

Common Grant Responses

This handout provides you with a list of sample responses to common grant application questions.

PROJECT/PROGRAM NEED – What problem or need is your project/program addressing?

- Active transportation
- Capacity building (e.g., skill development)
- Community infrastructure
- Community programming
- Cultural and language revitalization
- Demand is greater than supply
- Disaster mitigation and adaptation
- Education / new curriculum
- Emergency planning and preparedness
- Energy efficiencies
- Environmental/wildlife protection or restoration
- Food security
- Gap in services, programming
- Health and wellbeing
- Inclusivity and underserved communities
- Public safety
- Reduction in GHG emissions
- Safety

OUTCOMES – What are the outcomes of your project/program?

- Climate change mitigation
- Diversify expertise and income
- Diversify curriculum and learning outcomes
- Improved organization practices
- Improved quality-of-life
- Improved well-being/wellness
- Increased food security
- Increase regional capacity
- Job creation and job security
- Meet market demand
- New skills
- Reduce safety risk
- Reduce environmental impact
- Strengthen the local economy

BENEFITS – Who or what will benefit from your project/program? (Be as specific as possible.)

- Community, public
- Employees and volunteers
- Environment (e.g., wildlife, habitat, water, air, soil)
- Indigenous, youth, seniors, women, and underrepresented groups
- Region, province, Canada
- Students
- Specific sector(s) (e.g., tourism, forestry, agriculture, agri-tourism)
- Users, patrons, and members
- Visitors, tourists

MAIN ACTIVITIES – What are the main activities of your project/program?

Include detailed steps of your project (or implementation of your program) from start to finish, including:

- Complete assessments and design
- Conduct engagement and consultation
- Develop communications
- Develop curriculum
- Ensure ongoing quality assurance
- Hire contractors and other positions
- Host official opening ceremonies
- Implement project or program
- Market and promote a new program
- Monitor and evaluate
- Open registration
- Present findings/deliverables
- Purchase materials and equipment
- Secure funding
- Write and submit progress and final reports
- Write, post, and award tenders

RISKS – What risks are associated with your project/program?

- Climate change
- Financial – increased costs
- Health and safety, pandemic
- Labour and material availability
- Loss of business
- Market shift
- Natural hazards
- Liability
- Weather, seasonality

MITIGATION MEASURES – What mitigation measures are required to address your risks?

Mitigation measures address the risks you have identified. These may include the following:

- *Labor, Material & Equipment Costs*: Add a contingency to your budget, e.g., 10%, 15%, 20% or 25%; secure contracts where possible; seek fixed-priced contracts when possible.
- *Labour, Material & Equipment Availability*: Ensure your contingency plan includes pricing and the availability of equipment, materials, and staffing from additional vendors and contractors; ensure a realistic timeline and consider adding a schedule contingency; secure contracts and purchase orders when possible.
- *Health & Safety*: Introduce or continue to follow organizational health protocols and policies.
- *Climate Change*: Include a contingency in your budget to address any costs associated with climate change events.
- *Liability*: Assess insurance requirements and obtain coverage as appropriate; ensure vendors have appropriate insurance coverage; engage with qualified professionals with appropriate designations and insurance coverage (for example, professional accredited engineers).
- *Weather/Seasonality*: Build a time contingency into your project schedule especially if weather may prevent you from completing project activities, e.g., push the completion date after spring (to account for lost work time during winter).
- *Loss of Business*: Reduce the time your organization is impacted (e.g., closed due to renovations) by scheduling works during evenings. For new programs, ensure you promote your new program to as many groups as possible to attract sufficient participants (i.e., to avoid low registration numbers).

TARGET GROUPS – Which groups/communities will your project/program target?

- Equity-deserving groups
- First Nations/Indigenous members & communities
- Groups with different needs
- Industries (e.g., tourism, forestry, agriculture)
- LGBTQIA2S+
- Marginalized groups
- Rural communities
- Seniors, Elders
- Underserved communities
- Women
- Youth

TYPES OF ENGAGEMENT – What types of engagement have you conducted for your project/program?

- Information sessions (online or in-person)
- Surveys
- Focus groups
- Forms
- Public meetings (e.g., town hall meetings)
- One-on-one meetings

STRATEGIC ALIGNMENT – What strategic plans are aligned with your project/program?

- Community planning documents (e.g., Active Transportation Plan, Affordable Housing Plan, Arts & Culture Plan, Climate Adaptation Plan, Community Land Use Plan, Community Health Plan, Community Wildfire Protection Plan, Emergency Management Plan, Official Community Plan)
- Government/organization/business strategic plans
- Industry reports
- Public policies

PROJECT SUSTAINABILITY – How will you manage & maintain the project/program once funding ends?

- Additional grant funding
- Cash reserves
- Donations
- Revenue streams
- Operational cuts in other areas of the organization
- Other fundraising, e.g., crowdfunding, special events
- Partnership contributions (cash, in-kind)