

CANADA LEGACY FUND

APPLICATION GUIDANCE NOTES 2025



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 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**.

GRANT TIMELINE

Deadline for Expressions of Interest	31st July 2024
Expression of Interest assessment deadline	30th August 2024
Deadline for Applications	30th September 2024
Grant decisions announced	November 2024
End of Project Evaluations completed before	14th October 2025

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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ELIGIBILITY

We welcome applications from organisations around the world that deliver youth sail training programmes where over 60% of participants are young Canadians. Organisations can be land based as well as existing sail training providers, but should ensure their programmes support disadvantaged young people aged 14-25 years.

- 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.

If your application is successful, you 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 has received funding for a previous project, all of your reporting requirements must be up to date, or you will not be considered for future 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.
- Offers value for money
- Your 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.

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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.

EXPRESSION OF INTEREST PROCESS

If you are interested in applying for the Canada Legacy Fund, but are unsure if your project meets the funding criteria, you can submit an Expression of Interest (EOI) initial application for the Canada Legacy Fund.

The Expression of Interest form (EOI) is available here.

The EOI will collect a few details about the proposed project for review by the Funding Committee. This form gives you the chance give a simple overview of your planned project before submitting a full application form. The Funding Committee will be in contact to advise if the project meets the funding criteria and should continue with the full application form, or if they require further information about the project.

PLEASE NOTE: Submitting an EOI does not guarantee funding for the project.

PLEASE NOTE: You can submit a full application without submitting an EOI.

PLEASE NOTE: If your EOI application is successful, you will still need to submit a full application.

APPLICATION FORM

The full application form the Canada Legacy Fund is available here

You will be asked to upload the following documents with your application:

- A signed copy STI's Approved Vessel Criteria form signed by an authorized representative of the vessel your project will taking place on.
For more information on the Approved Vessel Criteria please follow the link below: <https://sailtraininginternational.org/support/bursaries/>
- A copy of the most recent available audited report and accounts including auditors' letter if available

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MARKETING SUPPORT FOR STI

Please list the promotional materials you will be able to provide STI before, during and after your project. All materials should be provided with full use and copyright permissions for any future publication and promotion across its activities.

Good examples of this would be:

- Unbranded photos/videos of the project being delivered
- Interviews with participants before and after your project
- Written trainee reports
- Copies of any media coverage relating to your project (print media/radio/video)
- Copies of materials used in promotional presentations relating to your project
- Any other materials used to promote the project and use of STI funding

PLEASE NOTE: All of the above materials should be provided no later than 2 months after the end of the voyage.

PLEASE NOTE: All materials should be provided according to data protection requirements and copies of all signed disclaimers and permissions for anyone captured on photo or video should be provided.

END OF PROJECT EVALUATION

You will be emailed a Project Evaluation form to complete when your project has finished. Please follow these guidelines to complete your form. The evaluation form data will help us to improve our programmes and assist in the promotion of our funding scheme. The evaluation form will be emailed when confirmation of trainee recruitment.

- 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.

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

- 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. This must be submitted on the STI Project Evaluation form. A copy can be requested from alison.weston@sailtraininginternational.org.

IMPORTANT - SUBMISSION DATE

Online Expressions of Interest no later than 31st July 2024

Application Forms no later than 30th September 2024.

If you have any questions about your proposed project and completing the application, please contact:

jill.hughes@sailtraininginternational.org

lana.weweler@sailtraininginternational.org

If you have any questions about the project administration and financing, please contact:

alison.weston@sailtraininginternational.org

If you have any questions about marketing materials required as part of project funding, please contact:

ben.clark@sailtraininginternational.org

Any information submitted as part of your application or project delivery may be used or shared by STI for reporting and 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/

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, Brazil