



Foundation of Hope Community Services Grant

Application Guide



Version September 2015

INTRODUCTION

The purpose of the **Foundation of Hope Grants Program** is to support efforts to take action to support LGBT+ refugees and newcomers. These are intentionally small grants (typical grants are approximately **\$200 - \$7,500**) designed to stimulate direct and concrete support for projects and activities that support LGBT+ refugees and newcomers.

The Foundation of Hope Grants Program is entirely funded through community donations and corporate sponsorship. Foundation of Hope is an independent, nonprofit organization and registered charity with the sole mission of improving the lives of LGBT+ refugees and newcomers. Projects of a maximum duration of 12 months will be considered for funding.

ELIGIBLE ORGANIZATIONS

The **Community Services Grant Stream** considers proposals from groups, agencies, and organizations whose interests are consistent with the goals of FOH. The program will not consider grant proposals for retroactive funding of projects already completed. Eligible donees applying for grant funding must meet the following set of criteria:

- Be a **Canadian charitable organization** that is registered with Canada Revenue Agency (CRA). International organizations are encouraged to apply in partnership with registered charities in Canada.
- Provide programs and/or services that target **LGBT+** refugees and asylum seekers and the newcomer community.
- Have a clean human rights record on other human rights issues.
- Extend services to the LGBT+ refugee and newcomer community without prejudice and irrespective of nationality, religious affiliation, age, sex, gender identity, gender expression, sexual orientation, ethnicity, language proficiency, or ability.

TYPES OF ELIGIBLE PROJECTS

The Community Services Grant Program will award grants for services aimed at benefiting LGBT+ individuals. Examples of expenses include, but are not limited to:

- Translation / interpretation expenses;
- Legal expenses (such as fees incurred for finalizing processes to remain in Canada);
- Healthcare (includes mental health) expenses;
- Housing subsidies;
- English courses that assist with integration of non-native English speakers; and
- Transport expenses.

ELIGIBLE PROJECTS

Non-registered community groups and organizations must work in partnership with CRA registered charitable organizations and nonprofit organizations that have a clear mandate to serve LGBT+ refugees and newcomers.

TYPES OF PROJECTS NOT ELIGIBLE

The following projects are not eligible:

- Projects identified with **political parties** of any kind;
- Projects sponsored by a **for-profit organization**;
- Organizations with a record of or who support other entities with a record of **human rights violations or abuses**;
- General contributions to **capital campaigns**;
- Retirement of **debt**; and
- **Construction** projects or **real estate** acquisitions.

APPLICATION PROCEDURE

Grants will be awarded based on the availability of funding at the time of the application. If there is a current call for proposals, applicants should complete and submit an application for funding. The application form requests detailed information about the need for the project, its goals, a plan of action, and a budget. A separate application form is necessary for each project submitted for funding.

Should a funding proposal be reviewed favorably, a **Memorandum of Agreement** (MOA) will be requested by FOH. The MOA clarifies the terms of the award and provides complete information about the proposed project.

Grant monies awarded will range between **\$200 - \$7,500** per project. Only projects of a maximum duration of 12 months are currently being considered for funding.

Grant applications forms can be intimidating to complete. Foundation of Hope recognizes that many community groups may be new to the process of applying for grants. Therefore, we encourage all interested organizations and groups to contact FOH for any questions and technical assistance in filling out the community services grant application. Visit our website at **www.foundationofhope.net** or send us a message at **grants@foundationofhope.net**.

REVIEW PROCESS AND EVALUATION CRITERIA

Submissions will be reviewed by the Foundation of Hope Grant Selection Committee, which is composed of members of the Board of Directors along with LGBT+ community representatives. Applicants will be contacted if additional information is needed during the review process.

The following criteria will be used to evaluate funding proposals:

- **Creativity** - How **creative** is the proposal in addressing the financial need?
- **Significance** - How well do the **goals** of the proposal address LGBT+ refugee and newcomer concerns and needs? How clearly are the goals and objectives stated? Does the proposal target those that are most at risk targeted? How many people will **benefit**?
- **Action plan** - How well defined is the **action plan**? Will successful applicants be **effective** in demonstrating how closely the action plan ties in with the stated goals? Will the intended recipients have **involvement** in the development of goals, objectives, and plans of action? Foundation of Hope values community **collaboration**. Does the action plan involve collaboration among community groups and organizations?
- **Feasibility** - How **feasible** is the project in terms of time, budget requests, and available resources?
- Have other factors such as **urgency**, been considered in the proposal?

Foundation of Hope's policy is to strive for success through continual improvement in the grants program. Organizations that have already received funding will be evaluated based on having successfully met previous grant deliverables. Feedback regarding the application process is appreciated and will be taken into consideration for future grant cycles.

AWARDING GRANTS AND REPORTING

Depending on the size of the grant and the nature of the project, grants may be awarded up front, after completion of the project, or awarded partially up front with the rest of the funds available upon completion for the project.

Reporting requirements include a short report (maximum of 2 pages) no longer than 60 days after completion of the project. The report explains how the funding benefitted LGBT+ refugees and newcomers. Successful applicants are encouraged to include photos, beneficiary statements, and other creative ways to report on the project. Foundation of Hope would also like to visit the project. Inquiries and applications may be sent by email to grants@foundationofhope.net.

To apply for grant funding, please fill out the accompanying Community Services Grant Application form and send it by email with "**FOH COMMUNITY SERVICES GRANT**" as the subject line.

