



PREVENTION OF VIOLENCE AGAINST ABORIGINAL WOMEN FUND

PROJECT PROPOSALS APPLICATION PACKAGE 2023-2024

Important information:

- The project must be developed **by and for** Indigenous women.
- This funding is available to NGOs, First Nations and Women's organizations.
- Organizations may apply for up to \$25,000 for the 2023-24 funding year.
- Violence prevention projects may now include a component of the project directed at changing the behaviours of men, but must still primarily be directed to Indigenous women.

Deadline: Tuesday, April 25th, 2023

Submit your proposal:

by email: lori.duncan@yukon.ca or delilah.pillai@yukon.ca
by fax: 867-393-6270

For more information or assistance in developing your proposal, contact:

Lori Duncan
Senior Advisor on Indigenous Women's Equality
Phone: 867-667-3045 or 1-800-661-0408 ext. 3045
Email: lori.duncan@yukon.ca

Delilah Pillai
Senior Advisor on Indigenous Women's Equality
Phone: 867-667-9069 or 1-800-661-0408 ext. 3045
Email: delilah.pillai@yukon.ca





Before you start:

- Remove Appendix 1 and Appendix 2 (pages 10-15) and follow along as you complete your proposal. The appendices provide examples, definitions, and the assessment criteria that the Women and Gender Equity Directorate uses to evaluate your proposal.
- **Applicants must complete and submit all pages** of the application and attach additional information as necessary. To be considered for funding, **you must answer all of the questions.**
- Applications will only be assessed on the information provided; see attached Appendix 2: Project Assessment Criteria (page 14) for more information on how applications are assessed.
- Incomplete applications may not be reviewed and applications that do not meet the core criteria as identified in the project assessment will result in the termination of the assessment process, and the project will not be funded.

Applicant information		
Name of organization		
Project title		
Contact person	Email	Phone
Mailing address		
Name of financial manager		Phone
Applicants should be available on the day of the adjudication to answer any questions from the adjudication panel. Provide the name and phone number for the individual to contact on the day of the adjudication.		
Name of individual to contact		Phone
Funding information		
Would you like to do a ten minute presentation of your proposal to the adjudication panel on the day of the adjudication? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Project length Start date: YYYY/MM/DD End date: YYYY/MM/DD		Total funding being requested \$

The personal information contained in this form is being collected for the purpose of administering funding in accordance with section 29(c) of the *Access to Information and Protection of Privacy Act*. Your information will only be used and disclosed in accordance with the *Access to Information and Protection of Privacy Act*. For further information about this collection, contact the bilingual administrative assistant at 1-404 Hanson Street, Whitehorse, YT or by phone at 867-667-3030 or toll-free at 1-800-661-0408 extension 3030. Government of Yukon privacy and information practices may be viewed at <https://yukon.ca/en/privacy-protection>.

Section 1 – Core criteria

Review the Project Assessment Criteria (Appendix 2, page 14) prior to completing the form.

1. Summarize your project and provide as much detail as possible (show direct/indirect/other links as per project criteria).

2. How will your project address and/or prevent violence against Indigenous women? What difference are you trying to make?

3. Is there an urgency or immediate need for this project? Explain. How did you identify that this project was needed in your community?

4. Describe the realistic short- and long-term impact(s) you anticipate in your community as a result of this project.

5. Are there any safety considerations for this project? If so, provide a safety plan for the project/participants, and/or options for participant follow-up (i.e. ensure on-site counselors are available, create a respectful environment etc.). Provide as much detail as possible as safety is a big consideration in the proposal adjudication.

6. How will you evaluate the project, develop next steps for your community and share what you have learned from your project?

Section 2 – Work plan

Project objectives

Identify high- level project objectives (what you hope your project will accomplish). Maximum of 3 objectives. Objectives must be S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Time-bound).

Objective 1

Objective 2

Objective 3

Activities and outcomes (attach additional sheets if more space is needed)

Activities	Outputs (deliverables)	Output deadline	Outcomes (short/long term)

Budget breakdown (attach additional sheets if more space is needed). Only fill in line items that apply to the project.

Item	Detailed item description/budget notes (required)	In-kind contributions (indicate sources)	Other revenues (indicate sources)	PVAAW Fund request	Total revenues
Project coordinator wages (including MERCs)					
Contracts					
Elder honorarium					
Transportation/ travel					
Facility rental					
Program materials and printing					
Equipment (up to \$1000 max)					
Liability insurance					
Food and refreshments					
Office supplies					
Advertising					
Other (specify)					
Other (specify)					
Other (specify)					
Administration (max 15%)					
Total					

Section 3 – Community capacity and risk management

Does your project build on any current or past violence prevention or other programming in your community? Explain.

What are the risks to your project (i.e. late getting started, lack of participants, speaker not available, not enough money)? How do you plan to address these risks if they arise (i.e. do you have a backup speaker, do you have a timeline that is flexible, do you have other sources of funding)?

Risk	Potential impact	Risk mitigation

Section 4 – Community collaboration and/or partnerships

Identify either confirmed or potential partners that your organization can collaborate with to meet your project objectives and/or deliverables. Are these partners community, financial or other?

Have you accessed or applied for any other funding for this project, or does your organization have community partners that have accessed funding for this project?

Section 5 – Additional information

Provide the contact information for 3 references that we may contact regarding your proposed project. References must be aware of your project and should support the project (either in principle, financially, or as a partner).

DO NOT attach letters of support – we will contact the references you provide in lieu of support letters.

Reference #1

Name	Position	Organization
Phone	Email	

Reference #2

Name	Position	Organization
Phone	Email	

Reference #3

Name	Position	Organization
Phone	Email	

All applicants must attach:

- a copy of your current Certificate of Good Standing with Yukon Societies (First Nations are exempt);
- the CV or resume of any contractor that you intend to hire to assist in the delivery of your program; and
- descriptions/additional information/accreditation of any existing program that you are adapting for your community.

Submit your completed proposal

by email: kala.emond@yukon.ca

by fax: 867-393-6270

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This appendix contains examples and definitions to guide you during the application process. Remove this appendix and follow along as you complete your proposal.

Section 1 – Core criteria (pages 3 & 4)

Review the Project Assessment Criteria (Appendix 2, page 14) prior to completing this section.

Your answers in this section should address the following:

- A description of what you want to do and how it will address preventing violence against Indigenous women
- What long term impact in your community you are hoping for
- How you will actively involve participants or community members over time (versus one workshop with no planned follow up, i.e. sustainability)
- How you will make sure your project is safe for all participants
- How you will evaluate the project and share what you have learned

Safety is a big consideration in the proposal adjudication. Example of a safety plan (requested on page 4):

During our programming, the topics brought up and discussed have the potential for triggering emotional reactions and opening up past or current traumas. In recognition of this, we ensure that there is an experienced and trusted Elder on-site who can work with the women one-on-one and guide them through traumas.

The program has a well-established reputation as a confidential and non-judgmental program. We ensure that all workshops and events are in a safe non-judgmental environment. Participants understand and respect confidentiality by not sharing other participant's stories outside of the workshop and participants honor the individual journeys that each woman is on. By opening up each session with a prayer and cleansing smudge, we are able to bring calm, culturally appropriate intention to the group that inspires a welcoming and safe atmosphere.

Additionally, we are piloting a new aspect to the program that involves collaboration with a women's counselor from _____. This counselor will be attending the sessions as a participant, with the goal of developing trust and relationships with the women. During the sessions, she will not be acting as a counselor, but another member of the group. On the following day, she will be offering one hour of her time at for any women wishing to access one-one counseling. It is our thought that by making another form of support available to participants we can mitigate uncomfortable disclosures while increasing a participant's support network. If any of the sessions do trigger emotional wounds or if there is something that a woman is experiencing and she feels she cannot divulge or discuss during the group, this counseling option may fill that gap.

Prior to all sessions, staff hold an initial meeting to go over the plan for the gathering. This staff meeting serves to ensure that those guiding the session are aware of the planned schedule, the topic, any issues that emerged during a previous session that should be considered, and any updates regarding the facility, food, equipment, or staff roles. In doing so, we can better mitigate any safety concerns by ensuring our team is well-prepared and knowledgeable. Moreover, we take every opportunity to provide our staff with relevant training relating to crisis de-escalation, conflict management, and first-aid. _____ has her Emergency Medical Responder First Aid, is a certified canoe instructor, and swift river rescue technician level 3. As well, any sessions that take place on the land are delivered by professionals with experience and knowledge of that environment. Sites used for canoeing are scouted out ahead of time to note any potential risks and map out the route. Participants are made aware of the risks of the activity, given information ahead of time about clothing, protective gear, foot-wear, etc., and are assessed of their physical abilities prior to embarking on any of the more strenuous activities.

Section 2 – Project management (page 5)

Project objectives

Example objectives:

- Develop and deliver five (5) gatherings in the 2023-24 fiscal year that will build cultural strength and identity, and work with community Elders to share traditional knowledge and customs in the following areas: rites of passage; language; how to cut fish and dry meat; medicines; and ceremonies and spirituality.
- Participants will both develop increased understanding about acceptable behavior towards women in general, how to be an active bystander in preventing violence towards Indigenous women, how to resist social and cultural norms related to the violence prevention, and how to find their voice to speak out.

Activities and outcomes

Activities <ul style="list-style-type: none"> • “What we do” • Demonstrates the “how” • The activity produces one or more outputs, often referred to as processes or steps 	Outputs (Deliverables) <ul style="list-style-type: none"> • “Amount we do” • Demonstrates the “what” • Products or services generated from activities • Typically tangible, can be counted, often referred to as deliverables 	Output (deliverable) deadline	Outcomes (short/long term) <ul style="list-style-type: none"> • Outcomes are the change or impact that results from the program • Demonstrates the “why” • Often referred to as the impact or result
EXAMPLE #1: Evaluation <ul style="list-style-type: none"> • Research social programming evaluation methods • Determine specific targets and objectives for the workshops (this will inform the facilitation and planning of each workshop) • Determined specific targets/objectives for each cultural activity in the 5 identified areas: rites of passage; language; how to cut fish and dry meat; medicines; and ceremonies and spirituality • Gather formal (i.e. evaluation surveys/exit interviews) and informal (i.e. participant feedback) evaluative resources and monitor adherence to the program and participant goals 	Evaluation <ul style="list-style-type: none"> • Evaluation framework developed • Participant evaluation/ feedback survey form developed for participants • Employee or contractor exit interview questions developed and interview conducted • Evaluation data compiled into a project evaluation report 	Materials developed by June 1, 2023 Evaluation report by March 1, 2024	
EXAMPLE #2: Reporting <ul style="list-style-type: none"> • Compile all documentation related to the project outputs/deliverables outlined in the work plan • Answer specific questions and follow the format outlined in Appendix Three (project reporting template) for activity reporting • Financial reporting will account for all expenditures of the project, and will explain any variances from the approved budget 	<ul style="list-style-type: none"> • Submit an interim project and financial report in the template provided, to the Women and Gender Equity Directorate on or before the due date, and attach all supporting documentation demonstrating completion of deliverables • Submit a final project and financial report, in the template provided, to the Women and Gender Equity Directorate on or before the due date, and attach all supporting documentation demonstrating completion of deliverables 	1-year project: Interim report: Oct 1, 2023 Final report: March 21, 2024	

Budget breakdown (page 6)

- **An explanation and breakdown of each expense (either provided in-kind, through other funding or requested from this fund) must be included in the budget** (e.g. Coordinator salary - # of hrs. x rate; Honoraria – 2 Elders x half-day rate x 2 days).
- **MERCs** (mandatory employment related costs) – include expenses such as the employer’s portion of Employment Insurance premiums, and Canada Pension Plan. The cost should not exceed the typical 15% calculation used for MERCs.
- **Contracts** – may include speakers, counselors, evaluators and others. This may also include costs for travel for the contractor (as long as the costs is part of the agreed upon expenses within the contract). Contractors are responsible for remitting their own tax deductions and MERCs.
- **Elder’s honorarium** – this fund has a set rate, as follows:
 - a. \$50 per hour; or
 - b. \$150 per half day; or
 - c. \$250 per full day
- **Program materials and printing** – the development, printing and distribution of project materials to participants (for example: toolkits, beads, hide, etc.). This line item must not exceed a total of \$5,000 on any project, unless a very strong justification can be made for these expenses. Provide a detailed breakdown of these expenses.
- **Equipment** – expenses can be related to the rental or purchase of equipment required to do the project. The cost of any individual piece of equipment may not exceed \$1000. However, if a project requires more than one piece of equipment, and the total for all equipment rental or purchase exceeds \$1000, the expenses will be considered eligible and reviewed as such, as long as a detailed breakdown of equipment rental or purchase costs are included in the budget (note, that this does not necessarily mean that they will be approved).
- **Office supplies** – regular office supplies and other items required to deliver the project (for example: pens, markers, printer ink/toner, etc.).
- **Administration** – can include rent, utilities, bookkeeping/audit expenses, legal expenses, telephone/internet. This does not require a detailed breakdown, but must not exceed 15% of the total funding request (e.g. for a request of \$25,000, the amount may not exceed \$3,750).
- You may add additional line items or change existing line items if your expenses are not represented in the line items provided below; however, you must ensure that you have provided a detailed description of the item(s), as well as notes related to the calculation of the expense.

Important: Double check your budget before submitting to ensure all numbers and totals are accurate and ensure there is a detailed breakdown of expenses.

Section 3 – Community capacity and risk management (page 7)

Risk	Potential impact	Risk mitigation
There is a risk of injury or death in some of our activities such as canoeing, hiking or camping	<ul style="list-style-type: none"> • Project is suspended • Group is fractured • Potential investigation by RCMP • Death or injury of participant • Grief and loss 	<ul style="list-style-type: none"> • Train or hire staff with safety certificates such as first aid and canoe instructor. • Understand and utilize risk management plan for all activities • Build capacity in group to deal with crisis situations and to support one another • Provide waivers and obtain informed consent from all participants • Follow policy and procedure for out of office events • Evaluate and assess safety of group on an ongoing basis • Incorporate questions about safety in evaluation forms
Conflicting schedules with other events in the community	<ul style="list-style-type: none"> • Low participant turnout for session 	<ul style="list-style-type: none"> • Research community events and workshops that interest our participants in order to plan around them. • Partake in community events with participants in a way that allows us to recruit new participants and work together as a group
Staff turnover	<ul style="list-style-type: none"> • Project is stalled • Participants unsupported 	<ul style="list-style-type: none"> • Create a detailed document of activities and schedules. • Plan and implement project according to schedule. Update plan as project progresses. • Ensure timelines are flexible to allow for new staff to orientate. • Train staff for the specifications of the job. • Ensure staff are aware of any changes or current events in regular project meetings

Risk	Potential impact	Risk mitigation
Death in the community	<ul style="list-style-type: none"> • Low participant turnout for sessions • Change of focus in session 	<ul style="list-style-type: none"> • Discuss purpose of the project with clients. Emphasis that this is a support group and that issues such as death and dying may come up. • Ensure group safety in the event of a discussion on death • Have a flexible schedule and staff to reschedule events • Utilize community partnerships with counselors to refer participants
Elder or speaker unavailable	<ul style="list-style-type: none"> • Session may be cancelled or postponed • Participants may not come if they do not know or like substitute Elder or speaker 	<ul style="list-style-type: none"> • Update list of Elders and speakers that work with our organization • Let participants know that sessions will likely continue if people are sick but may be cancelled if we find out last minute • Gather participant thoughts on alternative speakers and Elder
Limited funding/gear/program supplies	<ul style="list-style-type: none"> • Participants may be at higher risk for injury • Not enough supplies or gear for all participants • May not be able to do intended activity with group • May limit the number of participants able to partake in activity 	<ul style="list-style-type: none"> • Clean and maintain gear at the beginning of the project and after every event. • Ensure participants bring their own gear if none is available • Fundraise, utilize community resources, and utilize volunteers. • Choose activities that do not need a lot of gear or supplies
Limited staff training or experience	<ul style="list-style-type: none"> • Makes service less effective and comprehensive. • Increases risk of emotional or physical injury for staff and participants 	<ul style="list-style-type: none"> • Create risk management plans for all activities • Update plans as needed • Brief staff on and relevant policy and procedures • Host regular project in-services for staff and volunteers • Ensure staff receive any additional training before project begins • Assess and evaluate staff comfort and needs as project progresses
Poor time management	<ul style="list-style-type: none"> • Event/session ends late • Event/session starts late • Impacts staff hours and personal life • Impacts participant's scheduling 	<ul style="list-style-type: none"> • Plan sessions on a timeframe • Discuss time management in regular project meetings • Inform participants of session timelines • Build flexibility into each session
Unsupportive group dynamics (Example: gossip or unwelcoming atmosphere)	<ul style="list-style-type: none"> • Fractured group • Lack of support for participant(s) • Effects organization's reputation • May prevent other women from attending 	<ul style="list-style-type: none"> • Start each session off by highlighting safety in the group which includes confidentiality and non-judgmental attitudes • Shut down harmful conversations and provide opportunities to debrief, as required
Participant(s) being triggered by group discussion/other participant stories/topic of focus for session	<ul style="list-style-type: none"> • Lack of support for participant(s) • Staff may attempt to work outside of their scope of practice • Fractured group 	<ul style="list-style-type: none"> • Plan and implement clear group guidelines. • We have partnered with _____ to offer counselling services the day following each session. • A table with resource information related to accessing counselors, Elders, and other support systems will be available for women. • _____ will be available to support participants with identifying issues, debriefing, follow-up, and accessing community based resources.



PREVENTION OF VIOLENCE AGAINST ABORIGINAL WOMEN FUND PROJECT PROPOSAL
APPENDIX 2: PROJECT ASSESSMENT CRITERIA

This is the assessment criteria that Women’s Directorate uses to evaluate your proposal. Remove this appendix and follow along as you complete your application.

Project assessment criteria	
Was the application package received complete, was it on time?	Y/N
Section 1: Core criteria	Section total = 50%
1. Does the project address and/or prevent violence against Indigenous women? (These are ranked highest for (a) to lowest (c)) <ul style="list-style-type: none"> a. Direct link - do they show activities that demonstrate the strong/direct link – activities are required to deliver on objective(s), otherwise objective(s) cannot be met. b. Indirect link – activities indirectly support meeting objective(s) or aid in the completion of an activity. c. Other – activities may further the spirit of preventing violence against Indigenous women but are not direct/explicit objective(s) or activities supporting objective(s). 	20%
2. Is there an urgency or immediate need for the project expressed and if so, have they demonstrated this adequately?	7.5%
3. Does the proponent have realistic expectations of short and long-term impacts on their community? Does the project look to improve relationships, programs and/or services?	7.5%
4. Have adequate safety considerations been taken into account for the participants/project. Do the participants have options for follow-up?	10%
5. Is the project evaluation adequate? <ul style="list-style-type: none"> a. Has the proponent examined how they will develop realistic next steps for their community? b. Do they have a plan to share what they have learned, if possible? <ul style="list-style-type: none"> i. Who will they share with? ii. When? iii. How? 	5%
If applicant does not meet at least 25% of the above 50%, the proposal will not be looked at further as the core criteria has not been met.	
Section 2: Project management	Section total = 20%
1. Has the work plan and budget been completed in sufficient detail?	
a. Are the work plan timelines reasonable?	7.5%
b. Does the budget match the activities/deliverables, and are costs reasonable	7.5%
c. Does the work plan clearly establish objectives, performance measures/deliverables and timelines?	5%
Section 3: Community capacity and risk management	Section total = 20%
1. Does the project build on any current or past violence prevention or other programming in the community?	5%
2. Risk mitigation strategy – have they identified all possible risks and how they will mitigate these? E.g. is there a “plan b”, can the project be delayed, have alternatives been identified for project delivery?	10%
3. Preparedness <ul style="list-style-type: none"> a. Is the organization prepared and do they have the capacity to take on a project of this scope? 	5%

Section 4: Community collaboration and partnerships		Section total = 5%
1. Did the applicant identify other community partners that can assist with this project, or any alternative or additional sources of funding/cost-sharing?		5%
Section 5: Additional information		Section total = 5%
1. Did the proponent provide 3 references? a. Were the references aware of the project? b. Do they support the project? c. How do the references support the project (in principal, as a partner/collaborator, or financially)? d. Were the references enthusiastic about the project?		5%
2. Is there a risk to Yukon government?		not scored
3. Organization's funding history a. Reporting history b. Past funding – lapses and overages		not scored