Public Health Agency of Canada / Agence de la santé publique du Canada

FUNDING REQUEST FORM

(PART B)

INFECTIOUS DISEASES AND CLIMATE CHANGE FUND

Canada

Table of Contents

PART B

Infectious Diseases and Climate Change Fund

Checklist:

You need only submit the <u>Funding Request Form</u>
If this application is incomplete or not relevant to the Invitation to Submit a Funding Request (ISFR), it will not be considered.

Your funding request package must include the following:

<u>**Mandatory**</u>

- ☐ Completed original Funding Request Form (starting on page 7) signed by an authorized representative of your organization.
- ☐ Evidence of your organization's eligibility:
  For incorporated organizations: *copy of your status certificate, incorporation documents (patent letters) or articles of incorporation.*
  For unincorporated organizations: t*erms of reference or governance structure provincial/territorial papers or Board of Director's list.*
- ☐ Official signed letter from your organization agreeing to support the project.
- ☐ Organization's most recent annual report.
- ☐ Letter(s) of support from your partner organizations stating how they will contribute to the project, if applicable.
- ☐ Copy of documentation confirming status of funding from other sources, if applicable.
- ☐ Copy of employment/labour agreement or equivalent, if applicable.
- ☐ Copy of rental/lease agreement, if applicable.
- ☐ Optional at time of submission* - Audited financial statements for the last 2 fiscal years.

(* Note: Successful applicants who have not provided the audited financial statement as part of the request for funding submission will be required to do so prior to PHAC signing the agreement.)

The Public Health Agency of Canada (PHAC) collects information for the purpose of evaluating funding applications for grants and/or contributions. The information contained in the Funding Request Form such as the objectives and activities of the organization, number of employees and financial data may be accessible under the provisions of the Access to Information Act. All personal information will be protected in accordance with the Privacy Act. Instructions for submitting a funding request under these Acts are located in Info Source, available at www.infosource.gc.ca.

Information to be considered when completing the Funding Request Form

Funding Request Review Process

Applicants must provide sufficient information regarding each assessment criterion so that a complete and clear overview of each aspects of the proposed project is provided. Only those eligible applicants that have provided the required information will be considered for review. The review process includes:

a) Initial screening

All funding requests are screened to ensure they meet eligibility criteria, address the identified priorities and are complete as per the funding request requirements outlined in this ISFR/Funding Request Form. If a funding request is incomplete, fails to meet eligibility criteria and/or fails to address current identified priorities, the applicants will be notified in writing that their funding request will not be considered further.

b) Review and Approval

Eligible funding requests will be assessed for quality, merit and relevance. During the review process, applicants may be contacted to provide additional information. You will be notified of the results once a final decision is made.

Note: The assessment criteria are included in each section of the Funding Request Form within this document.

If the project is approved, funding will be provided through a grant or a contribution agreement. A grant or contribution agreement will be prepared for the project detailing conditions and requirements.

Public announcements may be made for projects approved for funding.

Official Languages Requirements

The Government of Canada wishes, among other things and where appropriate, to promote English and French in Canadian society and support the development of official language minority communities. To support the Government in achieving these objectives, you must identify the project audiences and take necessary measures to communicate and provide project related services to this population in English and in French, as the case may require.

Official language minority communities include francophones living outside the province of Quebec and anglophones within the province of Quebec. The recipient must work in collaboration with relevant networks and demonstrate in the project workplan, how it will serve, if necessary, the official language minority communities, as well as the overall population.

All federal institutions providing grants or contributions for projects/activities involving services to a public composed of members of both official languages must take the necessary measures to ensure that the recipients respect the spirit and intent of the *Official Languages Act* (OLA). Where in PHAC's opinion there is a demand, the recipient will ensure that services and documentation intended for public use be available in both of Canada's official languages as per the requirements of the OLA. The recipient is also expected to report on their actions with regards to official languages communities.

Consider the following when preparing a funding request:

- *i) Are project audiences composed of individuals or groups belonging to both linguistic communities?*
- *ii) In the general public, what is the level of potential demand for services in both official languages?*
- *iii) If, by its very nature, the project addresses only one linguistic group, could it be promoted to the other group to encourage increased understanding between the two groups?*

iv) Is the project delivered in a geographic area with a significant official language minority?
v) Is the project national in scope and highly likely to reach both language groups?
vi) Does the project relate to the visibility of Canadian identity abroad?
vii) Is the recipient a national organization that should clearly have a concern for official languages?

The Funding Request must include how the project will address both linguistic communities equally.

Example:

The project will ensure that:

- *the acknowledgement of PHAC's support for the project is expressed in English and French;*
- *all public signage, communication (oral and written), products, programs and services related to the project are developed and offered in English and French; and*
- *the official language minority community is invited to participate in the project design, delivery and public event, where appropriate.*

OR

If it is determined that the project is NOT addressing both linguistic communities, a justifying statement must be included in Section 6 of this document. – Identification of the Project Audience (reach) and Project Beneficiaries (impact).

Example:

The project will not address both of Canada's linguistic communities. The project:

- *is designed to address the specific needs of the francophone population in (e.g., Manitoba), and as such will not respond to the anglophone population.*
- *is piloting a new training approach and curriculum and would like to respond to a single linguistic community before adapting them and investing in translation.*

For additional information, consult the *Official Languages Act*.

Gender-based Analysis Requirement

The Government of Canada is committed to conducting Gender-based Analysis (now called Gender-based Analysis Plus "GBA+") on all legislation, policies and programs. GBA+ incorporates consideration of gender as well as other identity factors such as age, education, language, geographic area, culture and income. Applicants are expected to incorporate these considerations into their funding requests.

For additional information regarding GBA+, consult the Status of Women Canada's website.

Lobbying Act

Amendments to the *Lobbying Registration Act* and Regulations have broadened the definition of lobbying. We encourage applicants to review the revised Act and Regulations to ensure compliance. For additional information, visit the Office of the Commissioner of Lobbying of Canada's website.

Research Ethics Approval

All projects that involve research with humans must be approved by a research ethics board that adheres to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Consult the Tri-Council Policy Statement website before the research portion of the project begins. Research is defined as an activity designed to test a hypothesis or answer a specific research question, permit conclusions to be drawn, and extend knowledge through the use of scientific methods and standardized protocols, systematic collection or analysis of data, or other types of inquiry. Research may rely upon quantitative methods or qualitative approaches such as participatory action research, narrative inquiry or discourse analysis.

Research involving humans as "research participants" includes research with:
- living individuals;
- human remains, cadavers, embryos or foetuses;
- human biological materials such as tissues, organs, blood, DNA;
- information from or about humans such as information obtained through questionnaires or from records of non-living humans that are not in the public domain.

The following are examples of activities that may be considered research, depending on their purpose: questionnaires, surveys, enhanced/novel surveillance, collection of data or biological materials, use of databanks or bio-banks.

PHAC Obligation

PHAC is under no obligation to enter into a funding agreement as a result of receiving funding requests.

PHAC ALSO RESERVES THE RIGHT TO:
- **Reject any or all funding requests received in response to this Invitation.**
- **Accept any funding request in whole or in part; and**
- **Cancel and/or re-issue this invitation to submit a funding request.**

Note: PHAC **will not** reimburse an applicant for costs incurred in the preparation and/or submission of a funding request.

Issuance of a Funding Agreement

If the proposed funding request is approved:

Your organization will:
- Enter into a legally binding funding agreement with PHAC and be legally accountable to PHAC for prudent expenditure of the funds; and
- Ensure that the project described in the Funding Request Form is efficiently carried out and achieves the project objectives in accordance with the funding agreement.

PHAC will:
- Ensure that it will be available to provide assistance, advice, and support as you conduct your project, either through the Centre for Grants and Contributions or the applicable program area.

Other Requirements

Administrative and Reporting Requirements
Administrative requirements, such as schedules of financial and narrative reporting, as well as other monitoring activities, will be defined in a reporting plan in the funding agreement. As per the 2008 Treasury Board Policy on Transfer Payments, the funding agreement *will be managed in a manner that is sensitive to risks, that strikes an appropriate balance between control and flexibility and that establishes the right combination of good management practices, streamlined administration and clear requirements for performance.*

Proactive Disclosure - Projects
Public announcements will be made regarding successful projects. Information will be published on PHAC's website.

Audit and Evaluation
Organizations that receive funding may be required to participate in any evaluation and/or audit activities as directed by PHAC. Responsibilities will be defined in the Funding Agreement.

PHAC may at any time during the duration of a Funding Agreement, or within a six-year period following its expiry or termination, conduct audits and/or evaluations of any aspect of the work.

Funding Request Form

Infectious Diseases and Climate Change Fund

Instructions to Applicants

This funding request must be completed in full by all applicants. Ensure that you follow the instructions below:

- Type your responses within this template when developing your funding request.
- Type single-spaced and use Times New Roman, font size 12.

Note: The functionality of the Detailed Budget (Section 13) requires the use of the Word and Excel 2010 software. Should you encounter issues with the embedded table, please request the Excel stand-alone budget document.

SECTION 1 Organizational Information

1. Language of Correspondence Preferred ☐ English ☐ French

2. a. Legal Name of Organization:

   b. Legal Name of Organization in French (if applicable):

   c. Operating Name of Organization (if different from Legal Name):

3. Size of Organization

   a. Number of employees:

   b. Annual budget:

4. Mailing Address:

5. Courier Address *(if different than mailing address)*:

6. Organization official website address:

7. Name of Executive Director or President:

8. Project Contact Person and Title *(if different from above)*:

9a. Contact's Mailing Address *(if different from above)*:

9b. Telephone No.:

Extension:

9c. Fax No.:

9d. E-mail Address:

10. If the organization is located in the province of Quebec, refer to the *Act Respecting the Ministère du Conseil Exécutif* found on the *Secrétariat aux affaires intergouvernementales Canadiennes* site. Indicate whether your organization corresponds to one of the following categories defined in section 3.6.2 of the Act:

Municipal body	☐ Yes	☐ No
School body	☐ Yes	☐ No
Public body	☐ Yes	☐ No

SECTION 2	**Amounts Owing to the Government of Canada**	
Does the organization owe any monies to the Government of Canada? ☐ Yes ☐ No *If yes, complete the following:*		
Amount Owing	Nature of the Amount Owed (taxes, penalties, overpayments)	Name of Government Department or Agency to which the Amount is Owed
$		
$		
$		

SECTION 3	**Previous Funding**
1. Has the organization received funding from the Government of Canada (grants or contributions) within the past 12 months? ☐ Yes ☐ No (*If no, go to next section)*	
Note: The list below may be used as a reference check.	
Name of Department and Funding Program:	
Contact:	Project Start Date:
Title:	Project End Date:
Telephone No.:	Amount: $
E-mail Address:	Project Title:
Name of Department and Funding Program:	
Contact:	Project Start Date:
Title:	Project End Date:
Telephone No.:	Amount: $
E-mail Address:	Project Title:
Name of Department and Funding Program:	
Contact:	Project Start Date:
Title:	Project End Date:
Telephone No.:	Amount: $
E-mail Address:	Project Title:
Name of Department and Funding Program:	
Contact:	Project Start Date:
Title:	Project End Date:
Telephone No.:	Amount: $
E-mail Address:	Project Title:

SECTION 4	Project Information
a) Project Title:	
b) Project Summary *(short paragraph)*:	
c) Planned Project Start Date:	d) Planned Project End Date:
e) Duration of Project *(months)*:	f) Total Amount Requested:

SECTION 5 — Capacity of Organization/Suitability

Provide an overview of the key roles and responsibilities of your organization for the execution of the project.

a) Provide an overview of your organization, including your organization's mandate/vision, philosophy/principles and goals. Outline how your organization is well-suited to undertake the proposed project (e.g., credibility, relevant skills, interest, and experience with the project audiences and/or project beneficiaries).

b) Provide a description of your organization, including governance and capacity to carry-out projects, i.e., staff's work experience, financial administration/management.

c) Provide a brief explanation demonstrating your organization's financial capacity to support the proposed project.

Assessment Criteria Section 5

- *Organization clearly identifies that the project is within the organization's mandate/vision statement.*
- *Organization demonstrates that it has the required governance, staff work experience, and financial administration/management capacity to successfully undertake the proposed project.*
- *Funding history demonstrates an understanding of accountability for funds.*

SECTION 6 — Identification of the Project Audience (Reach) and Project Beneficiaries (Impact)

a) REACH: Provide an outline of who the project intends to reach, i.e., those who will participate in or be exposed to project activities ("project audience(s)"). Audiences could include intermediary professionals/ organizations. Include the geographic locations where you anticipate the project will be implemented (specify national, region, province/territory, municipality).

b) IMPACT: How do you see the results of this project affecting the health of Canadians? Describe whose health the project will ultimately benefit ("project beneficiaries"), and provide the rationale for this choice of population group(s) over others.

Assessment Criteria Section 6

- *The expected reach (project audiences) and impact (on both project audiences and project beneficiaries) are well-described, and the geographic locations (i.e., sites) where the project will be implemented are clearly identified.*

SECTION 7 Project Activities, Relevance and Need

Provide an overview of the project, including its objectives/goals, why it is needed, activities, outcomes, and how it addresses the identified solicitation priorities. The project activities, relevance and need must be clearly stated and link directly to the program objectives. It should also address how the project complements, ties into, or builds on other similar initiatives at various levels (e.g., provincial/territorial level) or addresses gaps.

Within the scope of your project, consider:

- How does this link to climate change adaptation and human health?
- Does the health issue differ across population groups (e.g., by age, sex and/or at risk populations)?
- Are those differences associated with social, economic, or geographic factors known to affect health (i.e., conditions of disadvantage such as low education levels, socio-economic status, and remote locations)?

If so, consider how your project objectives (a) and outcomes (d) could reduce those differences.

At a minimum, consider the project's expected reach and impact (positive or negative) on the populations disproportionately affected: who is included, who is left out? Note your rationale for these choices. Even if no differences across population groups exist, considering the project's expected reach and impact will help *avoid creating* any such differences. Support your answers in section 7b).

a) Describe the objectives/goals of the project.

b) Provide the evidence-base for the project. Demonstrate and/or expand on the need for the project and why it is important to carry out this work. This should include: 1) the research evidence/statistics (including findings by age, sex, and/or combinations of other relevant factors, where applicable and available) and the issue being addressed; 2) results of previous project evaluations (if applicable); and 3) an explanation of the theoretical basis for the project.

c) What are the key activities to be undertaken in the project?
Provide a full description of key project activities, including details of how the intervention will be carried out. Describe how you will make the intervention accessible and relevant to all applicable project audiences / beneficiaries (e.g., taking culture, geographic area, gender, language, socio-economic status of audiences into account).

d) Describe the intended short, medium and long-term results (outcomes) and how the project will positively affect the health of Canadians (project beneficiaries), including the expected effect on populations disproportionately affected, where applicable. In this section, describe the intended theory of change (e.g., how will the project help develop competencies and/or reduce barriers faced by individuals, families or communities in living healthier lives related to the program objectives described in the ''Introduction'' section).

e) Where applicable, demonstrate how your project can be applicable nationally. Describe how the project could be transferred to different settings or to other audiences; or expanded to other parts of Canada (e.g., how project partners can help expand the reach and/or impact of the project).

f) Provide an overview of the project's alignment with the Program's priority areas and objectives, as outlined in Part A of the Invitation to Submit a Funding Request.

g) Choose and describe the question which best applies to your project:
- Describe how this project complement or builds on other similar projects; or
- Describe how this project is an innovative/new approach.

Assessment Criteria Section 7

- *Project goals/objectives are clear, realistic and achievable, and consider population group differences where appropriate.*
- *Project is supported by evidence and demonstrates and/or expands on the need for the project and why it is important to carry out this work.*
- *Project activities are clear and describe how the intervention(s) will be carried out and how the intervention(s) will be made accessible and relevant to all applicable project audiences/beneficiaries.*
- *Expected short term, medium term and long term project results (outcomes) are well-described, including who will benefit from the results and the how proposed project will positively affect the health of Canadians (project beneficiaries), e.g., generate an increase in knowledge or awareness, help to develop competencies and/or change behaviours related to the program objectives as described in Part A of the ISFR.*
- *Where applicable, funding request demonstrates broader (e.g., national) applicability by describing how the project could be transferred to different settings or audiences or be expanded into other parts of Canada.*
- *Project activities are clear and well aligned with the objectives of the project and the priorities of the solicitation.*
- *Funding request describes how the project complements or builds on other similar initiatives or describes how the project represents an innovative or new approach (based on which best applies to the project).*

SECTION 8 Partnership and Collaboration (Financial and Non-Financial "in-kind")

Effective prevention initiatives are enhanced through multi-sectoral responses that influence factors affecting health by involving players such as the private sector, non-governmental organizations, governments (municipal, provincial/territorial and federal) and partners working outside the health sector.

Engaging prospective project audiences and beneficiaries may help strengthen understanding of their priorities and barriers.

Specify whether/how partners will contribute to reaching project audiences or beneficiaries.

a) Indicate the anticipated benefits of working with multi-sectoral partners and how it will impact your project as well as the program objectives as described in Part A of the ISFR section.

b) In the table below, provide the name of the partners you will work with on this project, including their involvement to date, and describe their role and contribution.

Name of Partner Organization	Partner's Role	Partner's Contribution (Financial/In-kind)

Assessment Criteria Section 8

- *Project demonstrates relevant partnerships related to project activities and/or networks from various sectors (e.g., private sector, charitable sector, organizations outside the health sector, including agriculture, environment, education, employment, other levels of governments, etc.) Role and contribution of each partner is clearly described, including reach to audiences and/or impact on beneficiaries.*
- *Funding request describes how working within a multi-sectoral partnership will result in a positive impact on the project and the program objectives as described in Part A of the ISFR.*
- *Funding request includes partner Letters of Support confirming their role and support including in-kind and/or financial contribution to the project.*

SECTION 9	Sustainability
Describe the approach that will be used to ensure sustainability of the project following its end date.	
a) Include any description of the role your partners will play in supporting project sustainability The following are the key examples of sustainability: • Sustaining the awareness (e.g., keeping awareness of the issue high on the agenda of all stakeholders including the public, community partners and decision makers); • Sustaining programs (e.g., using volunteers or integrating one or more related activities such as an awareness campaign, a support group, or educational sessions, into one or more existing organizations who agree to take responsibility for the program once funding ends); • Sustaining partnerships (e.g., creating and maintaining productive working relationships and maximizing the reach/benefits of addressing an issue with a diverse group of stakeholders); • Sustaining impact (e.g., by having improved the built environment infrastructure, or integrated improvements into organizations' policies).	
b) What aspects of your project will be self-sustaining and describe how they will continue after funding has ended? Note that <u>time-limited</u> project funding cannot be used to sustain the operation of organizations or to carry out ongoing core operational activities that must cease when funding ends.	
Assessment Criteria Section 9 • *Funding request outlines which aspects of the project will be self-sustaining, as well as the possible role project partners might play in supporting project sustainability.*	

SECTION 10	Knowledge Translation / Dissemination Plan
Describe your knowledge translation and/or dissemination plan	
a) A knowledge translation and/or dissemination plan should include identifying your project audiences and the most appropriate ways to share project results with key audiences and stakeholders. (e.g., taking culture, geographic area, gender, language, socio-economic status of audiences into account, etc).	
Assessment Criteria Section 10 • *Project describes when, how and with whom results will be shared and through what mechanisms.*	

SECTION 11	**Workplan and Timetable**

Complete the workplan/timetable template below for the duration of the project.

Assessment Criteria Section 11
The completed Workplan and Timetable template identify the following:

- *Well-defined activities that will achieve project objectives;*
- *Feasible timelines that reflect the requirements of the activities being proposed;*
- *Estimated cost per activity is reasonable;*
- *Provides detail of the resources required to carry out the project activities (including space, people, equipment, skills, money).*

WORKPLAN

Objective(s) What you intend to accomplish as a result of your project, who will benefit, and by when?	**Activities** Actions to be taken to meet the objectives.	**Person(s) Responsible** Who will be responsible for these activities? *(attach job descriptions)*	**Timelines** When and/or how long will the activities occur? *(be specific)*	**Estimated Cost for the Activity** Breakdown of information related to personnel, travel, meeting room. *(link back to your budget figures)*	**Expected Output(s)** Products or services that directly stem from the project activities. Note: This column should be repeated in the Performance Measurement / Evaluation Plan table –Section 12
Objective 1:					
Objective 2:					

SECTION 12	**Performance Measurement/Evaluation Plan**
Complete the Performance Measurement / Evaluation Plan template below.	

Assessment Criteria Section 12

Plan includes an overview of the project performance measurement and evaluation activities to be conducted, including a clear description of:

- *Elements to be evaluated (e.g., reach, outcomes);*
- *Data collection methods (e.g., surveys, web metrics);*
- *Source of information (e.g., project participants, program staff); and*
- *Appropriate, measurable success indicators.*

PERFORMANCE MEASUREMENT/EVALUATION PLAN

Objectives Must be identical to the objectives in your workplan.	**Expected Output(s)** Products or services that directly stem from the project activities.	**Expected Outcomes** What you expect to change or influence as a result of activities and for whom.	**Success Indicators** Information you will use to track results (outcomes) including by age, sex, and other relevant factors.	**Data Collection Methods and Analysis** How you will gather and analyze the information and who will be responsible.	**Timelines and Frequency** How often you will collect this data and for what time period.
Objective 1:					
Objective 2:					

Note: Ensure objectives clearly align with outputs, outcomes, indicators, data collection methods/analyses, timelines and frequency. The use of numbers/letters is recommended to facilitate this task.

SECTION 13	**Detailed Budget**

Complete the Detailed Budget Form.

Note:

- All costs below must be directly related to the project.
- Any claims for travel are closely scrutinized, and must show a solid rationale. For example, give details as to why it is essential for face-to-face meetings versus teleconferences, how it is project-specific and not part of on-going operations, and that the participants are project-related, not only internal staff for regular management.
- Space or equipment owned by the organization should be identified as an in-kind (non-financial) contribution.
- The federal government's fiscal year begins April 1 and ends March 31.

For further information, consult the following websites:

Canada Revenue Agency (re: Employer's share of payroll deductions and benefits)
http://www.cra-arc.gc.ca/menu-eng.html

National Joint Council Travel Directive (re: Travel and hospitality)
http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index (travel link)
http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855 (hospitality link)

Assessment Criteria Section 13

- *The total funding requested from PHAC (budget) is appropriate to support the proposed activities and demonstrates value for money and the ability to leverage multi-sectoral financial and in-kind contributions.*
- *The budget explanations provided are appropriate and clear to assess/support the amount requested in each of the budget categories.*

PROTECTED WHEN COMPLETE

Instructions: Double click on embedded Excel spreadsheet to enter figures; add lines if you need (up to 13 rows). Click on Esc to return to document or request stand-alone Excel document

Detailed Budget

	Year 1 2016-2017	Year 2 2017-2018	Year 3 2018-2019	Year 4 2019-2020	Year 5 2020-2021	Year 6 2021-2022	Total
a) Personnel							
Full/Part-time Employees							0
							0
							0
Position Title							0
							0
							0
Employer's Share of Payroll Deductions							0
							0
							0
Contractual Employees							0
							0
							0
							0
Sub-total	0	0	0	0	0	0	0
b) Travel							
Transportation							0
Accommodation							0
Meals and Incidentals							0
Sub-total	0	0	0	0	0	0	0
c) Material							
Office Supplies							0
Project Materials							0
Printing/Photocopying							0
Postage							0
Other (specify)							0
Sub-total	0	0	0	0	0	0	0
d) Equipment							
Office Equipment							0
Furniture							0
Special Equipment(specify)							0
							0
Sub-total	0	0	0	0	0	0	0
e) Rent							
Rent							0
							0
							0
Sub-total	0	0	0	0	0	0	0
f) Utilities							
Utilities(phone,heating,etc.)							0
							0
							0
Sub-total	0	0	0	0	0	0	0
g) Performance Measurement/Evaluation							
Performance Measurement/Evaluation							0
Dissemination/Knowledge Transfer							0
							0
Sub-total	0	0	0	0	0	0	0
h) Other (specify)							
1)							0
2)							0
3)							0
4)							0
5)							0
Sub-total	0	0	0	0	0	0	0
Amount requested from the Agency	0	0	0	0	0	0	0
Other Income from all Sources	0	0	0	0	0	0	0
***Total Budget (including funding from other sources)**	0	0	0	0	0	0	0

Budget Justification Form
BUDGET ITEMS
Personnel
Full time employees: (*Position titles, salary before deductions)*
Part time employees: *(Position titles, number of hours worked per week, hourly rates)* **Note:** PHAC only refunds time worked on the funded project.
Employer's share of Payroll*: Statutory Benefits: QPP, CPP, EI, Work Safety Insurance Board and Employer's contribution to extended employee group benefits (dental, medical, pension benefits, RRSPs) plans by virtue of employment/labour agreement or equivalent combined with statutory benefits up to a maximum of 20% of salary costs for each employee (must be offered to all employees).*
Contractors: (*Number of hours worked per week, hourly rate)*
Travel - Details apply for each meeting
Transportation: *(Economy airfare, taxi, automobile, bus, train)*
Accommodation: *(Number of nights, number of participants, hotel rates)*
Meals and Incidental: *(Number of meals, number of days, not to exceed National Joint Council Travel rates)*
Materials
Office Supplies: *(example: stationery, pens, envelopes, reference manuals)*
Project Materials: *(Purpose, type, price, for example: Website licence fees (if part of the overall project), cost of subscriptions for items required for the project, cost of literature review to undertake the project)*
Printing/Photocopying: *(Purpose, type, price, for example: contract printing, photocopy charges)*
Postage: *(Regular, messenger services, freight)*
Other (specify):
Equipment
Office Equipment: *(Purpose, type, price, for example: cost of renting or purchasing computers, calculators, maintenance; (ineligible if equipment is owned by the recipient)*
Furniture: *Only in **exceptional** circumstances should furniture be purchased. (Furniture used for the project should be provided by the recipient as an in-kind contribution)*
Special Equipment: *(Purchase or rental is on a case-by-case basis. The equipment must be unique and necessary to carry out the project.)*
Rent
Rent: *If rented space is not used 100% for PHAC's project, advise how PHAC's portion is calculated (e.g. square footage or other reasonable methods, number of staff, etc.).* *Actual rental costs incurred and substantiated by a rental/lease agreement.* *Cost incurred to rent space for off-site meetings, conferences, training (if space not available at project location)*

Utilities

Utilities: *Phone, hydro, heating, how is the charge prorated to PHAC's project? (if not included in the rental agreement)*

Performance Measurement/Evaluation

Performance Measurement/Evaluation: *(fees for: rate, hours worked, start and end date)*

Knowledge Translation/Dissemination: *(What, where, how, cost)*

Other (specify)

Other: (*Specify purpose, description, rate or prorated charge (should be kept at a minimum)*

Other Sources – Financial

Are the activities under this project funded through funds/monies from other funding sources?

If yes, specify in budget explanation and identify name of funding source(s)

Name of funding source(s)

Status of application:

. Approved (attach a copy of documentation confirming funding approval)

. Pending (indicate contingency plan should the funding not be available)

Other Sources – Non-Financial (In-Kind)

Are in-kind contributions being made by **your** organization for the activities of this project?

Are in-kind contributions being made by **other** organizations for the activities of this project?

In-kind contributions are goods or services provided to the project, sometimes by the recipient organization itself, for which no exchange of money takes place. Examples include the use of office space, equipment, materials, supplies and services provided by professionals on a voluntary basis. Donations of money are categorized as “other sources of funding” and not as an in-kind contribution.

If yes, specify in budget explanation and identify name of funding source(s)

Name of funding source(s)

Status of application

. Approved (attach a copy of documentation confirming funding approval)

. Pending (indicate contingency plan should the funding not be available)

SECTION 14	**Approval**

The undersigned on behalf of the organization declares that:

- the information in this application and all accompanying documents are accurate and complete;
- Applicants and recipients of funding must ensure that their employees/Directors are in compliance with the *Conflict of Interest Act*, the *Values and Ethics Code for the Public Sector*, and the *Policy on Conflict of Interest and Post-Employment*. Where an applicant or a recipient employs or has a major stakeholder who is either a current or former (in the last twelve months) public office holder or public servant in the federal government, compliance with the Code(s) must be demonstrated. Contact us if you require further information.
- the funding request is made on behalf of the organization named in Section 1 with its full knowledge and consent.

I acknowledge that should this funding request be approved, funding will be conditional upon the organization signing a written agreement with the Public Health Agency of Canada.

Authorized Representative of the Organization

1.

Name: Title:

Telephone Number: Fax Number:

E-mail Address:

Signature of Authorized Representative: Date:

2.

Name: Title:

Telephone Number: Fax Number:

E-mail Address:

Signature of Authorized Representative: Date:

MUST BE SIGNED BY INDIVIDUAL(S) AUTHORIZED TO LEGALLY BIND THE ORGANIZATION