites
- Partisan political or religious activities
- Sports, recreation, team or club sponsorships
- Individuals
- General fundraising or campaigns
- Staff salaries

(12) Do you have geographic restrictions?

There are 2 geographic restrictions:

- Activities must take place within Canada

- All efforts will be made to distribute the funds equitably across Canada

(13) What is the maximum amount that will be provided?

The maximum amount per grant is \$5000.

(14) What is a fiscal year?

A fiscal year begins April 1 and ends March 31.

(15) If my request is declined, will you provide a critique of what we could do better?

Please note that should your application be declined it is not a reflection on the merit of your proposal idea. Due to the expected high number of applications and the limited funds available it is inevitable that some applications will be turned down. We will include in our letter constructive feedback on the proposal and areas for improvement.

(16) Can I apply again in the next cycle if I have been declined?

Yes, but, please remember to read over all of the eligibility requirements and focus on the areas that may need improvement prior to re-submitting.