Funded by the Government of Canada's Supporting Black Canadian Communities Initiative | Canada

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 Black-serving grassroots organizations across Canada.

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

NOTE: The Capital Assistance Program (CAP) grant is not administered by the intermediaries.

Submission Dates

SBCCI Round 2 application period is October 13, 2021 to November 21st, 2021.

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 Black-led);
    - The governance structure (volunteer committee, advisory board, leadership, etc.) is primarily composed of people who self-identify as Black (minimum 2/3 Black-led); and
    - The mandate serves Black Canadian Communities
- The project requires a minimum grant of $10,000
- The project 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 denied.

Required Eligibility Documents

The following documentation may 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 later than December 2020 (statement could be audited, review engagement, Notice to Reader or internally prepared statements)
3. **Tax filings for the last year** (2020 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

Category A: Outside Quebec

Contact Black Business Initiative at: info@bbi.ns.ca

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

Category B: Outside Quebec

Contact Tropicana Community Services at: sbcci@tropicanacommunity.org or Africa Centre at: sbcci@africacentre.ca

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

Note: Africa Centre has been included as an additional intermediary in Category B: Outside Quebec. When submitting your application you will be asked to select the intermediary you'd like to apply to, or alternatively no preference.

Category C: Inside Quebec

Contact Groupe 3737 at: initiative@groupe3737.com

Choose all that apply. You are located in Quebec and looking to:

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

Diversifying Funding Sources

These projects are intended to diversify the organization's revenue sources, which can reduce risk associated with revenue sources and increase the reliability of cash flow streams. Examples of these project activities/areas of focus under this sub-category include corporate revenue, investment revenue, grant writing, investments, earned revenue (events, services, products), charitable readiness (all eligible processes leading to obtaining charitable status) and fundraising.

Board Governance*

Leadership and stewardship training – These projects are those that develop the Board's understanding of their role in strategic planning, and develop their competence in that area. Examples of project activities/areas of focus under this sub-category are board training, senior management training, stakeholders' roundtable, strategic planning development and processes, strategy implementation, and strategy review and monitoring for effectiveness.

Empowerment and accountability – These projects are those that will ensure that organizational structures, decision-making processes, and activities all meet the legal standards and ethical norms laid out by the organization's by-laws and policies. They can also be projects that strengthen the financial health of the organization, and enhance its ability to acquire funding. Examples of project activities/areas of focus in this sub-category include financial accountability, charitable readiness (all eligible processes leading to obtaining charitable status), and investment management, policy and practice review, financial monitoring and review, and financial audit practices.

Communications and transparency – These projects increase the effectiveness of communications to stakeholders and increase their access to information necessary for informed decision-making. Examples of project activities/areas of focus include policy development, annual general meeting, annual report, writing to stakeholders, website and social media enhancements, digital adaptation, accessibility enhancements, process review and audit, and communication strategy/plan development.

Service and fairness – These projects develop or strengthen ethics policies for the organization. These policies are to ensure that everyone in the organization acts with integrity. Examples of project activities/areas of focus include the development of and implementation of ethics policies, ethical leadership, governing with integrity, resolution of conflicts of interest, and community engagement.

Accomplishment and measurement – These projects result in the development or strengthening of performance measurement systems to ensure continuous improvement. In addition to measuring the performance of the organization, these projects can result in the development of assessments for board members and CEOs/Executive Directors (ED). Examples of project activities/areas of focus include monitoring board effectiveness and performance, board self-evaluation and assessment, performance measurement policy/metric development, and CEO/ED assessment policy review.

Continuous growth and learning – These projects provide training for the board, executives and staff, and promote an open learning culture. Examples of project activities/areas of focus include individual and team development, board orientation and onboarding, board retreat, self-directed learning, and on-the-job training.

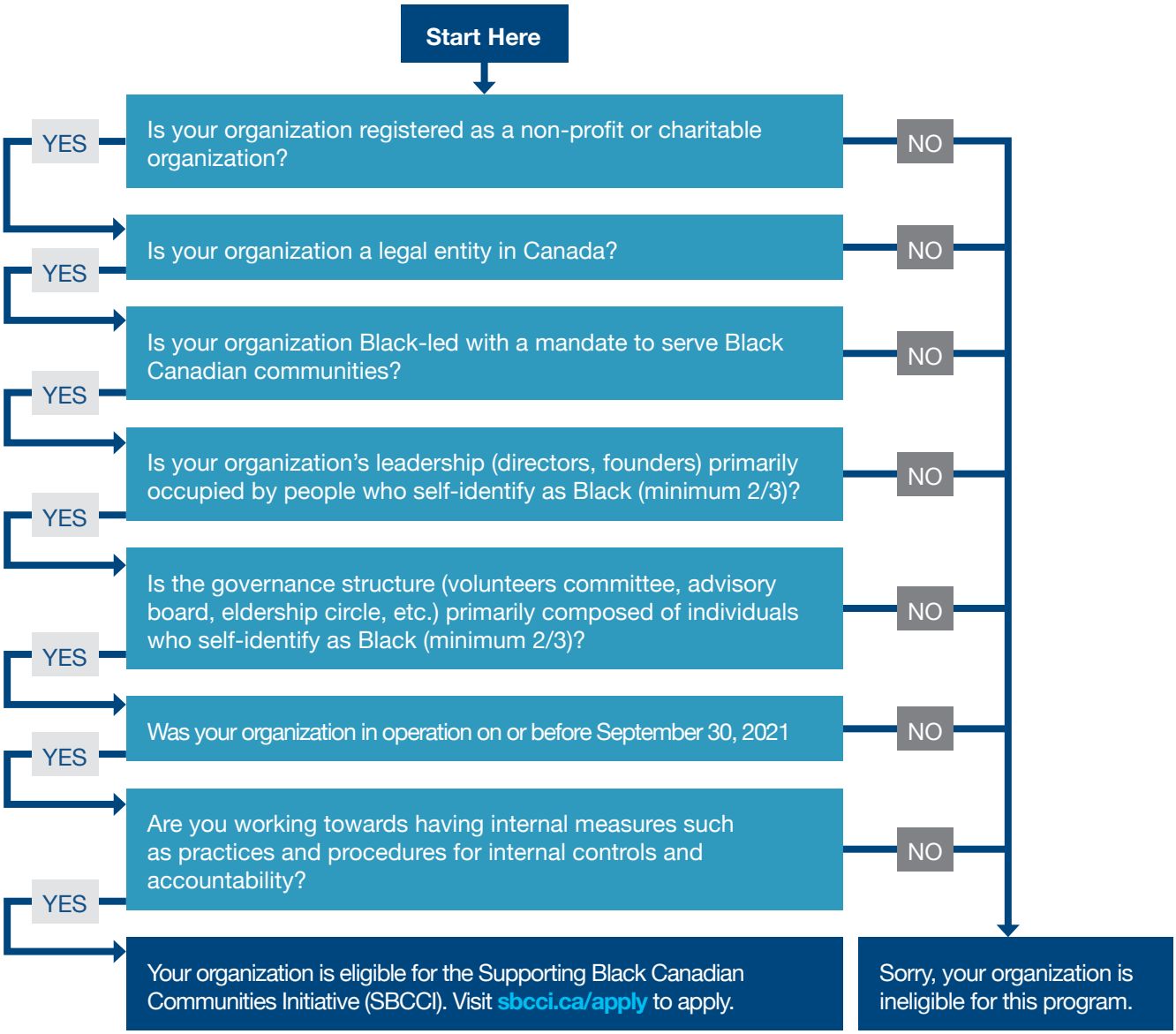
Operational Management Effectiveness

These projects are those that result in increasing or maximizing the efficiency of the administration of the organization's operations. Examples of project activities/areas of focus in this sub-category include strategic planning, finance and administration, human resources management, tactical planning, volunteer management cycle, COVID-19 planning, digital adaptation, information technology, and media public relations.

*Governance subsets and descriptions adapted from:
United Way of Calgary and Area. (2011). Capacity Building for Governance: A Literature Review. Retrieved on July 13, 2021

Am I Eligible?

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



Eligible Projects Maximum Funding and Timing

SBCCI is funded by the federal government and as such your budget and proposal must adhere to the following mandated criteria. If they do not, you are not eligible for the SBCCI funding.

- 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

Ineligible Applicants

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

- Individuals
- For-profit businesses
- In Quebec: if you are a recipient organization of the first call for projects of the Supporting Black Canadian Communities Initiative - Capacity Building Project component (CBP), managed by Groupe 3737

Eligible Expenditures

- Accommodations in support of persons with disabilities (must be used within the organization)
- Data collection
- Fees for professional service
- Materials and supplies
- Performance monitoring and reporting
- Printing and communications
- Temporary rental of premises for project
- Small office equipment and tools directly attributable to the project capped at 25% of approved fund
- Administrative costs directly related to the project capped at 10% for outside of Quebec (inside Quebec 15% eg. catering costs, telephone, Internet, etc.)
- Training/knowledge development activities
- Travel reasonableness, cost attributable to the approved program

Ineligible Expenditures

- Salaries i.e.. Staff pay
- Operations that take place outside of Canada
- Activities that occur before the signing of contracts and after the end of the project
- Service activities duplicative of legislated mandates of governments or city departments
- Expenditures which take place outside of Canada
- Activities that are illegal
- Activities that do not fall with the current objects or mandates of the applicant
- Construction of housing, shelter or office
- Debt reduction
- Initiatives that would unnecessarily duplicate existing services
- Purchase or lease of land
- Rent or mortgage costs for any space used or owned by the organization

Unused funds will need to be returned. No reserves will be allowed.

Available Funding

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

Only non-profit grassroots organizations can apply for funding with a project budget of a minimum $10,000 to a maximum of $45,000.

Applicants will need to provide their full budget including existing capital for full transparency.

Accessibility Policy

All SBCCI intermediaries are committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

Timelines

Timelines for Granting Activities

All activities and expenditures must take place between the date of the signing of contracts and the end of the project as stated in the grant agreement.

The deadline to apply is November 21st, 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.

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.

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. See chart on page 4.

2. Application Selection

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

Application Selection 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

Assessment Criteria

- Address social barriers because of race
- Support individuals who are also part of other vulnerable populations
- Serve Black communities of specific origins in Canada
- Impact on direct services delivery that responds to the needs of the Black community by fostering partnerships with intermediary organizations and key partners
- Provide innovative solutions to complex issues of Black communities
- Budget is reasonable in relation to the amount requested
- Capacity to deliver the proposed project is demonstrated
- For Quebec only: Organization is oriented towards social economy; social economy is considered as an avenue to develop and ensure sustainability

Assessment Criteria

1a. Organization's mandate addresses social barriers because of race

The SBCCI Capacity Building grant seeks to build the capacity of Black-led and Black-serving non-profit organizations, which enables Black Canadian communities to address barriers because of race.

Focus: Refer to your organization's mission, vision, values and/or services, and state how racial barriers are addressed. You should also state the nature of the racial barriers addressed by the organization's mandate.

b. Organization's mandate supports individuals who are also part of other vulnerable populations

The intersecting identities of Black Canadians face additional, or increasingly complex barriers because of other parts of their identities. SBCCI supports organizations and warrants greater inclusiveness of Black communities and seeks to ensure those facing multiple barriers are not left behind.

Focus: If applicable, make mention of how your mission, vision, and/or services provided by your organization target Black individuals that are also part of other vulnerable groups such as, but no limited to, Indigenous people, women, youth, seniors, persons with disabilities, 2SLGBTQIA+ people, persons experiencing homelessness, low-income individuals, and immigrants/refugees/newcomers, or other vulnerable populations.

2. Provide innovative solutions to complex issues of Black communities

Often, innovation is associated with technological advancement. In this case, innovation refers to doing things differently or uniquely in addressing the complex issues of Black communities. Innovation helps organizations grow and be sustainable and can also support the growth of other organizations through sharing of resources and best practices.

Focus: Mention how your organization is supporting Black communities, and what solutions your organization provide in addressing some of the complex issues faced. How is the work that you do, or the approach that you take, unique?

3a. Quality of the proposed project and its contribution to the sustainability of the organization

Proposed projects should align with the selected area of focus, and should have a clear objective, activities, outputs and outcomes. Moreover, capacity building projects should also contribute to the sustainability of the organization.

Focus: Clearly describe your project, ensuring it is applicable to the area of focus. State the objective, main activities, expected outputs/deliverables and anticipated outcomes. Describe how the project, will contribute to the sustainability of the organization both short-and long-term.

3b. Reasonableness of the budget

Budgets should be connected to the proposed project, and costs should be both eligible and reasonable.

Focus: Having described your project, connect your budget to your project, ensuring that budget items can also be identified in the description of the project. Check eligible costs in the program guidelines and ensure that costs included in the budget are eligible and within funding ranges. If possible, research your costs to ensure that they are reasonable. Elaborate on your costs in the notes/description column of your budget. Failure to submit a budget will result in denial of the application.

4. Capacity building project will improve/positively impact the work done by the organization

When organizations build capacity, it should impact how they do their work, which, in turn, will impact the communities that they serve.

Focus: Describe how your capacity building project connects with the services that you provide, and what benefits it will bring to your work and the community served by your organization.

5. Organizational capacity to deliver the proposed project

In addition to what may be funded by the grant, organizations should have the capacity to implement the project.

Focus: Provide information such as financial statements (audited, review engagement, notice to reader, or internally prepared), business details, CRA filing, or explanation as to why none of the above are available.

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

All organizations will be informed of the status of their application by email.

Grant Agreement

Terms and conditions apply to all grants. Upon submitting your application your organization agrees to abide by the terms and conditions provided in the application by the intermediary. You will also be required to sign the grant agreement that sets out your activities, outputs and other outcomes.

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. 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 ensure your application is complete

Incomplete applications 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.

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 cannot be considered.

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.

Important Things to Note

- All organizations will be informed of the status of their application by email.
- 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 the 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.
- If you have received funding in the first round for Categories A or B, you are still eligible to apply in the second round, but not for the same expenditures as round one. This does not apply to Category C: Inside Quebec.

Key Terms

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 - 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 (LICOs) and diverse marginalized groups who are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, 2SLGBTQIA+, 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).