

AFRICAN NOVA SCOTIAN AFFAIRS



Discretionary Grant Program

Application Package

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To find out more about ANSA and the grant program, please see our website at www.gov.ns.ca/ansa or call (902) 424-5555/1-866-580-ANSA (2672).

A.1 Cover Sheet

Organization Name: _____

Registry of Joint Stock Number: _____

Year organization was founded: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Website: _____

Director/Chairperson: _____

Contact person and title (if not director): _____

ANSA Funding grant amount requested: _____

Period grant will cover: _____

Project title: _____

Total project budget: _____

Start date of project : _____

Summary of the organization's mission (250 words or 1/4 page):

Summary of project or grant request (250 words or 1/4 page):

A.2 Written Description of Request

A.2.1 Profile and Background of Organization (Maximum 1½ pages)

Provide a profile and background of your organization. This section should demonstrate your group or organization's ability to manage the proposed project, program, or activity.

Address each of the following points:

- Briefly describe your organization's history and major accomplishments.
- Describe your current programs and activities.
- Explain who will benefit from the project, program, or activity or who needs what your project, program, or activity will offer.
- Explain how your key stakeholders are actively involved in your work and how they do or will benefit from this program and your organization.
- Describe who will be involved in carrying out the project, program, or activity outlined in this application. Include a brief paragraph summarizing the qualifications of key individuals.
- Provide a list of your board members and their roles.
- Describe how your board is selected; who selects them, and how often.
- Describe your administrative structure.
- If you are a membership organization, define the criteria for membership and whether dues are paid.

A.2.2 Describe Your Request (Maximum 2 pages)

This section provides you with the opportunity to give a written description of the project, program, or activity you wish the ANSA funding grant program to support.

Address each of the following points:

- Describe what you are asking for from the ANSA funding grant program.
- Give a brief overview of the proposed project, program, or activity. Indicate if this is a new or current program.
- Outline the goals, objectives, activities, and strategies involved in this request. Describe your specific activities and strategies using a timeline over the course of the request.
- Discuss the problems, needs, or issues that the proposed project, program, or activity addresses.

- Describe the need for this project, program, or activity. How were these needs identified? Does this project, program or activity duplicate existing services? Include any needs assessments/evaluations done, statistics, or statements.
- Explain why you have decided to pursue this project, program or activity, now.
- Describe the systemic or social changes you are trying to achieve: How does your work address and change the underlying or root causes of the problem?
- Explain how your proposed project, program, or activity fits within ANSA's vision, mission, and strategic goals?

A.3 Evaluation Plan (Maximum 1 page)

This section should define how you will evaluate your project, program, or activity.

Evaluation is a way of measuring if a project, program, or activity is doing what it says it will do. Data or information is collected to provide evidence about what is happening in the project, program, or activity (outcomes), why it is happening, and how things may be improved. This evidence can then be used to make judgments about the project, program, or activity's impact.

For example, an evaluation plan will help answer the question “How will you know if you have achieved the objectives of your project, program, or activity?”

Possible ways to answer the question:

- Track the number of community members who will be served by this program.
- Compile the number, type of presentations, workshops, articles, papers, resource materials produced at the end of this project, program, or activity.
- Document any changes that will be accomplished or achieved as a result of the project, program, or activity (outcomes). Outcomes provide a benefit (or consequence) for a target group, including change in knowledge, attitudes, skills, behaviour, or improvement to conditions or circumstances of individuals that participate in the project, program, or activity.

Your evaluation plan should:

- briefly describe your plan for evaluating the success of the project, program or activity or for your organization's work;
- set out who will be involved in evaluating this work—staff, board, community, stakeholders;
- set out how and when will data be collected—for example, surveys, interviews, questionnaires; and
- set out how your results will be shared.

A.4 Financial Information

This section requires that you provide financial information related to your organization and your proposed project, program, or activity. You will need to demonstrate other sources of funding and in-kind contributions such as volunteer time or donations of facilities, services, materials or equipment. At a minimum, you must demonstrate efforts to seek funding from other sources.

Sample financial information (budget) tables have been provided in Appendix B.

A.4.1 Organizational financial information

Provide the following information related to your group or organization:

- Most recent, completed full year organization financial statement (expenses, revenue and balance sheet), audited, if available
- Current annual operating budget
- Projected operating budget for upcoming year
- Note and explain any significant budget items

A.4.2 Budget for proposed project, program or activity

Provide an itemized list of expenses for your proposed project, program, or activity. Include the following information:

- List, individually, other sources of funding for your proposed project, program or activity
- Describe your plans for future fundraising

Appendix A outlines eligible costs (expenses) that may be supported by the ANSA funding grant program.

A.5 Other Supporting Material

Provide all of the following items related to your group or organization or proposed project, program or activity:

- Three letters of support/commitment
- Up to three recent newsletter articles, newspaper clippings, evaluations or reviews
- Recent annual report and/or business plan, if applicable
- Up to three other relevant materials

A.6 Declaration

We declare the information in this application and all attachments is accurate and complete, and that this funding grant application is being made by the organization named in this application package with its full knowledge and consent.

If an Office of African Nova Scotian Affairs funding grant is awarded based on this application, we agree to sign a contribution agreement, outlining the terms and conditions to be met by both parties, before any funding is issued.

We are aware that the Office of African Nova Scotian Affairs is subject to the Freedom of Information and Protection of Privacy Act, as described in Section 1.11 of the ANSA Discretionary Grants Program Information Package.

We further declare the group or organization will provide financial and activity reports that the Office of African Nova Scotian Affairs requires, such as interim and final reports. We have already sent, or have included with this application package, all final reports for previous ANSA funding grant. We understand that this application will be considered ineligible if any final reports are outstanding.

This Office of African Nova Scotian Affairs Grant Program application for

(insert the name of your organization)

has been approved by the organization and signed by two authorized representatives *(one of whom must be a designated Signing Officer)*:

Name and Position of designated Signing Officer:

Name: _____

Position: _____

Signature: _____

Date: _____

Name and Position of Representative:

Name: _____

Position: _____

Signature: _____

Date: _____

A.7 Final Steps

Reminder Checklist

Have you enclosed the following items?

- θ ALL organization information requested (A.1)
- θ A written description of your request (A.2)
- θ Details on how you will evaluate (A.3)
- θ Financial information on your organization and proposed project, program, or activity (A.4)
Templates are available on pages 11 & 12 of this package.
- θ Three letters of support, including one from another organization in your community (A.4)
- θ Any other supporting material (A.5)
- θ Signed declaration (A.6)

PLEASE NOTE: Incomplete submissions may not be processed or will delay the review of applications and distribution of funds.

Submit one (1) electronic copy of the completed application by email and one completed hard copy of the signed application with all attachments by mail to:

ANSA Discretionary Grant Program
Office of African Nova Scotian Affairs
5670 Spring Garden Road
Suite 604
PO Box 2691
Halifax, NS B3J 3P7

Phone: (902) 424-5555

E-mail: gannondj@gov.ns.ca

** If you cannot submit an electronic copy, please send two (2) hard copies of your application by mail.*

Appendix A: Table of Eligible Costs (expenses)

Category	Description
Honouraria	Monetary support given to individuals for direct delivery of the project, program, or activity. Less than 20 per cent of total project costs.
Travel	Travel within the province for staff and volunteers directly delivering the project, program, or activity. Details including how many individuals are traveling, where, when and why, are required.
Resources	Print materials, audio-visual resources, and educational software used directly in delivery of the project, program, or activity.
Office Supplies	Materials and supplies related to the delivery of the program, such as paper products, files folders, and CDs.
Facilities & Equipment	Rent for meeting rooms or space, offices or equipment rental, copier and telecommunication charges, etc., for direct delivery of the project, program, or activity. Rent cannot be charged for space belonging to members of the board of the organization.

Appendix B: Project financial information table (Budget)

Template 1 – Project Budget

Project Budget				
Item	Total cost of item (\$)	Other sources of funding (include your organization's contribution and other sources of revenue)		= Requested amount from Office of African Nova Scotian Affairs (\$)
		Cash (\$)	Estimated In-Kind (\$)	
Eligible costs				
Honoraria (<i>monetary support given to individuals</i>)				
Travel (<i>provide details – reason for travel, # of trips/ dates, # traveling, mileage to and from where, etc.</i>)				
Resources (<i>provide details – print materials, audio, visual resources and educational software, program supplies, etc.</i>)				
Office supplies (<i>provide details – paper products, file folders, CDs, etc.</i>)				
Facilities & equipment (<i>provide details – for program space, monthly rental costs, etc.</i>)				
Other (<i>provide details – insurance, bookkeeping services, etc.</i>)				
Total project cost				

Appendix C: Organizational financial information table

Template 2 – Organizational Financial Information

	Last Year	Current Year
Revenue		
• Grant Income	-----	-----
• Earned/Fundraising income	-----	-----
Total Revenue	-----	-----
Expenses		
• Facilities and Equipment	-----	-----
• Resources	-----	-----
• Travel	-----	-----
• Other (includes salary, honoraria and administrative costs)	-----	-----
Total Expenses	-----	-----
Net Income	-----	-----