

If you are a registered charity please fill out the charity application, also linked through CFC's Resource Library.



COMMUNITY
FOUNDATIONS
OF CANADA



IRP Application Form for applicants that are FOR profit, co-op or not for profit

***Please note:** This downloadable version is to help you prepare your application before submitting it through [CFC's online application portal](#). **If internet connectivity is an issue for you please send us an email at readiness@communityfoundations.ca to find alternative means to apply.**

Instructions

Please read the Guidelines and all the questions before you start this application. Avoid repetition wherever possible and note that each section has a word count. We suggest that you draft your responses and collect all attachments before entering your application on the portal.

Select Your Regional Partner

The IRP is delivered through a collaboration between Community Foundations of Canada (CFC) and local community foundations ('Regional Partners') across Canada.

Your application will be received and adjudicated by the Regional Partner that serves your impact area. That Regional Partner will be responsible for answering questions, considering requests for funding, and administering the IRP locally.

To learn more about the Regional Partner that serves your region, and how you can get in touch with them, [click here](#).

Note: For potential applicants from **Quebec**, [please click here](#) to learn more about the IRP program in that province. Please be advised that the program serving applicants in Quebec is no longer open for applications.

Your Province or Territory

[Community Foundations of Canada](#)

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In which province or territory will your social enterprise and/or project operate?

If your social purpose organization and/or project will operate at a national level, with national impact, select the national stream by selecting "other: National" from the province of Ontario list.

Your Regional Partner

Which Regional Partner serves the area where your social purpose organization primarily operates?*

The application website will send periodic confirmation emails. In which language would you like to receive those emails?

- English
- French

Organizational Information

Attachments required:

- Project budget, clearly outlining all IRP expenses and revenues.
- Past 5 years financial statements, please upload your social purpose organization's financial statements for each of the past five fiscal years, or since establishment, if shorter than five years. Financial statements prepared by a third party are preferred.
- Corporate bylaws (if applicable)
- Corporate filings
- List and bios of Management Team members and Board members, please provide a list, including bios, of the Board members and/or management team members that will lead your project.
- Support document: Please share one (1) document or file that will help inform the selection jury about the operations of your social purpose organization. This could be a letter of support, a quote from a service provider, etc.)

1. Name of the applicant social purpose organization:

If you are a registered charity please fill out the charity application, also linked through CFC's Resource Library.

2. Legal name (if different from operating name):

3. Contact:

Who should we contact about this application?

Contact name: _____

Email address: _____

Phone number: _____

4. Corporate street address: _____

5. City / Town: _____

6. Province/Territory : _____

If you're applying from Quebec, please be aware that there is a separate application process, please refer to the [CFC website](#)

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Saskatchewan
- Yukon

7. Postal code: _____

If you are a registered charity please fill out the charity application, also linked through CFC's Resource Library.

8. Organization website: _____

9. Summarize the project for which you are seeking funding from the Investment Readiness Program in one sentence. (word count: 30) e.g. Use the format: "Our SPO does ..., the project we are apply for will..."

10. Corporate type of the applying body:

*Please note this section will trigger the appropriate version of the application for your organizations registration type. This should match the eligibility questions.

- Not for Profit
- Co-op
- Co-op with charitable status
- For Profit
- Registered Charity
- Other Qualified Donee, including registered Indigenous governments
- Other, Please specify: _____

11. a) Business Registration Number:

Must be in proper format and match corporate filings (ex. 123456789RR001)

12. Fiscal Year End*

MM/DD ____ / ____

13. Have you applied to the IRP previously?

- Yes
- No

14. To which Readiness Support Partner have you submitted an application?

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- Community Foundations of Canada
- Chantier de l'économie sociale
- Canadian Women's Foundation
- National Aboriginal Capital Corporations Association
- National Association of Friendship Centres

15 a). When was it submitted?

_____/_____/_____(YYYY/MM/DD)

15.b) Was it successful?

- Yes
- No

If you are reapplying to CFC, what elements of your application is different, please give as much detail as possible, including noting where your answers to questions may be different that in your previous application, including where you have changed strategies, business/impact goals, edits to your proposed budget and community impact.

Organizational Mission

16. Please provide a short description of your organization's mission. (word count 60)

17. If possible, identify which of the United Nations Sustainable Development Goals your work addresses. (Max: 3 Choices)

Learn more about the United Nations Sustainable Development Goals (SDGs) [here](#).

- Goal 1: No Poverty
- Goal 2: Zero Hunger
- Goal 3: Good Health and Well-Being for People
- Goal 4: Quality Education
- Goal 5 : Gender Equality
- Goal 6: Clean Water and Sanitation
- Goal 7 : Affordable and Clean Energy
- Goal 8: Decent Work and Sustainable Economic Growth
- Goal 9: Industry, Innovation, and Infrastructure
- Goal 10: Reducing Inequalities
- Goal 11: Sustainable Cities and Communities
- Goal 12: Responsible Consumption and Production
- Goal 13: Climate Action
- Goal 14: Life Below Water
- Goal 15 : Life on Land
- Goal 16: Peace, Justice and Strong Institutions
- Goal 17: Partnerships for the Goals
- Not Applicable

Organizational Activities

This section of the application is asking questions about your overall organization, not the enterprise/project you seek to launch or advance with help from the IRP.

18. The investment readiness continuum is a non-linear spectrum between the conception of an idea and its implementation and investment readiness. Employment

and Social Development Canada defines five stages in this continuum with different skills and supports required at each stage. Please capture, to the best of your ability, where your social purpose organization is on this continuum. IRP looks to support organizations throughout the continuum.

- Early Stage Innovation: Exploration and ideation of the initiative; aligning a proposed solution to an identified need.
- Strategic Impact Focus: Feasibility analysis and community support development.
- Impact Sustainability: Business model development, use of data for planning & impact measurement, diversification of funding sources.
- Financial Resilience: Revenue generation, legal structure (including debt & equity), ability to scale and replicate.
- Investment/Investor Ready: Sustainable cash flow and assets, track record for sustainability and networking with prospective investors.

19. What social, cultural, or environmental problem does or will your social purpose organization address, or intend to address, and how? *(word count 60)*

20. What goods and services does or will your social purpose organization deliver? *(word count 60)*

21. How does or how will your social purpose organization generate revenue from the sales of goods or services? *(word count 60) Please note fundraising activities are not eligible (please consult the program guidelines for SPO and project eligibility).*

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22. If applicable, how many employees does your social purpose organization have? (including any owners)?

Full Time _____

Part Time _____

23. If applicable, how many volunteers does your social purpose organization have?

Number: _____

24. If applicable, what are the **total revenues** of your social purpose organization (from all sources of revenue) and the **revenues generated** from the **sale of goods and services**, for each of the past five fiscal years, or since establishment, if shorter than 5 years? (Enter N/A for pre-revenue years)

	<u>Total</u> revenue (\$)	<u>Revenue from sales of goods</u> and services (\$)	<u>Comment</u>
Year 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Year 5

Total

25. Please explain and quantify how profits are, or will be, used. How do/will you reinvest profit into your mission? (*word count 150*)

26. Please explain how your social purpose organization is handling the impacts of COVID-19? What adaptations have you made to ensure the success and continued operation and growth of the organization?

Sustainability, Outcomes Measurement and Investment Readiness

27. Please summarize the strategy to sustain or grow your social purpose organization.

If you are an established revenue-generating social enterprise, please tell us about the following information:

- What is the projected growth of your organization?
- How does your organization intend to meet this growth?
- What are your organization's plans to achieve long term sustainability for the enterprise?
- Describe your organization's target market (target customer, market size).
- Who are your organization's top competitors?

If you are at an earlier stage in your organization, please answer as relevant or possible.

(word count 500)

28. How does or will the organization approach procurement, employee conditions and sustainable practices? *(word count 250)*

29. How does your social purpose organization measure, or plan to measure, its social, cultural, environmental impact? *(word count 150)*

30. How does or how will your social purpose organization report on those measurements? *(word count 150)*

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31. Broadly speaking, what is your social purpose organization's plan for securing future investment? Even if you are at an early stage of development please provide some insight into how loans, equity or other financial investment fit into the future of your organization? (word count 150)

Project Information

This section pertains to the project activities for which you are seeking funding from the Investment Readiness Program

32. Please specify the precise amount of non-repayable capital your social purpose organization is requesting through the IRP.

32 b) Could you proceed with this project if partial funding was only available?

- Yes
- No

33. a) Project start date: (no earlier than 2021/01/15)

b) Project end date: (no later than 2021/06/01)

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34. Provide details about what you plan to do with the requested funds. Be sure to outline the complete project, both activities and/or research you propose to undertake. *(word count 250)*

35. The IRP will prioritize applications that value and embody the concept "nothing about us, without us" within their organizational structure and programming. How will individuals representative of the population(s) you're seeking to serve, be involved in the decision making and delivery of your project/initiative? *For environmental organizations, describe your approach to Indigenous land stewardship and diversity, as applicable.*

36. What primary information gap are you hoping to fill, or what skill or competency do you hope to acquire through the Investment Readiness Program? *(word count 60)*

37. What types of supports and services are you looking to access to help deliver your project, e.g. business planning consultant, marketing resources, pitch/deal guidance?

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Please identify if these are online or in person, and who will provide them. (word count 60)

The Government of Canada has funded a number of [expert service providers](#) however, other service providers are also acceptable.

38. Do you intend to purchase any capital assets to fulfill a contract?

Please be sure to refer to the Program Guidelines to learn more about eligible asset purchases

- Yes
- No

38b. If yes, how will this help you move along the investment readiness continuum? (word count 150)

39. Please describe the team associated with this project's relevant skills and experience (leadership, skills, networking, coaching) of the team associated with this project. (word count 150)

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40. Please describe key relationships or partnerships your social purpose organization has in the community and how these impact the project for which you are seeking IRP funding. (word count 150)

41. How will completing your project enable your social purpose organization to accept a loan or to take an equity investment in the future? (*word count 250*)

General Information

This section pertains to your organization overall.

42. What is the primary purpose(s) of your social purpose organization?

Please check all that apply

- Cultural
- Environmental
- Social

43. What is the secondary purpose(s) of your social purpose organization?

Please check all that apply

- Employment development
- Income generation for a parent organization
- Training for workforce integration
- Awareness-raising
- Sustainable and affordable housing
- Food security
- Reusing and recycling program
- Youth services, daycare and after-school programming
- Other _____

This section pertains to your organization overall.

44. Which populations does your social purpose organization serve?

- Rural
- Urban
- Booth

45. Does your organization offer services: *

- Locally
- Regionally

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- Nationally
- Internationally

46. What community do you support through the activities related to this project?

Province: _____

City/town: _____

47. Which primary group does your social purpose organization serve or seek to serve through its social mission? *Please select up to three groups in ranked order.*

- Youth
- LGBTQ+
- Indigenous people
- Black People
- People living with a disability
- Women
- New Canadians
- Refugees
- People experiencing homelessness
- People experiencing low incomes
- Another group, please specify: _____
- SPO primarily benefits the environment
- Other Racialized people

48. If applicable, how many Board members does your organization have? (enter 0 for no board) _____

48b. If applicable, how many of your Board members self-identify as members of the following groups?

Community Foundation of Canada seeks to understand who is leading the social purpose organizations applying to the investment readiness program. This question is optional but we encourage you to answer it if you can. This information assists CFC and Regional Partners to better understand how we deploy our resources and be accountable for building equity and inclusion.

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LGBTQ2SA+	<input type="text"/>
Indigenous people	<input type="text"/>
Black People	<input type="text"/>
People living with a disability	<input type="text"/>
Women	<input type="text"/>
Other racialized people/people of colour	<input type="text"/>
Decline to state	<input type="text"/>

48c. If you decline to state, please let us know why:

- We do not collect this data
- I do not feel comfortable disclosing this information
- Other [please specify]

49a. How many people are in your organization's leadership team (such as Founders, CEO, COO, VPs, Executive Directors, and Directors) _____

49b. How many of your organization's leadership team self-identify as members of the following groups?

Community Foundation of Canada seeks to understand who is leading the social purpose organizations applying to the investment readiness program. This question is optional but we encourage you to answer it if you can. This information assists CFC and Regional Partners to better understand how we deploy our resources and be accountable for building equity and inclusion.

LGBTQ+	<input type="text"/>
Indigenous people	<input type="text"/>
Black	<input type="text"/>

If you are a registered charity please fill out the charity application, also linked through CFC's Resource Library.

People living with a disability	<input type="text"/>
Women	<input type="text"/>
Other racialized people/people of colour	<input type="text"/>
Decline to state	<input type="text"/>

49c. If you decline to state, please let us know why:

- We do not collect this data
- I do not feel comfortable disclosing this information
- Other [please specify]

The information collected in this section is for research purposes only

50. When does your social purpose organization anticipate being ready to take on investment?

Within:

- 6 months
- 1 year
- 3 years
- 5 years
- I don't know

51. On a scale of 1-5 how familiar are you in the following areas?

1: not familiar | 5: very familiar

1 2 3 4 5

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- Concept of social finance

- Social finance opportunities and how to access them

- Services and tools available to support an organization's readiness to access social finance opportunities

Feedback, Conflict of Interest and Authorization

Do you have any feedback about this application process? *(word count 150)*

I certify that the information contained in this application and the accompanying documents is true, accurate and complete.

Yes

Please confirm that you or any other member of staff do not have any family or business (financial) connections to the service provider you have selected that would present a conflict of interest.

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Yes

The representative with designated signing/decision-making authority for the organization has authorized this application.

Yes

I consent to being added to the IRP contact list and to receive relevant information pertinent to the Investment Readiness Program.

Yes

No

I confirm that I have obtained express consent to collect, use, and disclose the personal information of Directors (or like officials) and confirm that they provided the Directors with the information about how their personal information would be used and disclosed.

Yes

No