

# CANADA LEGACY FUND

## APPLICATION GUIDANCE NOTES 2023



### 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 Quebec 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 mon-  
eys 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**.

### GRANT TIMELINE

<b>Deadline for submission of proposals:</b>	13th January 2023
<b>Grant decisions announced:</b>	27th January 2023
<b>Grant funding period:</b>	From January 2023
<b>Projects to be delivered before:</b>	30 <sup>th</sup> September 2023

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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.

### 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 complete a project evaluation 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.

### 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 programme must be compatible with your organisation's mission and the purpose of grant programme 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, e.g. using the Outcome Wheel, surveys among the participants before, during and after the voyage.

### GRANT FUNDS MAY BE USED FOR

- Implementation of a new programme / project
- Continuation or expansion of a programme, 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

### PATICIPANT DATA

- STI will require demographic data such as age, sex or other data on trainees to be provided a standard format to assist its research projects.
- Where permissible under data protection legislation, STI will also request contact details for trainees.

### MARKETING SUPPORT FOR STI

Please list the marketing materials you will be able to provide STI pre, during and post the voyage, with the understanding that STI have the right to publish all such materials.

Good examples (but not essential) of this would be:

- Unbranded photos /videos of the voyage for social media & website use,
- regular updates by blog/website,
- trainee reports,
- publishing a newspaper or magazine article on the voyage (mentions of STI included),
- holding a presentation in a school, university, or youth organisation on the project (mentions of STI included)
- using another way of informing the public about the project and the use of the as provided by STI. Suggestions should be sent to STI at least one month before the voyage

The organisation should provide evidence of the material no later than 2 months after the end of the voyage. Materials should be published according to data protection requirements including photo permissions of the persons shown if photos are published.

### 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 include the following, on the application form provided:

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

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

- Evidence of organisation's status (e.g. Company, charity/NGO, and tax exemption/ charity registration if appropriate)
- Copy of the most recent available audited report and accounts including auditors' letter if available
- Declaration in the form of STI's Approved Vessel Criteria (attached) signed by an authorised representative of the Operator(s) of the proposed vessel(s)

*For more information on the Approved Vessel Criteria please follow the website link below:*

<https://sailtraininginternational.org/support/bursaries/>

### END OF PROJECT EVALUATION

Please follow these guidelines to complete your final project evaluation form, this will help us to improve our programmes and to use your outcomes for the promotion of our funding scheme.

- Please provide demographic data such as age, sex or other data on trainees, this will assist STI’s research projects and fulfil its Charitable objectives.
- If you have used one or more of the following evaluation methods please provide us with your results.
  - Survey before/during/after the voyage
  - Using the Outcome Wheel
  - Standardized interviews with participants
  - Long term follow up with participants
  - Other
- Include Lessons learnt from you and/or other participating organizations: What would you do differently the next time?
- Summary of outcomes: Please also include in your summary the outcome indicators listed below, if applicable.

Sail Training Outcomes	Possible outcome Indicators
<b>Learning &amp; Achievement:</b> Including progressive mastery of new skills and/or discipline-based content, confidence.	<ul style="list-style-type: none"> <li>• Demonstrations of proficiency in/or learning about life on board</li> <li>• Pre and Post voyage assessments</li> <li>• Completion of and taking responsibility for elements of the voyage</li> <li>• Self-report (by trainee) of increased knowledge, skill acquisition and confidence.</li> </ul>
<b>Positive Behaviours:</b> Concerned with virtue and character, practical wisdom (judgement), respect for self and others, teamwork, leadership	<ul style="list-style-type: none"> <li>• Taking responsibility for living spaces and personal gear</li> <li>• Successfully resolving conflict</li> <li>• Identifying when and how they participate in or lead a team</li> <li>• Parents, school and/or other stakeholder reports of change in behaviour</li> </ul>
<b>Connections &amp; Relationships:</b> Between people, peers, and adults; between the sailing experience and other experiences – past, present, and future	<ul style="list-style-type: none"> <li>• Numbers of trainees who return</li> <li>• Number of trainees who train for crew positions</li> <li>• Social media connections such as Facebook groups and twitter subscribers</li> <li>• School and/or community group reports of increased engagement</li> </ul>
<b>Productivity:</b> Participating, taking action to contribute to individual and group goals	<ul style="list-style-type: none"> <li>• Amount and level of group participation before and after voyage</li> <li>• Number of trainees requesting to lead elements of voyage</li> <li>• Demonstrations of engagement in different elements of voyage, including community service and sailing activities.</li> <li>• Engagement level in activities beyond the voyage, including school, employment, volunteering, community service.</li> </ul>
<b>Self Sufficiency:</b> To be self-reliant and appropriately confident, self-aware.	<ul style="list-style-type: none"> <li>• Taking initiative to complete or leave activities on board</li> <li>• Taking responsibility for nutrition and any specific physical needs</li> <li>• Communicating well with captain, crew, leaders</li> <li>• Demonstrating understanding of the risks and benefits in the sailing experience</li> </ul>

- Pictures/videos/other material for promotional purposes – Please send these materials separately, as an attachment, to final Evaluation Form.

All materials and findings submitted to STI are provided free of charge.

STI reserve the right to use any such material for marketing and promotional purposes.

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### PAYMENT OF GRANT

Successful applications will be funded in the following stages:

50% on approval of grant and confirmation of match funding

25% on confirmation that project has recruited young people and booked a voyage on an approved vessel –  
*Please send email to Alison Weston confirming number of trainees, including names, ages, nationality & gender.*

25% on receipt by STI of a completed project evaluation form which must be submitted within 6 weeks of project completion.

### IMPORTANT - SUBMISSION OF PROPOSAL

Please submit proposals **no later than 13th January 2023** via email to [alison.weston@sailtraininginternational.org](mailto:alison.weston@sailtraininginternational.org) **Proposals will only be accepted at this email address.**

Please direct inquiries to [alison.weston@sailtraininginternational.org](mailto:alison.weston@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**

Sail Training International. Charity number 1096846. A company limited by guarantee (Registered in England No 4686048)

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Members: the national/representative sail training organisations of Australia & New Zealand, Belgium, Bermuda, Canada, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Japan, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, South Africa, Spain, Sweden, UK, USA

Probationary Members: Czech Republic, Hungary