

CANADA LEGACY FUND

APPLICATION GUIDANCE NOTES 2018-19



BACKGROUND & PURPOSE

Sail Training International (STI) is seeking to support organisations – preferably nonprofit – to deliver **youth¹ sail training programmes** that will reach **disadvantaged young Canadians²**, and offer one or more of the following:

- improve trainees' personal, social, or educational development,
- enhance international friendship and understanding, and
- demonstrate replicable models of innovation and good practice in sail training

The Legacy Fund has been set up with a generous donation from Rendez-Vous Naval de Québec following the successful RDV 2017 Tall Ships Regatta. It is under the ultimate management of the Trustees of STI, but is administered by the Legacy Fund Committee, consisting of two STI Trustees and a representative of RVNQ, advised by a representative of Tall Ships Canada Association. The following rules for disbursement of moneys have been agreed:

- Two thirds of the fund will be used for sail training projects in Canadian waters. These may include international trainees, but a minimum of 60% of trainees must be Canadian nationals
- One third will be for Canadians to take part in voyages outside of Canada.
- The funding will be a maximum of 10% of the initial fund per annum.
- All funding granted will be to a maximum of 50% of the total project cost.
- Funding will be for projects and not for individual bursaries.
- All applications will be considered on a case by case basis.
- Higher amounts will be considered by exception but still on a matched funding basis.

STI has set aside \$25,000CAN to be awarded in grants to successful applicants. Grant requests may range from \$5,000 - \$10,000CAN.

¹Young people between 14 and 25

²Applications will need to demonstrate how they will identify and target young people from disadvantaged backgrounds.

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GRANT TIMELINE

The relevant dates are as follows:

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| ▪ Program Opens | 24 August 2018 |
| ▪ Deadline for submission of proposals: | 12 October 2018 |
| ▪ Grant decisions announced: | 30 November 2018 |
| ▪ Grant funding period: | 1 January to 30 September 2019 |
| ▪ Report submitted to STI by: | 8 October 2019 |

ELIGIBILITY

- Applicants are likely to be based in Canada but can be located elsewhere provided the numbers of Canadian trainees meet the criteria above.
- Applicants are likely to be nonprofit bodies working for public benefit and exempt from corporation tax, but exceptional proposals from commercial companies may be considered.
- Applicants must operate without discrimination on the basis of race, religion, gender, sexual orientation, age, or disability.
- Successful organisations will be required to submit a report on their projects including evidence of successful outcomes, lessons learned, and an overall evaluation of the project. If your organisation is a previous or current STI grantee, **all reporting requirements must be current** or your organisation will not be considered for funding.

GRANT FUNDS MAY BE USED FOR

- Implementation of a new program / project
- Continuation or expansion of a program, if able to document history of compelling, quantified impact
- Personnel, facility, supplies, equipment, and other direct expenses essential to the project
- Community outreach/publicity to targeted trainees essential to the project
- Staff or volunteer training essential to the project
- Justified Indirect costs relating to the project

EVALUATION CRITERIA FOR PROPOSALS

Proposals are evaluated by the Legacy Fund Committee who will determine the extent to which they meet following criteria:

- **Disadvantaged** - STI wishes to target those young people that 1) do not have equal opportunities because of circumstances that make achievement unusually difficult and 2) are at risk of social exclusion.
- **Youth** - Between the ages of 14 and 25.
- Proposed program must be compatible with your organisation's mission and the purpose of grant program stated above.
- Organisation shows experience with targeted community(ies) and access to the populations served.
- The programme for which you are seeking support effectively
 - Offers an ongoing educational experience
 - Promotes responsibility
 - Promotes leadership and life skills
 - Contributes to international friendship and understanding
 - Would not take place without the additional funding or not to the same scale.
- Value for money
- Organisation must show credible evidence of sufficient financial stability to complete the project.
- Sound proposals for demonstrating outcomes and evaluating the project.

PAYMENT OF GRANT

Successful applications will be funded in the following stages:

1. 50% on approval of grant
2. 25% on confirmation that project has recruited young people and booked a voyage on an approved vessel
3. 25% on receipt by STI of final project report

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PROPOSAL FORMAT AND CONTENT

Please make sure that your proposal includes each of the items listed below. Do not exceed the word limit allotted for each section. The proposal should be in Microsoft Word and include the following:

- Proposal Cover Sheet (1 page, use form provided)
- Narrative (2 pages, use form provided)
- Financial analysis (1 page, use form provided)
- A copy of the project budget for the program for which you are seeking funding (1 page)
- A one-page document of how organisation's total funding is secured; please show actual numbers as well as break down into percentages (government funding, private donations, foundation grants, etc.)

In addition to the above set, please provide the following attachments as a .pdf file:

- Government letter of tax exemption/ charity registration if appropriate
- Copy of the most recent available audited report and accounts including auditors' letter
- Declaration in the form of STI's Approved Vessel Criteria (attached) signed by an authorised representative of the vessel Operator(s)

IMPORTANT - SUBMISSION OF PROPOSAL

Please submit proposals **no later than 12 October 2018** via email to alison.short@sailtraininginternational.org
Proposals will only be accepted at this email address.

Please direct inquiries to alison.short@sailtraininginternational.org

Late or incomplete proposals will not be accepted. Proposals will be declined if the directions for formatting stated above are not followed. Information may be used or shared for reporting or promotional purposes.