



Application for Funding

When applying for funding under a call for proposals, the completed Application for Funding must be submitted by the closing date. Women and Gender Equality Canada will not accept applications received after the closing date and time specified.

Before completing the Application for Funding, organizations should thoroughly read the [Applicant Guide](#) [\[add hyperlink\]](#) as it contains information on how to fill out and submit the Application for Funding. If organizations have questions after reading the Applicant Guide, we invite you to contact the Women and Gender Equality Canada's [national](#) or [regional](#).

A. Has your organization attended an [information session](#) offered by Women and Gender Equality Canada? *[Mandatory] [Only one checkbox can be chosen.]*
(Organizations that are considering applying to the LGBTQ2 Community Capacity Fund call for proposals should attend an information session [\[add hyperlink\]](#).)

- Yes
- No

If the answer to QA is "Yes", the following question appears:

A1. Which information session did your organization attend? *[Mandatory] [Maximum of 30 words]*
(Indicate the date, time and format (teleconference or in-person) of the information session.)

If the answer to QA is "No", the following question appears:

A2. To help use improve our services, explain why your organization did not attend an information session. *[Mandatory] [Maximum of 50 words]*

Section A: Organization

1. Legal name *[Mandatory]*
(Indicate the legal name of your organization that is associated with your certificate of incorporation or registration, or your Canada Revenue Agency business number.)

2. Operating name *[Optional]*
(Indicate the operating name of your organization if different than the legal name.)

3. How is your organization legally constituted? *[Mandatory] (If not legally constituted, you are limited to the second funding stream – up to \$25,000)*
 Incorporated
 Registered
 N/A

If the answer to Q3 is "Incorporated", the following instructions appear:

3A. Provide a copy of your organization's certificate of incorporation which displays the incorporation number *[Mandatory]*
(Attach the document using the "Browse" button.)

If the answer to Q3 is "Registered", the following instructions appear:

3B. Provide a copy of your organization's certificate of registration issued from the provincial or territorial registrar which displays the registration number *[Mandatory]*
(Attach the document using the "Browse" button.)

4. Provide an official document received from Canada Revenue Agency which displays your organization's business number *[Optional]*
(Attach the document using the "Browse" button.)

If the answer to Q3 is "Incorporated" or "Registered", the following question appears:

5. Type *[Mandatory] [Only one checkbox can be chosen.]*
 Not-for-profit Canadian equality-seeking organization working primarily or entirely with the LGBTQ2 community
 Not-for-profit Canadian equality-seeking organization that does not work primarily or entirely with the LGBTQ2 community

If the answer to Q3 is "N/A", the following question appears:

5A. Type *[Mandatory] [Only one checkbox can be chosen.]*
 Non-legally constituted not-for-profit Canadian equality-seeking organizations working primarily or entirely with the LGBTQ2 community
 Non-legally constituted not-for-profit Canadian equality-seeking organizations that does not work primarily or entirely with the LGBTQ2 community

6. Scope *[Mandatory] [Only one checkbox can be chosen.]*
(Consult section 3.1 of the Applicant Guide [\[add hyperlink\]](#) for definitions of scope.)
 Local
 Regional

<input type="checkbox"/> Provincial or territorial <input type="checkbox"/> Interprovincial or inter-territorial <input type="checkbox"/> Pan-Canadian
<p>If the answer to Q6 is “Regional”, “Provincial or territorial”, “Interprovincial or inter-territorial” or “Pan-Canadian”, the following instructions appear:</p> <p>6A. Describe how the scope of your organization meets the Department’s definition. <i>[Mandatory] [Maximum of 100 words]</i> <i>(Consult question 6 in the Applicant Guide [add hyperlink] for more information.)</i></p>
<p>7. Street address <i>[Mandatory]</i></p>
<p>8. City or town <i>[Mandatory]</i></p>
<p>9. Province or territory <i>[Mandatory] [Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q9 is “Quebec”, the following instructions appear after Q10:</p> <p>9A. Provide your organization’s most recent financial statements <i>[Mandatory]</i> <i>(Attach the document using the “Browse” button. Consult section 2.1.1 of the Applicant Guide [add hyperlink] for more information.)</i></p>
<p>If the answer to Q9 is “Quebec”, the following question appears after Q9A:</p> <p>9B. Do the majority of your organization’s members, board of directors or executive members, come from the Quebec public sector? <i>[Mandatory]</i> <i>(Consult section 2.1.1 of the Applicant Guide [add hyperlink] for more information.)</i></p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to Q9 is “Quebec”, the following instructions appear after Q9B:</p> <p>9C. Is your organization’s personnel appointed in accordance with the Public Service Act of Quebec? <i>[Mandatory]</i> <i>(Consult section 2.1.1 of the Applicant Guide [add hyperlink] for more information.)</i></p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to Q9 is “Quebec”, the following instructions appear after Q9C:</p> <p>9D. Provide your organization’s most recent Ministerial Order received from the Government of Quebec. <i>[Optional]</i> <i>(Attach the document using the “Browse” button.)</i></p>
<p>10. Postal code <i>[Mandatory] [Text validation to ensure format (i.e. A1A 1A1) is respected.]</i></p>
<p>11. Is the street address confidential? <i>[Mandatory] [Only one checkbox can be chosen.]</i></p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. Telephone <i>[Mandatory] [Text validation to ensure format (i.e. 123-456-7890-123456) is respected.]</i></p>
<p>13. Email <i>[Mandatory] [Text validation to ensure “@” and “.” are included.]</i></p>
<p>14. Preferred official language of communication: Spoken <i>[Mandatory] [Only one checkbox can be chosen.]</i></p> <input type="checkbox"/> English <input type="checkbox"/> French
<p>15. Preferred official language of communication: Written <i>[Mandatory] [Only one checkbox can be chosen.]</i></p> <input type="checkbox"/> English <input type="checkbox"/> French
<p>16. Mailing address <i>[Mandatory] [Only one checkbox can be chosen.]</i></p> <input type="checkbox"/> Same as street address <input type="checkbox"/> Other address
<p>If the answer to Q16 is “Other address”, the following question appears:</p> <p>16A. Mailing address <i>[Mandatory]</i></p>
<p>If the answer to Q16 is “Other address”, the following question appears after Q16A:</p> <p>16B. City or town <i>[Mandatory]</i></p>
<p>If the answer to Q16 is “Other address”, the following question appears after Q16B:</p> <p>16C. Province or territory <i>[Mandatory] [Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q16 is “Other address”, the following question appears after Q16C:</p> <p>16D. Postal code <i>[Mandatory] [Text validation to ensure format (A1A 1A1) is respected.]</i></p>
<p>17. Mandate (role and expertise) <i>[Mandatory] [Maximum of 500 words]</i> <i>(If your organization does not work primarily or entirely with the LGBTQ2 community, justify why your organization should be considered eligible under this call for proposals. Consult question 17 in the Applicant</i></p>

Guide [\[add hyperlink\]](#) for more information.)

18. Has your organization received funding from any levels of government (excluding Women and Gender Equality Canada), organizations or foundations in the past five years? *[Mandatory] [Only one checkbox can be chosen.]*
 Yes
 No

19. Does your organization owe any amount to the Government of Canada? *[Mandatory] [Only one checkbox can be chosen.]*
 Yes
 No

Section B: Primary contact person

20. Name *[Mandatory]*
(The primary contact person must be the main person with whom the Department can communicate regarding this Application for Funding and must be fully informed about the proposed activities.)

21. Position title *[Mandatory]*

22. Mailing address *[Mandatory] [Only one checkbox can be chosen.]*
 Same as organization street address
 Same as organization mailing address
 Other address

If the answer to Q22 is "Other address", the following question appears:
22A. Mailing address *[Mandatory]*

If the answer to Q22 is "Other address", the following question appears after Q22A:
22B. City or town *[Mandatory]*

If the answer to Q22 is "Other address", the following question appears after Q22B:
22C. Province or territory *[Mandatory] [Only one province or territory can be chosen from the drop-down menu.]*

If the answer to Q22 is "Other address", the following question appears after Q22C:
22D. Postal code *[Mandatory] [Text validation to ensure format (A1A 1A1) is respected.]*

23. Telephone *[Mandatory] [Text validation to ensure format (123-456-7890 x 123456) is respected.]*

24. Email *[Mandatory] [Text validation to ensure "@" and "." are included.]*

Section C: Secondary contact person

25. Name *[Mandatory]*
(The secondary contact person must be the person with whom the Department can communicate regarding this Application for Funding in the absence of the primary contact person. The secondary contact person must also be fully informed about the proposed activities.)

26. Position title *[Mandatory]*

27. Telephone *[Mandatory] [Text validation to ensure format (123-456-7890 x 123456) is respected.]*

28. Email *[Mandatory] [Text validation to ensure "@" and "." are included.]*

Section D: Project

29. Title *[Mandatory] [Maximum of 10 words]*

30. Anticipated start date *[Mandatory] (Projects should be proposed to start no earlier than October 2020.)*

31. Anticipated end date *[Mandatory] (Projects must end at the latest by March 31, 2022.)*

32. Scope of project *[Mandatory] [Only one checkbox can be chosen.]*
(Consult section 3.1 of the Applicant Guide [\[add hyperlink\]](#) for definitions of scope.)
 Local
 Regional
 Provincial or territorial
 Interprovincial or inter-territorial
 Pan-Canadian

If the answer to Q32 is "Regional", "Provincial or territorial", Interprovincial or inter-territorial or "Pan-Canadian", the following instructions appear:
32A. Describe how the scope of your project meets the Department's definition *[Mandatory] [Maximum of 100 words]*
(Consult [question 32A in the Applicant Guide \[add hyperlink\]](#) for more information.)

33. Will any of the activities be delivered in a different location than where your organization is located? *[Mandatory] [Only one checkbox can be chosen.]*

<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to Q33 is “Yes”, the following question appears: 33A. Main location of the activities: City or town <i>[Mandatory]</i></p>
<p>If the answer to Q33 is “Yes”, the following question appears after Q33A: 33B. Main location of the activities: Province or Territory <i>[Mandatory]</i> <i>[Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q33 is “Yes”, the following question appears after Q33B: 33C. Secondary location of the activities: City or town <i>[Optional]</i></p>
<p>If the answer to Q33 is “Yes” and Q33C is completed, the following question appears after Q33C: 33D. Secondary location of the activities: Province or Territory <i>[Mandatory]</i> <i>[Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q33 is “Yes”, the following question appears after Q33D: 33E. Other location of the activities: City or town <i>[Optional]</i></p>
<p>If the answer to Q33 is “Yes” and Q33E is completed, the following question appears after Q33E: 33F. Other location of the activities: Province or Territory <i>[Mandatory]</i> <i>[Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q33 is “Yes”, the following question appears after Q33F: 33G. Other location of the activities: City or town <i>[Optional]</i></p>
<p>If the answer to Q33 is “Yes” and Q33G is completed, the following question appears after Q33G: 33H. Other location of the activities: Province or Territory <i>[Mandatory]</i> <i>[Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>If the answer to Q33 is “Yes”, the following question appears after Q33H: 33I. Other location of the activities: City or town <i>[Optional]</i></p>
<p>If the answer to Q33 is “Yes” and Q33I is completed, the following question appears after Q33I: 33J. Other location of the activities: Province or territory <i>[Mandatory]</i> <i>[Only one province or territory can be chosen from the drop-down menu.]</i></p>
<p>34. Where will the activities be located? <i>[Mandatory]</i> <i>[Only one checkbox can be chosen.]</i> <i>(Consult section 3.4 of the Applicant Guide add hyperlink for more information.)</i></p> <p> <input type="checkbox"/> Rural area <input type="checkbox"/> Urban area <input type="checkbox"/> Both </p>
<p>If the answer to 33B or 33D is “Newfoundland and Labrador”, “Quebec”, “Nunavut”, “Ontario”, “Manitoba”, “Saskatchewan”, “Alberta”, “Northwest Territories”, “British Columbia” or “Yukon”, the following question appears: 34A. Will the majority of the activities be located in a northern area? <i>[Mandatory]</i> <i>[Only one checkbox can be chosen.]</i> <i>(Consult section 3.4 of the Applicant Guide add hyperlink for more information.)</i></p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>If the answer to Q34 is “Rural area” or “Both”, the following question appears after 34A (if applicable): 34B. Will the majority of the activities be located in a remote area? <i>[Mandatory]</i> <i>[Only one checkbox can be chosen.]</i> <i>(Consult section 3.4 of the Applicant Guide add hyperlink for more information.)</i></p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>35. What needs will your project address? <i>[Mandatory]</i> <i>[If “Other” is chosen, a mandatory narrative text box will appear (maximum of 100 words).]</i></p> <p> <input type="checkbox"/> Advocacy planning <input type="checkbox"/> Becoming incorporated or registered <input type="checkbox"/> Human resources management <input type="checkbox"/> Increase evidence and knowledge of LGBTQ2 challenges and barriers <input type="checkbox"/> Organizational financial health <input type="checkbox"/> Organizational governance <input type="checkbox"/> Partnership development, collaboration, networking <input type="checkbox"/> Strategic planning <input type="checkbox"/> Skills development <input type="checkbox"/> Undertake pan-Canadian and/or regional collaborations <input type="checkbox"/> Other, please specify </p>
<p>36. Objectives <i>[Mandatory]</i> <i>[Maximum of 400 words]</i> <i>(Describe the objectives of your project by:</i></p> <ul style="list-style-type: none"> • <i>Providing a detailed description of how they contribute to the objective of the call for proposals;</i>

- Providing a detailed description of the issue or need the project will be addressing; and,
- Stating the measures your organization will use to determine whether they were achieved.)

37. Target population 1

37A. Indicate the gender of the project's population [Mandatory] [Only one checkbox can be chosen.]
(A person's gender may differ from the sex a person was assigned at birth. The categories "Women" and "Men" are considered inclusive of both cisgender and trans individuals.)

- Women
- Men
- Those not listed above
- All genders

37B. Indicate the age group of the project's population [Mandatory] [Two checkboxes can be chosen unless "All ages" is chosen.]

- 0-14
- 15-24
- 25-34
- 35-64
- 65 +
- All ages

37C. Indicate the characteristic that best describes the project's population [Mandatory] [Three checkboxes can be chosen unless "All Canadians" is chosen.]

- Indigenous
- LGBTQ2
- Non-status, refugee or immigrants
- People living in a northern, remote or rural area
- People living on a low income
- People living with disabilities
- Racialized
- All Canadians

If one of the answers chosen in Q37C is "LGBTQ2", the following question appears after Q37C:

37D. The majority of the target population identifies as: [Mandatory] [Five checkboxes can be chosen unless "All of the above" or "Other, please specify" is chosen.] [If "Other, please specify" is chosen, a Mandatory narrative text box will appear (maximum of five words).]

- Bisexual
- Gay
- Lesbian
- Queer
- Trans
- Two-Spirit
- All of the above
- Other, please specify

If one of the answers chosen in Q37C is "Indigenous", the following question appears after Q37C:

37E. The majority of the target population identifies as: [Mandatory] [Two checkboxes can be chosen unless "All of the above" is chosen.]

- First Nations
- Inuit
- Métis
- Unaffiliated
- Urban Indigenous
- All Indigenous people

If one of the answers chosen in Q37E is "First Nations", the following question appears after Q37E:

37F. The majority of the target population identifies as: [Mandatory] [Only one checkbox can be chosen.]

- First Nations off reserve
- First Nations on reserve
- All First Nations people

38. Target population 2 If the answer to Q37 A is "All genders", the answer to Q37B is "All ages" and the answer to Q37C is "All Canadians", Q38 doesn't appear.]

38A. Indicate the gender of the project's population [Mandatory] [Only one checkbox can be chosen.]
(A person's gender may differ from the sex a person was assigned at birth. The categories "Women" and "Men" are considered inclusive of both cisgender and transgender individuals.)

- Women
- Men
- Those not listed above
- All genders

38B. Indicate the age group of the project's population [Mandatory] [Two checkboxes can be chosen unless "All ages" is chosen.]

- 0-14
- 15-24

- 25-34
- 35-64
- 65 +
- All ages

38C. Indicate the characteristic that best describes of the project's population *[Mandatory] [Three checkboxes can be chosen unless "All Canadians" is chosen]*

- Indigenous
- LGBTQ2
- Non-status, refugee or immigrants
- People living in a northern, remote or rural area
- People living on a low income
- People living with disabilities
- Racialized
- All Canadians

If one of the answers chosen in Q38C is "LGBTQ2", the following question appears after Q38C:

38D. The majority of the target population identifies as: *[Mandatory] [Five checkboxes can be chosen unless "All of the above" or "Please specify" is chosen.] [If "Please specify" is chosen, a mandatory narrative text box will appear (Maximum of five words).]*

- Bisexual
- Gay
- Lesbian
- Queer
- Trans
- Two-Spirit
- All of the above
- Other, please specify

If one of the answers chosen in Q38C is "Indigenous", the following question appears after Q38C:

38E. The majority of the target population identifies as: *[Mandatory] [Two checkboxes can be chosen unless "All of the above" is chosen.]*

- First Nations
- Inuit
- Métis
- Unaffiliated
- Urban Indigenous
- All Indigenous people

If one of the answers chosen in Q38E is "First Nations", the following question appears after Q38E:

38F. The majority of the target population identifies as: *[Mandatory] [Only one checkbox can be chosen.]*

- First Nations off reserve
- First Nations on reserve
- All First Nations people

39. Engagement *[Mandatory] [Maximum of 350 words]*

(Describe how your organization will engage those affected by the issue or need being addressed by the project.)

40. Work plan *[Mandatory]*

(Complete the following work plan template: [Work plan]. Once completed, attach the document using the "Browse" button.)

41. Additional information: Describe how your organization represents the LGBTQ2 community you serve *[Mandatory] [Maximum of 500 words]*

42. Partners *[Optional] [Maximum of 500 words]*

(Indicate the project partners, their type of organization as well as the role they will play in the project, if applicable. If your organization has previously partnered with the organization, describe the role it played in the previous partnership.)

43. Project description *[Mandatory] [Maximum of 250 words]*

(The project description should summarize the project's objectives, partners, key activities and duration in months.)

44. Will the project benefit or involve members of an official-language minority community? *[Mandatory] [Only one checkbox can be chosen.]*

(An official-language minority is either a French-speaking population living outside of Quebec, or an English-speaking population living in Quebec.)

- Yes
- No

If the answer to Q44 is "Yes", the following question appears:

44A. Describe how your organization will include and engage members of an official-language minority community. *[Mandatory] [Maximum of 250 words]*

Section E: Budget**45. Budget [Mandatory]**

(Complete the following budget: [Budget]. Once completed, attach the document using the "Browse" button.)

46. 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.)

47. Sources of revenue [Mandatory]

(Complete the following sources of revenue template: [Sources de revenus / Sources of revenue]. Once completed, attach the document using the "Browse" button.)

Section F: Declaration

To be eligible for funding, the application must be completed and signed electronically by the official representative(s) of the organization.

The person(s) signing electronically this application certify (ies) the following:

- I have the capacity and that I am authorized to sign and submit this application on behalf of the organization named in Section A;
- The information provided in this application and supporting documentation is true, accurate, and complete to the best of my knowledge; and,
- The organization and any person lobbying on its behalf is in compliance with the [Lobbying Act](#) and that no commissions, or contingency fees, have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

The person(s) signing electronically this application agree(s) to the following:

- In the event that personal information is included, it will be administered in accordance with the [Privacy Act](#);
- Once funding is provided, any changes to the project will require the approval of Women and Gender Equality Canada;
- The information contained in this application may be shared with external consultants, review committee members, officials in other federal departments, provincial or territorial governments or Members of Parliament for assessment purposes and for potential co-funding opportunities. It may also be used or disclosed for policy analysis, research and evaluation purposes.
- The information provided in this application may be accessible under the *Access to Information Act* which 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 on the government's website on [Information about programs and information holdings](#).
- The organization will disclose any apparent, actual or potential conflict of interest in compliance with Treasury Board policy and disclose the involvement of any former public servants under the [Values and Ethics Code for the Public Sector](#);
- The organization will publicly acknowledge funding and assistance from Women and Gender Equality Canada and will permit the Department to make public relevant information relating to this application;
- The organization will respect the spirit and intent of the [Official Languages Act](#) and other various acts governing the programs of Women and Gender Equality Canada; and,
- The organization will submit reports as required by Women and Gender Equality Canada.

48. Name of the signatory [Mandatory]**49. Position title of the signatory 1 [Mandatory]**