



INSTRUCTIONS FOR APPLYING

Prior to completing the Application Form, please review carefully the objectives that the Government of Canada Program for IPY has set out in this Training, Communications and Outreach Call for Proposals, as well as the Criteria for Review and Evaluation of Proposals.

The closing date for the Call for Proposals is **January 15, 2008**.

Please complete the attached Application Form and submit the form *electronically* or in *hard copy*. To receive a Word version of the application form, please email your request to the address below. The electronic version (in Word, Wordperfect or PDF) of your completed application can be submitted either as an email attachment or mailed to the IPY Federal Program Office on diskette or CD. The paper version can be submitted by mail to the IPY Federal Program Office. All proposals mailed to the IPY Federal Program Office must be stamped received prior to the closing date of the Call for Proposals.

When you prepare your application, supporting materials and attachments, please follow the following guidelines:

- Print must be in black ink and of letter quality
- Text must be single-spaced, with six lines per inch or less
- If you use a type size measured in pts, it must be 12 pts or larger. The preferred font is Arial regular 12 pt.
- If you use a type size measured in cpi, it must be 10 cpi or less
- Condensed font, and applications completed strictly in italics, are not acceptable
- Please prepare your proposal in Word, Wordperfect or PDF format

Attachments:

- Use white paper, 8 1/2 x 11 inches (21.5 x 28cm), portrait format, with a single column
- Set margins at 0.75 inches (1.9 cm) or more all around
- Enter your names at the top of every page, within the set margins
- For multi-page attachments, number your pages sequentially
- Print on one side of the page only
- The maximum number of pages allowed is indicated

Please abide by the maximum page limits. Additional pages will be removed and not reviewed.

The information you provide in your application is collected under the authority of the Federal *Access to Information Act and Privacy Act* (ATIP).

A confirmation of receipt of the proposal will be sent via email to the Applicant within two working days.

The IPY Federal Program Office address is:

IPY Federal Program Office
Indian and Northern Affairs Canada
10 Wellington St., 7th floor
Gatineau, QC
K1A 0H4

Email address: api-ipy@ainc-inac.gc.ca

Phone: (819) 953-2007

Fax: (819) 934-0584

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APPLICATION FORM SUMMARY

Section 1 – Applicant Information

The *Title of proposal* should describe the project. This will be the official name of the project and may be used in publications.

The *Project Leader* is the team member heading the project. *Affiliated organization* refers to the Project Leader's affiliation and/or employer.

Team members include all other project members.

Section 2 – Overview of Project (maximum 300 words)

In the *Overview of project*, provide a brief summary in plain language of your project and its goals. This overview may be used as part of an official description of your project for public use.

Section 3 – Objectives

Indicate which of the six *objectives* the Government of Canada has set out for training, communications and outreach your proposal addresses. More than one

objective may be checked off.

Section 4 – Detailed Project Description (maximum 10 pages)

Under *Detailed Project Description*, provide a complete description of your project, including:

- background information,
- rationale or why the project is important,
- objectives and how the project will meet those objectives,
- description of work to be done,
- target audiences – indicate primary and secondary audiences,
- relevancy or importance to IPY – why should your project be carried out as part of IPY
- deliverables/products,
- short- and long-term benefits,
- plan for obtaining any required intellectual property or handling of privacy issues,
- distribution plan, and
- evaluation mechanism to ensure objectives of project are met.

Section 5 – Workplan

Break down your project into a *Workplan* detailing the various phases of the project, as well as key activities, milestones and deliverables. Team members working on each aspect of the project should be indicated. Dates must be provided indicating approximately when work will start and end on each component of the project.

Section 6 – Partnership and Consultation (maximum 2 pages)

Under *Partnership and Consultation*, list any key partners or collaborators contributing to the project. Partners include other organizations that are involved in the project, but are not direct team members attached to this proposal.

Describe all activities undertaken to date to consult and engage Northern communities, as well as specific plans for future consultations. For projects that do not have a Northern component, provide a brief explanation why no Northern consultation is required.

Section 7 - Budget

Proposals may request up to three years of funding. There is no lower limit for project funding. The overall total funding request for the three years cannot exceed \$600,000. Provide sufficient information to allow reviewers to assess whether the resources requested are appropriate. The level of funding requested must be clearly explained and justified. The funds must be used effectively and

economically, and the expenses must be essential to the completion of the proposed project. Smaller projects and those with funding from other organizations are encouraged.

All activities and budget breakdown must be described by **fiscal year**, not calendar year. The fiscal year runs April 1 to March 31 the following year.

Eligible expenses include:

Salaries, wages and benefits for the Project Leader, team members and other people hired specifically to work on the project. Benefits may be up to a maximum of 20% salary. Type and amounts of benefits will need to be detailed. Any wages paid as part of contracts let under the proposal should not be included in this category as these are to be covered under “professional fees”. The salaries of any federal employees participating in the proposed project are not an eligible expense.

Equipment and facilities essential for the completion of the project and specifically purchased or rented for the proposed project will be considered. The purchase of new equipment should be linked to the objectives and justified. Details should be supplied about type of equipment (manufacturer, model and price) and extent to which it will be used as part of the project. You must provide quotations for any equipment being requested. Facility costs refer to space rental and could include, for example, the rental of meeting space for community meetings, workshops or seminars. Hospitality costs will also be covered, including refreshments or meals for events directly related to the project.

Professional fees include any contracts to be let under the project. Please provide the contractor’s name (if known) and purpose. Some examples of possible contracts might include translation, web materials, advertising or marketing, or design and printing of a publication. Honoraria paid to Elders or other knowledge-holders can be included here.

Travel – travel, accommodation, meals and incidentals can be included. This could also include cost of establishing and operating any field camps, aircraft or vessel rental and shipping (e.g. freight) charges, for example. All expenses claimed must be justified and in accordance with the Government of Canada’s Treasury Board travel directive. http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp (please note these travel directives change frequently). Details should be supplied about the travel destination, number of travelers, mode of transportation and number of days. Air travel must be claimed at the lowest rate available and not exceed full economy fare. Travel cancellation insurance can also be included.

Operating expenses include miscellaneous costs, such as office supplies and operating expenses (office space rental, phone, printing, computer time, fax, photocopying and postage). All administrative expenses associated with the project activity may be included in this category. This may include, for example, expenses for payroll or accounting services. Altogether, operating expenses should not exceed 10-15% of the total budget.

Other project costs, if any budget items do not fit clearly in any of the above classes of expenditure, please identify them here.

Table 1 contains the *Summary of Budget Information*. Using the six budget categories (salaries and wages, equipment and facilities, professional fees, etc.), provide a summary of all expenses under each category. The numbers in Table 1 should equal the sums of the detailed budget information provided in Table 2.

Table 2 contains the *Detailed Budget Information*. Here a detailed breakdown must be provided of the expenses under each of the budget categories. For salaries and wages, for example, please list each team member, their salary and the number of days they are expected to work on the project in each fiscal year.

Under Table 3 *Other Contributions*, please describe any financial or “in-kind” (non-financial) contributions to the project from other sources. This could include cash contributions to project or other “in-kind” contributions or donations of services, materials or equipment, for example.

In the *Other Project Funding Sources* section, please list any other organizations providing funding to your project, as well as the value of the funding contribution. Examples of other project funding sources might include other grant and contribution programs within the Department of Indian and Northern Affairs, other federal departments or agencies, other levels of government, Aboriginal organizations, private sector or other sources.

ATTACHMENTS

Letters of support from team members, supporting communities or organizations and/or collaborators/partners must be attached and describe:

- The organization’s support of and agreement with the proposal submitted
- The potential to benefit Canada, especially Northern Canada

Attach a **résumé or biography** to the proposal for each team member. The résumé or biography should include relevant background, education / expertise, and job experience to justify how each team member is qualified and appropriate to work on project. Résumés and biographies are not to exceed two pages each.

A **budget justification** must be included providing a full budget justification for all major budget items e.g. salaries, travel, professional fees/contracts, etc. For example, the justification for salaries would include a description of each team member, their role and responsibilities on the project, the number of hours each individual will dedicate to the project, salary rate, and applicable benefits.