

# CANADA LEGACY FUND

## APPLICATION GUIDANCE NOTES 2020-21



### BACKGROUND & PURPOSE

Sail Training International (STI) is seeking to support organisations – preferably nonprofit – to deliver **youth<sup>1</sup> sail training programmes** that will reach **disadvantaged young Canadians<sup>2</sup>**, 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 (RNDQ) 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 RNDQ, advised by a representative of Tall Ships Canada Association. The following guidelines 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 should be Canadian nationals. The Legacy Fund Committee may choose to vary these numbers if suggested projects do not meet all criteria.
- One third will be for Canadians to take part in voyages outside of Canada. The Legacy Fund Committee may choose to vary these numbers if suggested projects do not meet all criteria.
- 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.

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<sup>1</sup>Young people between 14 and 25

<sup>2</sup>Applications 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:

- |   |                                |
|---|--------------------------------|
| ▪ Program Opens                                     | 21 September 2020              |
| ▪ Deadline for submission of proposals:             | 18 January 2021                |
| ▪ Grant decisions announced:                        | 9 February 2021                |
| ▪ Grant funding period                              |                                |
| ▪ (in reasonable cases, Grant can be paid earlier): | 29 January to 16 November 2021 |
| ▪ Report submitted to STI by:                       | 30 November 2021               |

### 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 proactive confirmation to STI that project has recruited young people and booked a voyage on an approved vessel
3. 25% on receipt by STI of final project report. This report should include the following:
  - *Evidences of success, e.g. using the Outcome Wheel*
  - *Pictures for promotional purposes*
  - *Lessons learnt/key findings*
  - *Summary of the end result*

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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 organization'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 18 January 2021** via email [ben.clark@sailtraininginternational.org](mailto:ben.clark@sailtraininginternational.org)  
**Proposals will only be accepted at this email address.**

Please direct enquiries to [ben.clark@sailtraininginternational.org](mailto:ben.clark@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.**

#### **PRIVACY POLICY**

Sail Training International has updated its Privacy policy in line with the new GDPR regulations. The new regulations require us to explain what data we hold about you and how we will use it. To view our updated policy go to [www.sailtraininginternational.org/privacy-policy/](http://www.sailtraininginternational.org/privacy-policy/)  
By submitting this form you agree to our updated privacy policy.  
If you have any questions about your data please do not hesitate to get in touch