

# **Application for Funding – Capacity-Building Fund**

## **Aboriginal Justice Strategy**

The Department of Justice Canada, through various funding programs, financially supports projects that primarily aim to improve the administration of justice in Canada.

This application was developed to make the process as clear and easy to complete as possible. The requested information is critical for making funding decisions. If you have any questions while completing this application, you can contact us at 1-866-442-4468 (toll-free) or [ajs-sja@justice.gc.ca](mailto:ajs-sja@justice.gc.ca).

**This application has four steps:**

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*Please note that funding is limited, and therefore, not all eligible projects will be funded.*

## Step 1. Tell Us About Your Organization

### 1. How did you hear about this fund?

- Media  Department of Justice Canada Website  
 Conferences/Workshops/Meetings  Department of Justice Canada Publications/Brochures  
 Word of Mouth  Other (Please specify): \_\_\_\_\_

### 2. Please provide the following details:

Name of Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website Address (URL): \_\_\_\_\_

### 3. Contact person:

Mr.  Ms.  Mrs.  Miss  Dr.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

### 4. Is your organization incorporated?

- Yes:  Federal  
 Provincial/Territorial

Registration number: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_  
(dd/mm/yyyy)

*Please include a copy of the certificate of incorporation OR the letters patent.*

- No: Date your organization was started: \_\_\_\_\_  
(dd/mm/yyyy)

**5. Your organization is a/an (check one):**

- Band, First Nations, Tribal Council, local, regional or national Aboriginal organization\* ;
- Agency or institution of regional/municipal government;
- Non-profit community organization, society, or association that has voluntarily associated itself for a non-profit purpose;
- Provincial/territorial government;
- Individual;
- For-profit corporation (*note: for-profit corporations must **not** make a profit on the work performed*)

*\*includes non-profit Aboriginal Organizations*

**6. Please describe your organization, including the services and programs it provides.**

**7. Describe the expertise and experience that qualify you or your organization to undertake this project.**

**8. Have you ever received funding from the Department of Justice Canada?**

- Yes: If yes, is the current funding application for a continuation or next phase of one of these previously funded projects?
  - Yes
  - No

No

**9. For Quebec organizations only**

- (a) Are the majority of your members from the Quebec public sector, i.e., appointed by the Government of Quebec, a minister, a government agency, a municipal body, a school board or another public agency?
  - Yes
  - No
  
- (b) Is your personnel appointed in accordance with the *Public Service Act* (of Quebec) (chapter F-3.1.1)?
  - Yes
  - No



- (e) How does your project focus on justice issues in new and innovative ways?
- (f) Project goals, objectives, outputs and anticipated results.
- (g) Identify the priority groups or the specific social/community groups for whom the project is directed. *(Please check all that apply)*
- Aboriginal children
  - Aboriginal youth
  - Aboriginal peoples
  - Aboriginal women
  - Community at-large
  - Remote communities
  - Urban communities
  - Northern communities
  - Homeless persons
  - Persons with disabilities
  - Elders
  - Victims
  - Justice-related professionals
  - Governments (federal/provincial/territorial)
  - Other (Please explain:)
- (h) How will you measure and evaluate the success of your project? *(Please check all that apply.)*
- Surveys
  - Questionnaires
  - Comment cards
  - Statistics
  - Other (Please explain:)

### Step 3. Describe How the Funding Would Be Used

1. How much funding are you requesting? \$ \_\_\_\_\_
2. Please provide a detailed budget for the project. Indicate the budget for this project, including all revenues (financial and in-kind from ALL sources) and all expenses (financial and in-kind).

## Step 4. Sign to Complete the Application

### Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change to the project shall be made without the consent of the Department, and it shall be at the discretion of the Department to determine what constitutes substantial change in each case. Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts. If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (e.g., deductions for income tax and employment insurance.).

Public acknowledgement of funding provided by the Department is expected. Publications should clearly acknowledge the Department's assistance.

The organization agrees to respect and apply the spirit and, if applicable, the letter of the *Canadian Human Rights Act* and the *Official Languages Act*.

In the event of an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the organization will be consulted before any confidential information is disclosed. The *Access to Information Act* includes the provision for confidential financial or business information as well as personal information that is subject to the *Privacy Act* to be exempt from disclosure.

The designation PROTECTED (when completed) ensures that this information receives enhanced protection. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

#### I declare that:

- the information in this application is accurate and complete;
- the application is made on behalf of the organization named on page one (1) with its full knowledge and consent;
- if financial assistance is provided, the organization will submit financial statements and activity reports as required by the Department of Justice Canada; and
- if financial assistance is provided, the organization will submit to an evaluation of the project funded, as required by the Department of Justice Canada.

Name of organization: \_\_\_\_\_

Name of person with signing authority: \_\_\_\_\_

Position in the organization: \_\_\_\_\_

Signature

Date (dd/mm/yyyy)

*The Department of Justice Canada thanks you for taking the time to complete and submit an application for funding.  
Please note that funding is limited, and therefore, not all eligible projects will be funded.*