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## **Reconciliation Fund Procedure and Application**

The Canadian Friends Service Committee (CFSC) Reconciliation Fund was established to support the grassroots, community-based efforts of Indigenous people in Canada who are working on cultural and language revitalization and other projects.

### **Procedure for Applications**

The Reconciliation Fund accepts applications on a quarterly basis. The dates for 2023 are:

1. March 31<sup>st</sup>, 2023
2. June 30<sup>th</sup>, 2023
3. September 29<sup>th</sup>, 2023
4. December 22<sup>nd</sup>, 2023

Applications will be processed through the following procedure:

1. As soon as you submit an application, you will receive a message from us to confirm that it was received.
2. On the next application acceptance date (listed above), a CFSC staff member will reach out to each applicant to chat with them about their application.
3. Over the four weeks after the acceptance date, this staff member will work with applicants to answer any questions and help to clarify any pieces that may improve the application. This staff person has no decision-making responsibilities for the Reconciliation Fund but will be available to help applicants submit the best application possible.
4. Approximately four weeks after the application acceptance date, the decision-making committee will begin reviewing applications. Decisions will take up to four weeks and then be communicated to applicants.

Please note: It's important to consider timelines for submission of your application. It may take up to eight weeks between the application acceptance date (above) and hearing news about your application.

### **What We Fund**

- We fund **cultural revitalization and language revitalization projects.**

- We **do not** fund **salaries; legal expenses; or non-Indigenous people’s initiatives on cultural revitalization.**
- We **do not** fund projects on an ongoing basis—all approved projects will receive a one-time grant.
- Funding is for the work of Indigenous people only.
- The maximum grant size per application is **\$2,500** and **not all grants are awarded the maximum.**
- We may consider but do not regularly approve multiple applications from the same applicant or for the same project.

## Get in Touch

Have any questions about the application? Not sure if your project fits with the grant? Feel free to get in touch! We would be happy to help answer any questions or concerns. Send an email to [Jeremy@QuakerService.ca](mailto:Jeremy@QuakerService.ca).

## How to Submit Your Application

There are two sections, required info and optional info. Although not required, please include as much optional information as you can to give us the best sense of what your project is about.

This information can be communicated in a variety of ways. You are welcome to type it up into a document with relevant attachments, you can record a video or an audio track detailing the information, or you can even give us a call and we will type as we chat!

Regardless, when compiled, please send the application or a message to arrange a phone call to [Jeremy@QuakerService.ca](mailto:Jeremy@QuakerService.ca).

## Written Application Format

For written applications, please type out the requested information beside or below the appropriate line. Information can also be attached in a separate document.

### Examples:

Name: John Doe

How did you learn about the Reconciliation Fund?

Paragraph explaining how I learned about the reconciliation fund. Paragraph explaining how I learned about the reconciliation fund. Paragraph explaining how I learned about the reconciliation fund. Paragraph explaining how I learned about the reconciliation fund.

Budget:

- Item A required for the project X 20 (\$2.00/item) = \$40.00
- Item B = \$20
- Etc.

## Grant Terms (please read carefully)

- Your grant must be used for the purpose outlined in this application. If you would like to change what you are using the grant for, please contact us before doing so.
- If work to be funded will be carried out by anyone other than those named in the grant, please let us know who they are and how we can get in touch with them.
- All approved applicants must complete the reporting requirements upon completion of their project (detailed below).
- We may publish brief descriptions of our Reconciliation Fund projects and grantees on our website at <https://QuakerService.ca>, in CFSC email or print newsletters, and on social media. These communications allow others to learn about the work you are doing and help raise awareness and financial support for this grant.
- Any photos you send us as part of your application or reporting may be published in any of the previously mentioned spaces if your application is approved.

## Application Required Information (if applicable)

### 1. Contact Information

Name of Indigenous applicant: *Write here...*

Name(s) of anyone assisting with the application (if applicable): *Write here...*

Name of the project: *Write here...*

Address: *Write here...*

Phone Number: *Write here...*

Email: *Write here...*

Website: *Write here...*

Please list the names of those also involved in the project:

- *List here...*

Affiliated Organization(s): *Write here...*

I am authorized to act on behalf of the organization(s) in relation to this application

## 2. Project Details

Tell us about your project! What is it? How does this project work towards cultural or language revitalization? What specifically would you be using the funds for?

*Write here...*

Do you have any other sources of funding for this project? If yes, please detail below:

*Write here...*

Please include a detailed budget outlining how you intend to spend the requested money, in as much detail as possible:

*Write here...*

What is the timeline of your project? Please be specific in outlining when you intend to spend the grant money and if you need the funds by a specific date:

*Write here...*

## 3. Other Questions

How did you learn about the Reconciliation Fund?

*Write here...*

Please provide contact information for two references that we can reach out to that are familiar with your work (if this project is a new endeavour, references unfamiliar with your work are acceptable). Please also detail your relationship with the reference:

*Write here...*

## 4. If approved...

The cheque should be made payable to: *Write here...*

The cheque should be sent to this address:

*Provide address here*

## Optional Information

Do you have any photos of your project either in past iterations, or that could help illustrate what you're intending to pursue for your project? Please attach them to your email submission.

Are there any public testimonials that outline your experience pursuing projects like this. For example: news clippings, video interviews, letters of support, or something similar. If so, please pass these along with your application.

## Reporting Requirements

### 1. Receipts

Copies of all receipts outlining how approved grant money was spent must be forwarded to us as soon as they're available. This can be done so one of two ways: as photos or scans through email to [Jeremy@QuakerService.ca](mailto:Jeremy@QuakerService.ca) or by mail to:

Canadian Friends Service Committee  
60 Lowther St.  
Toronto, ON  
M5R 1C7

If you'd like to mail the receipts or copies of the receipts, please let us know at [Jeremy@QuakerService.ca](mailto:Jeremy@QuakerService.ca)

### 2. Narrative Report

The Narrative Report is a simple way for us to learn more about how the project went and how your experience was with the Reconciliation Fund. Whenever your project is completed, please let us know! We will send a list of questions asking how the project went and what your experience with the fund was!

You can answer the questions by writing your responses or can arrange to do so over the phone. We will listen to your answers and type them out for our report.

The report will then be shared with the review committee responsible for governing the fund. Furthermore, quotes from the report may be posted on our website at <https://QuakerService.ca>, in CFSC email or print newsletters, and on social media.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_