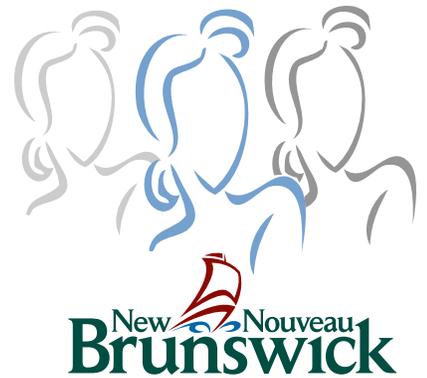


Community Action Fund



Introduction

In May 2002, the Executive Council Office created the Women's Issues Branch with a mandate to promote gender equality and reduce systemic discrimination; to provide advice and support on women's issues to the Minister responsible for the Status of Women as well as to departments of government; to coordinate the implementation of the government's action plan on violence against women; to liaise with community groups working in the area of violence against women; to coordinate the implementation of the government's wage gap action plan and pay equity commitments; and to liaise with the employer community on issues surrounding the wage gap and pay equity.

Description

In the pursuit that all New Brunswick families live in a secure and nurturing environment, free of abuse and violence, the Government of New Brunswick established the Community Action Fund to address violence against women. The Women's Issues Branch of the Executive Council Office is responsible to administer the fund.

Objective

The main objective of the Community Action Fund is to promote the prevention of all types of violence against women in New Brunswick. To achieve this objective, the Women's Issues Branch works with communities throughout the province by providing financial support to help carry out violence prevention initiatives.

Funding Level, Duration and Criteria

The Community Action Fund provides grants to a maximum of \$5,000 to agencies that focus on the prevention of violence against women. Projects could include one or more of the following components: public education, community awareness, development of violence prevention networks and support to abused women. Applications are accepted throughout the year. Partnerships are strongly encouraged.

General Funding Eligibility Requirements

- Projects must reflect the objective in the prevention of all types of violence against women.
- Projects must take place within the province.
- Applicants must meet specific terms and conditions of the grant within the required timeframe (e.g. deliverables, including financial statement, feedback, two copies of any materials produced, etc.).
- Applicants must provide a narrative report.
- Funding will not be awarded for projects that have already taken place.
- Ongoing service delivery will not be funded.

PROJECT SUBMISSION:

Please submit your proposal by mail, fax or e-mail to:

Executive Council Office
Women's Issues Branch
P.O. Box 6000
Fredericton, NB E3B 5H1
Fax: (506) 453-7977
Email: WIB-DQF@gnb.ca

Application Form



Application Form Sections

Please complete **ALL** sections (numbers 1 through 11) of the application. This information is required to properly assess your project and make decisions.

SECTION A – INFORMATION ABOUT YOUR ORGANIZATION

1. *Name of Organization:

*Mailing Address of Organization:

*Name and Title of the Contact Person:

*E-mail:

*Telephone Number: - -

Fax Number: - -

Please fill out the *required fields

2. Your Organization's Mandate:
Please tell us about your organization by providing a brief summary, including the scope of your organization, who benefits from your services, what information, skills and experience your organization brings to the proposed project, and what your relationship is with the community, etc.

3. Has your organization applied to the Community Action Fund in the past?

No

Yes (please specify)

SECTION B – CONTACT INFORMATION

For this section, please consult the Glossary of Terms on page 10.

4. Project Title:

5. Brief Project Description:

5.1. Project Goals (a project goal is what you intend to achieve):
(i.e. you want to increase the number of domestic violence referrals your agency currently receives.)

5.2. Project Objectives (objectives are concrete statements that describe what the project will achieve):
(i.e. through monthly meetings with community stakeholders, your agency will increase its domestic violence referrals by 5% by September 1, 2013)

SECTION B – Continued 2

6. Project Activities:

Please explain how you plan to achieve the objectives and goals of the project.

Specific Activities	Start Date	End Date	Outcome Results
(i.e. host an information workshop) (i.e. identify target audience) (i.e. promote event, etc.)	(i.e. June 3, 2013) (i.e. May 7, 2013) (i.e. April 4, 2013)	(i.e. June 4, 2013)	(i.e. Approximately 40 people from the community will be sensitized to the dynamics of family violence – elaborate further...)

SECTION B – Continued 3

7. Partnerships Arrangements:
Please identify any partnerships, and their contributions, to the project's goals and objectives.

8. Evaluation:
Please describe what method(s) you will use to assess whether the project goals and objectives you identified are achieved.

9. Letters of Support:
Please submit two letters of support (from partners or stakeholders) with the application.

10. Project Duration:
Proposed start date (yy-mm-dd):
Proposed end date (yy-mm-dd):

SECTION C – TOTAL PROJECT COST

11. Please provide a budget (similar to the sample below) for the project, including any in-kind contributions (i.e. translation services, printing services, etc.) and other revenue (i.e. donations, registration fees, raffle tickets, etc.). See page 9 for Description of Budget Categories.

Budget Items	Expenses	Explanation of Budget Items
i.e. Transportation (airfare, taxi, car rentals) i.e. accommodations and meals	\$ 565.00	(Specify each cost – i.e. presenter’s flight \$350; airport taxi [return] \$50; hotel room [one night] \$120; 3 meals [lunch is included for conference] \$45; etc.)
Transportation (airfare, taxi, car rentals)	\$	
Accomondations and meals	\$	
Salaries and benefits	\$	
Honoraria and professional fees	\$	
Facilities	\$	
Office equipment	\$	
Materials and supplies	\$	
Publicity and promotion	\$	
Other (List each item below)		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL EXPENSES	\$	

Community Action Fund

SECTION C – Continued 2

<i>Revenue Items</i>	<i>Revenue</i>	<i>Explanation of Revenue Items</i>
(i.e. registration fees) (i.e. donations) (i.e. raffle tickets)	\$ 1,000.00	(Specify each revenue item – i.e. we anticipate 40 attendees – registration fee is \$25 x 40 = \$1,000)
	\$	
	\$	
	\$	
Other - list each item below		
	\$	
	\$	
	\$	
	\$	
Other Contributions (i.e. in-kind printing; translation services; etc.)		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL REVENUE	\$	
TOTAL AMOUNT REQUESTED FROM COMMUNITY ACTION FUND	\$	

Description of Budget Categories

Travel

Transportation for staff, volunteers and resource people for activities related to the project. This could include meals and accommodation during travel time at the current New Brunswick provincial rates.

Salaries & Benefits

Salaries and benefits for paid work directly related to the project.

Honoraria/Professional Fees

An honorarium is a payment to an individual to recognize a task performed and/or knowledge contributed to the project. Professional fees are paid for the services of an individual who has expertise relevant to and necessary for carrying out the project. Professional fees are usually paid through a contract. These fees can include costs related to third-party financial audits and evaluations.

Facilities

Office rental and utilities related to the project, includes room rentals for meetings or conferences.

Office Equipment

The cost of leasing, buying and/or operating office equipment like office furniture, computers, printers, fax machines, photocopiers, cost of telephone and Internet line access and other related costs of the project.

Materials & Supplies

Office supplies and other materials necessary to carry out the project. For example, postage, paper, photocopying, printing, resource materials, computer software, printer & fax cartridges, etc.

Publicity & Promotion

The cost of producing brochures, newsletters, advertising, posters, etc.

Contributions-in-Kind

An estimated value of ALL services or products that will be donated to the project by your organization or others. This includes volunteer hours that will be contributed to the project.

Other

Expenses that do not fit any of the previous categories (ex. catering for meetings or conferences, child care, etc.). Items under this category must be identified and explained.

Glossary of General Terms

Goal

The project goal answers the question, “What do you ultimately expect your project to achieve?” For example, a project goal could read: “To contribute to reducing rates of violence against women in rural communities in New Brunswick.”

Objectives

The project objectives should reflect what you expect to achieve at the end of your project, not how you plan to achieve it. Objectives contribute to the achievement of project goals. Your objective should answer the question, “What will have changed by the end of the project?” For example, a project objective could read: “To strengthen the skills of project participants to better recognize and respond to issues of family violence within their families, communities and workplaces.”

Activity

Key actions undertaken in the course of the project that use resources to produce outcomes. Project activities and their related outcomes will contribute to the achievement of project objectives. Examples of key activities include: skill-building workshops, resource development, networking, etc.

Outcome

The results and impacts of the completed key activities of the project. Outcomes are describable and/or measurable changes that a project has produced. Results should be SMART: Specific, Measurable, Achievable, Relevant and Time-bound. There could be immediate (short), intermediate (medium) and long-term (final) outcomes. An example could be: “Twenty project participants indicate that they are better able to recognize and respond to issues of family violence within their families, communities and workplaces.”