CATAPULT CANADA – ACCESS INNOVATION FUND
OPEN CALL FALL 2023

FULL GRANT APPLICATION FORM: OPEN ACCESS
SUBMISSION DEADLINE: DECEMBER 10, 2023

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization established to mobilize ideas, people, and resources across the country to tap into our national spirit and help realize our shared aspirations. Working towards a better Canada, the RHF celebrates what is best about Canada while working with partners to meaningfully improve lives and foster the conditions for more Canadians to succeed and thrive.

Catapult Canada – a program of the RHF – supports organizations that work directly with learners in communities across Canada to eliminate barriers to learning opportunities and to increase equity of access to learning pathways. Catapult's vision is for every young person in Canada to set and achieve their own learning goals and build the skills they need to be full participants in their communities and architects of their own career paths. Through capacity building efforts, knowledge exchange and its Access Innovation Fund, Catapult aims to advance equitable learning ecosystems.

FULL APPLICATION CHECKLIST: ENCLOSED SUPPORTING MATERIAL
☐ Full Application Form   ☐ Budget Template   ☐ Audited Financial Statement (if applicable)

GRANT PRE-ASSESSMENT: ORGANIZATION SCOPE AND STATUS
Organization name:
Is your organization based in Canada?   ○ Yes   ○ No
Does the project you are applying for focus on youth (12 years to 29 years)?   ○ Yes   ○ No

Is your organization a registered Canadian charity or a registered Canadian non-profit organization? Select one.
 	
 ○ Yes, we are a registered charity.
      ○ our charitable number is: _____
      ○ our year of incorporation is: _____
 ○ Yes, we are a registered non-profit.
      ○ our registered non-profit number is: _____
      ○ our registered non-profit was founded in the year: _____
 ○ No, we are neither a registered charity nor a registered non-profit.

OPEN ACCESS APPLICATION: THE ORGANIZATION

Organization address:

Organization city, town, or municipality:

Organization province or territory:

Organization postal code:

Organizational leadership – Is your organization led by Black, Indigenous, People of color (BIPOC) individuals?

○ Yes.

       Black-led.

       Indigenous led.

       Led by People of Color.

           Optional: (You are invited to specify which racialized communities are represented in your organization's leadership):

○ No.

○ Prefer not to answer.

Please enter your organization's location of operations (enter province(s) and/or territory(ies) or Canada if your operations are national in scope and Turtle Island if your operations are wider in scope. Please select all that apply.

- Turtle island wide
- Canada-wide
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest territories
- Nova scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

Provide a brief introduction to your organization, its mission, and its experience in supporting young people.

OPEN ACCESS APPLICATION: THE APPLICANT

Primary contact name:
Primary contact title:
Primary contact email address:
Primary phone number:
Signing authority name:
Signing authority title:
Signing authority phone number:

OPEN ACCESS APPLICATION: THE PROJECT

Project title:
Project funding requested (maximum dollar amount is $150,000 CAD):
Anticipated in-kind contribution of partners or other funders (List the partners and what their contribution is intended to be):
Insert estimated project start and project end dates (note: project end date may not exceed February 28, 2025):
Provide an estimated timeline for the project, including key milestones and deliverables.
Location (city, town, or municipality) of project. Add multiple locations if required:
List your project partners including institutional partners e.g., colleges, universities, schools etc. and/or community partners. Add multiple partners if applicable, indicate what their contribution to the project is intended to be, and identify if they are confirmed, anticipated, etc.
What type of project are you running? • A pilot or test • Continuation of existing project • Scaling or Replicating project • Other

Describe your project in a sentence. (EXAMPLE: This project will do the following activities with the following partners to achieve the following outcome for these beneficiaries in _these communities.)

Describe your project in detail:

- What activities will you undertake?
- What roles will your partners listed above play in the project? Highlight any planned partnerships or collaborations that will enhance the project's impact and sustainability.
- How will it increase access and equity of access to learning opportunities for young people in Canada.
- What barriers to learning does your target population face? Describe how your project addresses these barriers.

OPEN ACCESS APPLICATION:
BENEFICIARIES, OUTCOMES & IMPACT

Anticipated number of youth (12-29 years) beneficiaries:

Who are the direct beneficiaries of your project? Select all that apply.
o Newcomers to Canada,
o Refugees
o Youth fleeing trauma.
o Youth not in education, employment or training (NEET) youth
BIPOC
LGBTQ2S+
Other beneficiaries, please specify:_____

Please provide an in-depth description of your beneficiaries including demographic information (where appropriate and available) and explain how they will benefit from the success of the initiative.

Are you aiming to reach new or existing beneficiaries?
o New beneficiaries.
    If you are reaching new beneficiaries, are you working in a new location, or adding new beneficiaries to your existing work?

o Existing beneficiaries.

For BIPOC (Black, Indigenous, People of colour) and other communities of youth facing multiple barriers – What engagement do you have with them and how will they be impacted by the project? How are they involved in the design, delivery, and/or evaluation of the project?

Describe the expected outcomes and impacts of the project.

How will your project contribute to the goals related to one or more of the following priority themes areas, including:

- Academic persistence and preparedness.
- Comprehensive mentorship and mental wellbeing.
- Building educational aspirations and resiliency.
- Increasing connectivity.
- Adaptation and accommodation support.

Do you have an existing measurement and evaluation plan?
o Yes
o No
If yes, please upload or share a link to it (OPTIONAL)

Briefly describe your plan for evaluating the project's progress and success. What are some of the anticipated learning outcomes for this project? What will you be learning from your project and how will that learning build your capacity as an organization or contribute to your community and/or sector?

Why are you the right organization / collective to do this work?
 Include: Your experience in this field, connections to the community involved, relationships with key community members, orgs or individuals, and organizational / group capacity to deliver the project.

OPEN ACCESS APPLICATION:
SUPPORTING DOCUMENTS AND DECLARATIONS

Overview of documents and declaration

The following steps consist of (1) being added to the Catapult community, (2) acknowledging and verifying the truth of all statements within your application, and (3) submitting financial documents to support and complete your application.

Note: Audited Financial Statements or externally prepared financial statements are required for your application to be considered complete.

Budget Template

Download the supplied budget template, complete it and upload it below. This information is required for your application to be considered complete.

English budget template here:

French budget template here:

PROJECT BUDGET ESTIMATE & OTHER SOURCES OF FUNDING

Please use the linked budget template to provide a rough estimate of the project's budget, including anticipated expenses and any other sources of funding you have secured or intend to secure. We encourage applicants to include figures that are truly representative of their Administration and Overhead costs. Finally, please note that additional sources of funds are not required in your application.

Provide project total and other sources of funding by year for the length of time your project run:					
	Q1	**Q2**	**Q3**	**Q4**	**TOTAL**
FULL COST OF PROJECT					
TOTAL FUNDS REQUESTED FROM RHF					
OTHER SOURCES OF FUNDING (Anticipated or Confirmed)					

Upload Financial Documents

Provide up to two - maximum - of your most recent financial statements. Audited or externally prepared for Registered NFPs or Charitable orgs.

Upload Additional Documents

Applicants are invited to submit additional relevant documents to support their candidacy. This may include Project Plans, Measurement and Evaluation frameworks or plans, Project Reports, etc. Letters of Recommendation are not required.

Declaration

I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty will render this application ineligible. I understand that signing authority from an executive director or equivalent will be needed if this application successfully moves to the next stage of assessment.

- NAME:
- TITLE:
- ORGANIZATION:
- DATE:

Newsletter

As part of the network building activities of Catapult Canada, you as project lead for this initiative will be added to the Catapult Canada online community and will receive periodic communications relevant to Catapult Canada and the Rideau Hall Foundation. If you would like to opt out of this, please indicate "no" to opt-out below.

○ Yes
○ No