

Office of  
**African Nova Scotian**  
AFFAIRS



**DISCRETIONARY  
GRANT PROGRAM**  
Information Package



# DISCRETIONARY GRANT PROGRAM

## Information Package



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or please visit [www.gov.ns.ca/ansa](http://www.gov.ns.ca/ansa)*



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## Introduction

The creation of the Office of African Nova Scotian Affairs (ANSA) by Order in Council (September 2004) was a genuine indication of the government's commitment to the well being of African Nova Scotians.

ANSA's mission is to assist, support, and enhance the provincial government's delivery of services to African Nova Scotians and be a partner in developing innovative solutions which lead to self reliance and sustainable development for African Nova Scotians and their communities.

### ANSA's vision:

- strengthening the delivery of services to African Nova Scotians
- assisting in the development of action plans to address resource allocation
- working with community groups and organizations on specific projects and programs that foster development and capacity building

The ANSA grant program is one way to achieve parts of this vision.

### This Information Package is divided into three (3) sections:

- Section 1: Important Applicant Information
- Section 2: Guiding Principles, Roles and Responsibilities
- Section 3: Proposal Checklist

We have included the Proposal Checklist for your benefit. Please review it to ensure that your submission is well thought out, has clarity of purpose, and has all the elements required for a successful project. We will be using this checklist to assess your proposal. **Please note: your application may be dismissed or delayed if information is missing.**

*Note: Application package is a separate document.*



## **Section 1: Important Applicant Information**

### **1.1 WHAT IS THE OFFICE OF AFRICAN NOVA SCOTIAN AFFAIRS (ANSA)?**

The Office of African Nova Scotian Affairs is a public service entity created to assist, support, and enhance the provincial government's delivery of services to African Nova Scotians to facilitate positive change on behalf of Nova Scotians of African descent.

ANSA works with government and community, departments, agencies, divisions, and organizations to develop mutual strategies, goals, and practical solutions.

ANSA also provides financial resources (through discretionary grants) to African Nova Scotian community groups and organizations to encourage and support community and organizational development, and organizational capacity building.

### **1.2 WHAT IS THE ANSA DISCRETIONARY GRANT PROGRAM?**

Funding grants are one way ANSA is able to be an agent of change. ANSA's grant program is seen as a component to developing innovative solutions that lead to self-reliance and sustainable development for African Nova Scotians and their communities.

This information package has been designed to improve the capacity of African Nova Scotian groups and organizations to submit quality and professional project proposals. Therefore, grants will be given to projects, programs, and activities that support ANSA's three strategic goals:

- To facilitate and support an integrated approach within government on matters related to African Nova Scotian issues and provide corporate policy, strategic advice and support to departments in order to build a sustainable framework for African Nova Scotian government relations



- To work collaboratively with the African Nova Scotian Community to foster development and capacity building
- To enhance awareness and understanding of African Nova Scotian experiences to government

### **1.3 WHAT TYPES OF PROJECTS, PROGRAMS, AND ACTIVITIES ARE SUPPORTED BY THE ANSA DISCRETIONARY GRANT PROGRAM?**

**The grant program will support projects that**

- develop community organizational capacity
- foster collaboration between African Nova Scotian community organizations
- address a documented need or issue
- demonstrate a benefit to the community involved

**ANSA will give preference to applications that demonstrate that the group or organization**

- is not operating from a deficit
- is supported by other funding partners or can demonstrate efforts to seek funding from other sources
- is supported by in-kind contributions, such as volunteer time or the donation of facilities, services, materials, or equipment

*Note: Projects, programs, and activities submitted to ANSA under the funding grants program may also be brought to the attention of other government agencies and departments for support.*



## 1.4 WHO CAN APPLY FOR A FUNDING GRANT?

Charitable, non-profit (not-for-profit) African Nova Scotian groups that are registered societies, associations, and organizations can apply for a grant from ANSA. Groups registered under the Nova Scotia Society's Act must include the group's Registry of Joint Stocks number on the application cover sheet and submit a copy of incorporation documents with the application package.

ANSA grants are also available to assist African Nova Scotian groups that have an organizational structure, goal, and purpose, and can demonstrate they are in the process of registering as a society with the Registry of Joint Stocks.

## 1.5 WHAT COSTS WILL BE SUPPORTED BY THE ANSA GRANT PROGRAM?

- Honouraria
- Travel
- Resources
- Office supplies
- Facilities and equipment

A table detailing these eligible costs (expenses) that may be supported by the ANSA grant program is included in the application package.



## 1.6 WHAT TYPES OF ACTIVITIES AND COSTS CANNOT BE FUNDED?

- Paying off outstanding debts or expenses of the group
- Projects, programs, or activities that benefit only one person
- Projects, programs, or activities that are already receiving three-quarters of their project costs from government funding

## 1.7 HOW DO WE APPLY?

### Step 1:

Review Section 3 of this document, the Proposal Checklist. This checklist will help you prepare an application package that is well thought out, has clarity of purpose, and has all the elements required for a successful project. This checklist will also be used by ANSA when we review your application.

### Step 2:

Read through the application package, which is a separate document. Complete all information and attach requested document.

### Step 3:

Review your application to ensure that it is complete. Check it against the Proposal Checklist to ensure that you have included the details we will be looking for. Incomplete submissions may not be processed or will delay the review of applications and distribution of funds.



#### Step 4:

Review your application with the Freedom of Information and Protection of Privacy (FOIPOP) Act in mind. See section 1.11.

Should your application be approved, is there any information that you consider proprietary or a trade secret? If so, mark it confidential. This will allow us to withhold this information should our records be subject to a public query through the FOIPOP Act.

*Note: Personal information is always kept confidential under the act.*

#### Step 5:

Make and keep a copy of your application for your records.

#### Step 6:

Submit your completed application to the Office of African Nova Scotian Affairs. Submit one electronic copy by e-mail and one hard copy by mail. Be sure that the hard copy application is signed. Please staple or clip together the hard copy application and attachments. Do not bind, cerlox coil, or place it in a duo-tang.

If you cannot submit an electronic copy, send two hard copies of your application by mail.



## 1.8 WHERE DO WE SUBMIT A COMPLETED APPLICATION?

Submit one electronic copy of the completed application by e-mail and one completed hard copy of the signed application with all attachments by mail to:

Attention: 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](mailto:gannondj@gov.ns.ca)

## 1.9 WHERE CAN WE FIND MORE INFORMATION?

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

## 1.10 IMPORTANT NOTICES

- Final decisions will be dependent upon the amount of funding available
- ANSA will collect electronic information related to groups and organizations in a database. In future, if the same group or organization applies for funding, updates rather than full group or organization information will be required in the submission
- As a public service entity, ANSA complies with the Nova Scotia Freedom of Information and Protection of Privacy (FOIPOP) Act (Section 1.11)



## 1.11 ABOUT THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPOP)

Before your application is approved, proposals are considered the property of the applicant (group or organization) and will only be available to Office of African Nova Scotian Affairs (ANSA) staff involved in assessing the application.

Once approved, applications submitted to ANSA are subject to the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP). By entering into a contract with the Province, the group or organization agrees to public disclosure of their proposal content. Any information in the application that the group or organization considers to be proprietary should be marked “confidential,” and will be subject to appropriate consideration as defined within the FOIPOP Act.

Assessment reviews made public through the FOIPOP Act will not include any materials deemed to be proprietary in nature. If selected groups or organizations have access to constituent personal information that is protected under the FOIPOP Act, the group or organization should understand they may not disclose or reveal any such personal information. Failure to comply with these regulations may result in criminal prosecution or civil liability of the group or organization and the individuals involved.

If you require further information related to the FOIPOP Act and your application, please contact the ANSA FOIPOP Administrator at

**(902) 424-3480**  
**[jacksoNL@gov.ns.ca](mailto:jacksoNL@gov.ns.ca)**



## Section 2: Guiding Principles, Roles and Responsibilities Governing ANSA's Discretionary Grant Program

### 2.1 GUIDING PRINCIPLES

The ANSA discretionary grant program will be guided by the following principles:

- Use of funds allows for maximum benefit to the African Nova Scotian community

Funds will be used to:

- develop community organizational capacity
- foster collaborations between African Nova Scotian community organizations
- address a documented need or issue
- demonstrate a benefit to the community involved
- Fairness and transparency  
Clear, published criteria for funds give all eligible groups and organizations an opportunity to access funding.
- Balance  
Submissions are reviewed from all African Nova Scotian communities from across the province.
- Clear accountability  
Accountability measures ensure that allocated resources adhere to all the rules and regulations established by the Government of Nova Scotia.



## 2.2 ROLES AND RESPONSIBILITIES

### The Office of African Nova Scotian Affairs will:

- establish and communicate to applicants criteria for program approval
- finalize and communicate decisions in a timely manner
- distribute funding
- monitor and evaluate programs and services
- lead a fair and open assessment process of grant applications

### Grant applications will be assessed using the following factors:

- Group/organizational appropriateness

The application must demonstrate the organization's vision, mission, and mandate, along with the overall objectives and goals as they relate to ANSA's vision, mission, and strategic goals.

- Organizational capacity and track record

The application must describe the organization's capacity to carry out the proposed project, program, or activity, to manage the project, program, or activity over the long run, and must demonstrate financial viability, previous experience, and broad community and constituency support.

- Strong demonstration of need or demand

The application must explain why the ANSA funding grant is necessary; how the needs were identified, and how the project, program, or activity does not duplicate existing services.



- Relevance and significance

The application must clearly demonstrate the link between the project, program, or activity and ANSA's strategic goals.

**Groups and organizations submitting applications will:**

- Use this package to prepare applications, attaching all required information and forms
- If approved, actively work with the Office of African Nova Scotian Affairs to clarify or enhance proposals
- Be accountable for using the funding for its intended purpose, by providing all required reports, such as interim and final



## Section 3: Application Checklist

Please review this checklist to ensure that your submission is well thought out, has clarity of purpose, and has all the elements required for a successful project. We will be using this checklist to assess your application.

*Note: Some questions may not apply to your project, program, or activity.*

### Does your submission answer these questions?

1. How acceptable and appropriate is the project, program, or activity for your group or community?
  - How does it fit within ANSA's strategic goal framework?
  - Have you stated it clearly and briefly in writing?
  - Does it fit your organization's mission and goals?
  - Have you projected the outcomes of the project, program, or activity and determined how to evaluate them?
  
2. Can your organization carry out this project or activity?
  - Does your organization have the necessary skills and capacity, or can you identify and get the cooperation of any experts in this area?
  - Can it be done by your organization? If not, what will you need to do?



3. Who will fund it?

- Who has a special interest in your subject, location, methodology, target group, etc.?
- Who would fund similar work?
- Who else besides ANSA could be a potential funder? Have you contacted them for support?

4. Why should this project be supported? Why should ANSA support this project or activity?

- Can you show a clear understanding of the problem or need that your project, program, or activity will address?
- What will your project, program, or activity provide as an outcome?
- Who will benefit from this project, program, or activity?
- Does this project, program, or activity fit with ANSA's three strategic goals or eligible activities?

5. How will you carry out the project?

- Have you included procedures to reach each and every objective?
- Are the procedures and methods suitable to the problem, environment, and available resources?
- Have you adequately described time lines, the project management, and the responsibilities of each individual involved with the project?
- Have you shown that you have anticipated possible problems and identified potential solutions?



- Have you clearly described any role the sponsors (including ANSA) will play in the activities?
- Where will the project be conducted?

6. How will the project be evaluated?

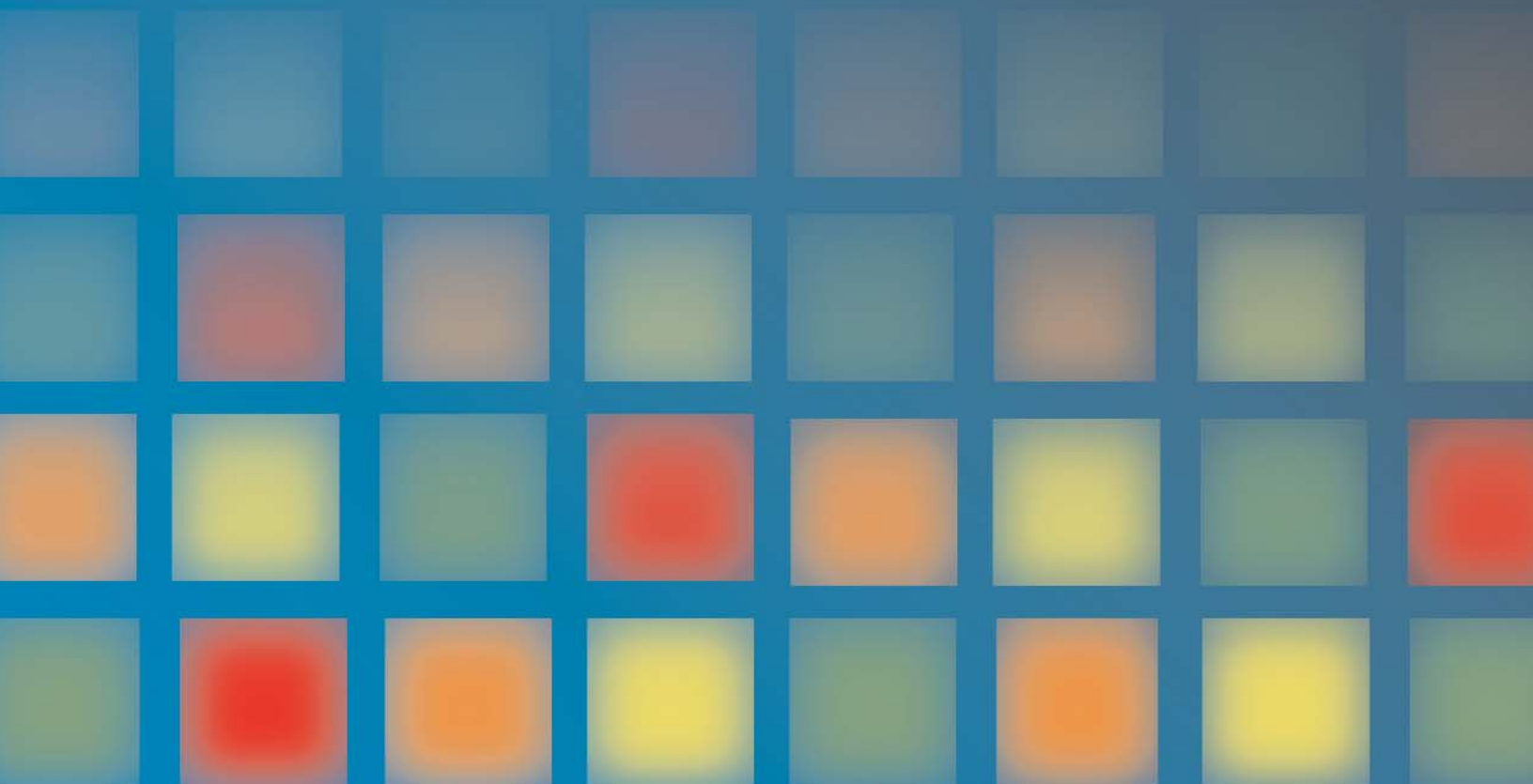
- Who will evaluate the project?
- Will the method of evaluation produce results (outputs/outcomes) that can be measured?
- Who will report the evaluation? To whom? How?
- How will you present the outcomes?
- Why and to whom will the results be shared?

7. Who will do the work?

- Have you described the roles and responsibilities of each member of the project team and staff?
- Have you identified each key person by name or position? Have you demonstrated their capabilities and preparation for this project?

8. Is the budget right?

- Does your project budget anticipate every cost and its source of funding?
- Does the budget reflect an awareness of ANSA's rules and regulations governing the costs and activities that can and cannot be funded?



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