

PROGRAM GUIDELINES

The Supporting Black Canadian Communities Initiative (SBCCI) was created by the Federal government through Employment and Social Development Canada (ESDC) to help increase the capacity of grassroots not-for-profit organizations serving Black communities in Canada.

Using an intermediary delivery model, the initiative aims to provide funding through a fair and transparent process, and otherwise support Black community organizations across Canada to increase their organizational capacity in the areas of:

1. Facilitating access to funding from a more diverse range of funding sources
2. Enhancing organizational governance to provide greater organizational stability and improved planning and oversight functions, with specific focus on the following:
 - Leadership and stewardship
 - Communication and transparency
 - Continuous learning and growth
 - Empowerment and accountability
 - Service and fairness
 - Accomplishment and measurement
3. Enhancing operational management effectiveness and efficiency

The SBCCI has four components:

1. Supporting the establishment of Canadian Institute for People of African Descent
2. Funding capital projects through the Capital Assist Project (CAP)
3. Funding capacity building projects through the Capacity Building Project (CBP)
4. Providing funds for emerging priorities

These program guidelines explain component 3, the CBP. With funding from the Government of Canada, the CBP makes grants available to Black-led and/or Black-serving grassroots organizations across Canada.

The grants are administered by three intermediary organizations (Black Business Initiative, Groupe 3737 and Tropicana Community Services) and are solely to increase the organizational capacity of the grantee organizations.

Deadline to Apply

The deadline to apply for the funding is January 8, 2021. Applications submitted after the deadline cannot be considered unless general extension is provided.

Eligibility

Eligible Applicants

Organizations that meet ALL the following criteria are eligible to apply for funding from the SBCCI program:

- Legal entity in Canada
- Registered as a not-for-profit or a charitable organization (As defined under Key Terms at the end of this document)
- Black-led organizations with a mandate to serve Black Canadian communities
- Black-led organization are those that meet the following criteria:
 - The leadership positions (directors, founders) are primarily occupied by people who self-identify as Black (minimum 2/3)
 - The governance structure (volunteer committee, advisory board, leadership, etc.) is primarily composed of people who self-identify as Black (minimum 2/3) and
 - The mandate serves Black Canadian Communities
- Requires a minimum grant of \$5,000
- Does not require funding for any of the ineligible activities listed below
- Applicants must meet all requirements to be eligible. Not doing so will result in the application being rejected

Required Eligibility Documents

Any of the following documentation will be required as part of the application process, to validate organization eligibility:

1. Governance documents, such as:

- Quebec Enterprise Number
- Incorporation documentation
- Trust deed, if a trust
- Business Number issued by CRA
- Constitution or similar document, in an unincorporated association

2. **Most recent financial statements** of the organization, no earlier than December 2019 (statement could be audited, review engagement, Notice to Reader or internally prepared statements)
3. **Tax Filings for the last year** (2019 tax year)

T2 return, T2 Short Form (if incorporated) or any other tax return filings as applicable
4. **Website of the organization, social media pages or accounts** (Facebook, Instagram or Twitter), if any, where the mission/vision and services of the organization are listed. If this is not available online, a one-page document listing this information.

Grant Request

Outside Quebec: Category A—Choose One

You are an organization located outside of Quebec and looking for funding for:

- Sustainability — To diversify your funding sources; or
- Build your capacity in any of the following organizational governance categories;
 - Leadership or stewardship training; or
 - Continuous growth and learning; or
 - Communications and transparency

Black Business Initiative: info@bbi.ns.ca

Outside Quebec: Category B—Choose One

You are located outside of Quebec and looking to:

- Enhance operational management effectiveness & efficiency; or
- Build your capacity in any one of the following organizational governance categories:
 - Empowerment through accountability; or
 - Accomplishment and measurement; or
 - Service and fairness

Tropicana Community Services:
sbccgrant@tropicanacommunity.org

Inside Quebec: Category C—Choose all that apply

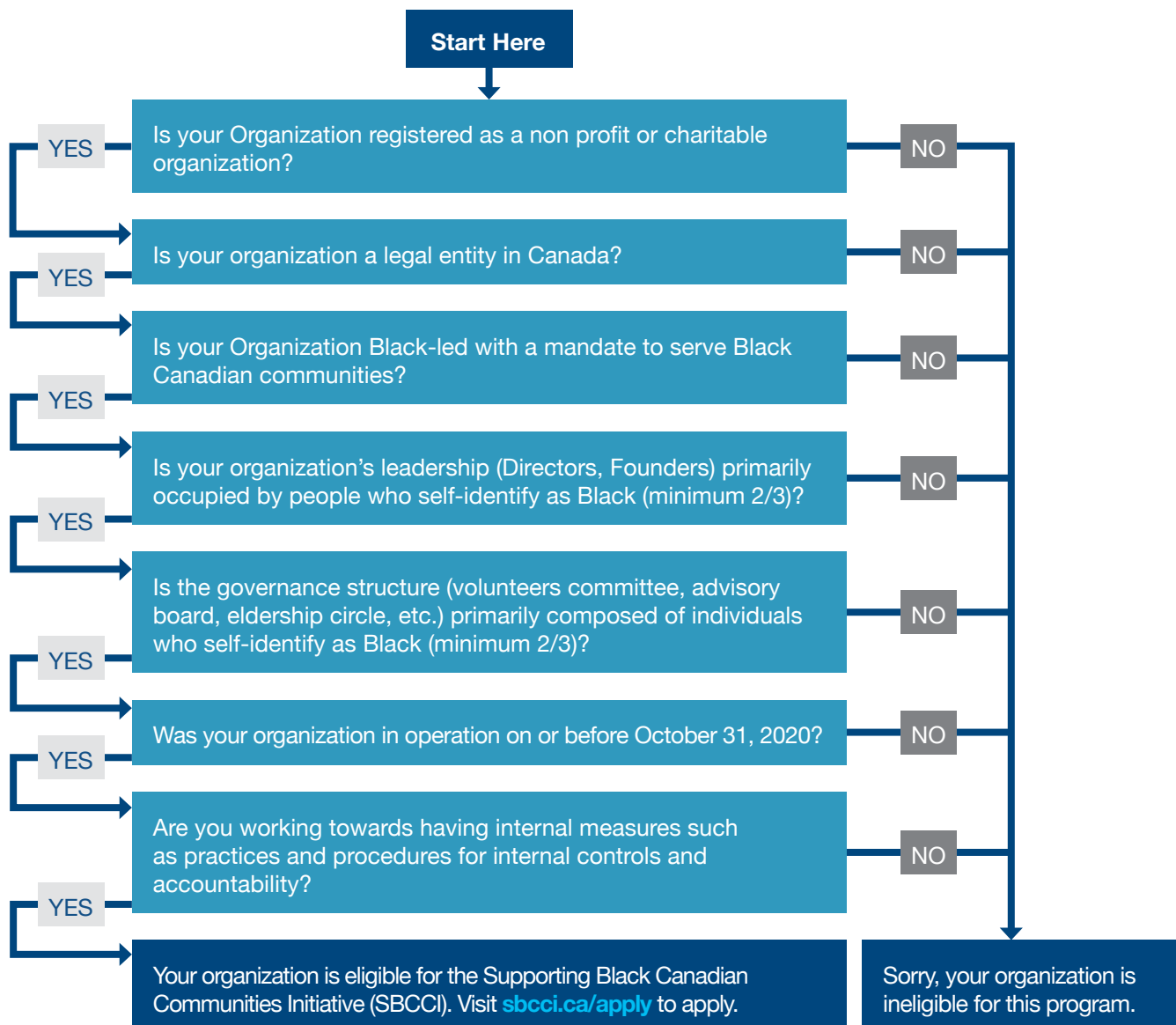
Please select all that apply:

- Diversify your funding sources; and/or
- Enhance operational management effectiveness & efficiency; and/or
- Strengthen your organizational governance

Groupe 3737: initiative@groupe3737.com

Am I Eligible?

The Supporting Black Canadian Communities Initiative (SBCCI) was created by the federal government through Employment and Social Development Canada (ESDC) to help build the capacity of grassroots not-for-profit organizations serving Black communities in Canada.



Eligible Projects Maximum Funding and Timing

- The funding requested does not exceed \$45,000
- Outside of Quebec, the project can be completed in 12 months
- Inside Quebec the project can be completed in 18 months

Eligible Expenditures

- Fees for professional services
- Disability support for staff of the grant recipient
- Materials and supplies
- Printing and communication
- Travel cost attributable to the approved program
- Data collection
- Fees for professional service
- Printing and communications
- Performance monitoring and reporting
- Small office equipment and tools directly attributable to the project capped at 25% of approved fund
- Disability support for executing project
- Materials and supplies
- Rental of premises for project
- Knowledge development activities

Ineligible Applicants

The following are ineligible to apply for funding from the SBCC program:

- Individuals
- For-profit businesses

Ineligible Activities

- Operations that take place outside of Canada
- Activities that occur before November 16, 2020, and after April 1, 2024
- Service activities duplicative of legislated mandates of governments or city departments
- Activities that do not fall with the current objects or mandates of the applicant
- Initiatives that would unnecessarily duplicate existing services
- Construction of housing, shelter or office
- Building larger reserves
- Purchase or lease of land
- Rental cost for space that is owned by the organization
- Debt reduction
- Activities that are illegal

Available Funding

Funding is available to non-profit grassroots organizations across Canada that meet the eligibility and targeted review criteria in this Guideline.

Non-profit grassroots organizations can apply for funding with a budget of a minimum \$5,000 to a maximum of \$45,000.

Timelines

Timelines for Granting Activities

All activities and expenditures must take place between January 2021 and March 31, 2022. Please be mindful that all activities must be completed and all expenditures made within the stated timeframe.

The deadline to apply is January 8, 2021. Applications submitted after the deadline cannot be considered unless a general extension is provided. Offers of funding to successful applicants will occur on a rolling basis.

Application Process	
1	Applicants apply via SM Apply
2	Validation of organization type and eligibility
3	Assessment of applications based on the priorities set out in the application process and limited funding available for this project
4	Selection of applications
5	Offers of funding and signing of grant agreements
6	Projects begin
7	Reporting and evaluation of projects

Selection of Applications

Unfortunately, not all organizations can be funded, and some may not be funded at the levels requested. All applications will be reviewed, using the criteria below and the merit of the applications submitted.

Qualifying applications will be considered on a rolling basis.

Assessment Process

1. Organization Screening

Applications will first be screened based on eligible organization type. If both the organization and the activities are eligible, the application will proceed to step 2.

2. Assessment Score

Using the Criteria below, applications will be required to obtain a minimum score in order to be considered for selection. Scoring against criteria and the minimum score will be finalized once a volume of applications is received.

3. Application Selection

High-scoring applications will be considered, and selections will be guided by the additional considerations listed below.

Assessment Criteria

1. Does the mandate of your organization:

- Address social barriers because of race
- Support individuals who are also part of other vulnerable populations
- Serve Black communities of specific origins in Canada

2. Impact on direct services delivery that responds to the needs of the Black community by fostering partnerships with intermediary organizations and key partners
3. Quality of the application and reasonableness of the budget
4. Organizational capacity to deliver proposed project
5. Provide innovative solutions to complex issues of Black communities

Additional Consideration

1. Available funds: In order to support as many organizations as possible, the intermediaries will be balancing requests against the available funds and taking into account the funding project, beneficiary population and dollar value requested.
2. Geographic distribution: the intermediaries will ensure that funds are distributed across the country.

What Can I Expect if my Application is Successful?

Notification of Funding Approval

Notification of funding approval will be sent to all successful applicants on a rolling basis. Only successful applicants will be contacted.

Grant Agreement

The terms and conditions applicable to all grants can be found here. By submitting an application your organization agrees to abide by these terms. You will also be required to sign the grant agreement that sets out your activities, outputs and other key terms.

Community of Practice

In addition to providing project funding, organizations selected will benefit from other forms of support such as coaching, mentoring, training workshops, and networking activities in order to exchange knowledge and collaborate.

Insurance and Professional Qualifications

It is the recipient organization's responsibility to have in place appropriate insurance for their activities. It is also the recipient organization's responsibility to ensure that professionals delivering specialized services as part of the initiative have the relevant certifications.

Compliance with Regulations

It is the responsibility of all recipients to comply with all applicable legislation, regulations, Canada Revenue, Agency and Revenu Québec rules and guidelines, health and safety standards, and privacy legislation relevant to the organization and funded activities.

Project Recognition

We ask that recipient organizations recognize the financial assistance from their intermediaries, the SBCCI and Employment and Social Development Canada. This recognition is important as it will identify the contributions of the Canadian public and government to those impacted.

Reporting

All recipient organisations will be required to submit narrative and financial reports for the project. Templates will be made available online through the application platform at SMA Apply. Recipient organizations may be required to provide contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.

Financial Management

Recipient organizations are expected to have financial management practices in place, and be able to demonstrate how these have been observed. Note an audit by the SBCCI or the Government of Canada may be required.

How to Apply

**Please review this Guideline in full.
When you are ready to apply:**

1. Registration

Register through the online application portal.

2. Eligibility

Complete the eligibility form and upload your supporting documents.

3. Application

Complete the project application form and upload the budget and any supporting documentation you wish to share.

Please ensure you hit submit

You will be able to save and return to your eligibility or project application forms as many times as you wish before submitting. Applications submitted after the deadline unfortunately cannot be considered.

Please ensure your application is complete

Incomplete applications unfortunately cannot be considered, and you will not be able to edit the application once submitted.

All applications must be submitted online. The application platform is available in English and French.

Important Things to Note

- All applications will be assessed on a rolling basis, closing on January 8, 2021. Should there be insufficient applications, an extension may be granted.
- When submitting an application, organizations are agreeing to the terms and conditions set out in the agreement. If organizations are successful, these terms and conditions will be appended to your full agreement. The assigned intermediary may amend these terms prior to contracting in its sole and absolute discretion as new information arises in program administration and/or context is better understood.

- Submitted applications will be treated as confidential and will be reviewed by an independent grant review committee, applications will be shared with Employment and Social Development Canada and trusted partner organizations to provide additional context to the SBCCI decision-making.
- At any time during the review process, the intermediaries reserve the right to decline or remove from further consideration any application, for any reason that it deems appropriate.

Key Terms

Capital Assistance Program (CAP) - Fund provided by ESDC under the Supporting Black Canadian Communities Initiative to provide capital assistance to Black-led organizations in Canada to build capacity to, better fulfill their missions and better serve Black communities in Canada.

Capacity Building Program (CBP) - Fund provided by ESDC through selected intermediaries, under the Supporting Black Canadian Communities Initiative, to build the capacity of Black-led organizations to better fulfill their missions and better serve Black communities in Canada.

Legal Entity - A lawful or legally standing association, corporation, partnership, proprietorship, trust or individual that has legal capacity to:

- Enter into agreements or contracts
- Assume obligations
- Incur and pay debts
- Sue and be sued in its own right
- Be accountable for illegal activities

Non-profit Organizations - Organizations, associations, societies that are not charities are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Qualified Donees - are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Qualified donees include all Canadian registered charities. Qualified donees are as follows:

- a registered charity (including a registered national arts service organization)
- a registered Canadian amateur athletic association
- a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged
- a registered Canadian municipality
- a registered municipal or public body performing a function of government in Canada
- a registered university outside Canada, the student body of which ordinarily includes students from Canada
- a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift
- Her Majesty in right of Canada, a province, or a territory
- the United Nations and its agencies

Registered Charities - Charitable organizations, public foundations, or private foundations registered with the Canada Revenue Agency (CRA) as a registered charity on their Charities Listing. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories:

- the relief of poverty
- the advancement of education
- the advancement of religion
- other purposes that benefit the community

If your organization appears on the CRA Charities Listing it is a registered charity. However, it is recognized that some organizations hold both charitable status with CRA as well as non-profit organization status in their province.

Trustee - A person or firm that holds and administers property or assets for the benefit of a third party.

Vulnerable Populations - Consistent with Employment and Social Development Canada, for the purposes of the Program, “vulnerable populations” means communities in Canada that experience physical, economic and social barriers that would typically include those living in poverty (i.e., low income cut-off (LICO) and diverse marginalized groups who are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, LGTBQ2+, low income, unemployed, single parent families, newcomers to Canada, individuals living with a disability, experiencing homelessness, living in remote and/or rural areas, or from an official language minority community (OLMC).