



Community Action, Research & Education (CARE) Grant Program

**Tri-Provincial Research  
Application Form 2017  
Deadline – February 28th, 2018**

**SECTION A – ORGANIZATION INFORMATION**

1. Legal name of organization:

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2. Charitable registration number with Canada Revenue Agency:

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3. Previous funding from the CARE Grants Program?  Yes  No

If yes, please provide title and funding amount received:

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4. Describe your organization’s vision, mission and goals.

**SECTION B – CONTACT INFORMATION**

5. Name and title of primary contact person:  
 Ms.  Mrs.  Dr.  Mr.  Other (specify):  
 Name:  
 Title:  
 Telephone:  
 E-mail:  
 Web site:

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Organization’s Street Address:	Organization’s Mailing Address (if different):
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**SECTION C – SIGNATURE OF BOARD CHAIR OR DESIGNATE, (not the signature of the Executive Director)**

I affirm that this application and the attached documents are accurate and complete. We agree that once funding is provided, any change to the proposal will require the approval of Prairieaction Foundation. We agree to publicly acknowledge the funding from Prairieaction Foundation and to submit reporting as required by Prairieaction Foundation.

Signature	Date (YYYY-MM-DD)
Print name in block letters	Print title in block letters

## SECTION D – RESEARCH DESCRIPTION

In a separate attachment provide a research proposal using the headings below and answering the following questions. Your research proposal should be written in simple, concise language.

### Research Title

### Proposed Research Dates

### Purpose and Objectives of your Research as guided by the PAF criteria

- Identify the specific issue that this research project will address.
- Describe why the research is needed.
- For the purpose of this proposal briefly outline the current literature in this area.
- What other similar studies have been conducted? How does your proposal differ from these studies or further the **process of finding solutions to violence and/or abuse?**

### Research Questions

- In addition to the PAF criteria, outline the research questions.

### Research Design, Methodology and Timeline for Completion

- Describe your research design and methodology.
- Describe why you think that this design and methodology is the best way to answer your research question.
- Provide an action plan, including a timeframe and completion date, outlining what activities are to be carried out as a result of this project.
- Identify any other community partners; and your academic partner. Describe the role they each hold in the research project. Is there an advisory committee?
- Include ethical consideration of your research and approval from ethics Board (if obtained already).

### Dissemination of Research Outcomes

- Fully describe the plan to disseminate the results of this project (ie: community meetings, stakeholder and government presentations, workshops/conferences, mail-outs).
- What is the plan for the use of the results of the research?

### Budget

- See Appendix 1 for description of eligible budget items and a budget table.
- Provide a budget that is clearly linked to the research activities. Include a detailed description of each budget category.
- A maximum of 15% included in the total direct costs of the research to cover the overhead expenses required to administer the research may be included.
- Describe your organization's financial contribution to the research (cash or in-kind).
- Provide a list of other financial sources and describe the status of that funding (confirmed or pending).

### Application Checklist

- First page of Application Form (with original signature of Board Chair or Designate)
- List of Board of Directors and Officers
- Most recent Annual Report and Audited Financial Statements

### **If you have any questions please contact:**

Chair

Prairieaction Foundation

info@prairieaction.ca

Completed applications must be received by email ONLY no later than 5:00 p.m. (Central Daylight Time) on xxx at:

info@prairieaction.ca

*Please submit your application via email.*

**APPENDIX 1 – DESCRIPTION OF BUDGET CATEGORIES & BUDGET TABLE**

**Salaries & Benefits** - Salaries and benefits (EI, CPP) for paid work directly related to the research. The maximum hourly rates for researchers are: up to \$20 per hour for Masters students, \$25 per hour for PhD students. Budgets submitted that exceed these costs will be reduced accordingly.

**Consulting Fees** – Consulting fees paid for the services of an individual who has expertise relevant to and necessary for carrying out the research. Consulting fees are usually paid through a contract.

**Administrative Overhead (including materials & supplies, telephone & internet)** – A maximum of 15% may be used for the administration of this specific research to cover the overhead expenses needed to administer the research.

**Travel** – Research field travel. Include meals and accommodation during travel time, as per current Provincial Government rates.

**Other** - Expenses, related to the research that do not fit any of the previous categories (e.g. food, child care, for research participants). Items under this category must be identified and explained.

**Budget Table**

<b>Research Expenses</b>			
<b>Budget Category</b>	<b>Total Cost</b>	<b>Amount Requested from CARE</b>	<b>Description of Item</b>
Salaries & Benefits			
Consulting Fees			
Administration Overhead			
Travel			
Other			
<b>TOTAL</b>			
<b>Research Funding (confirmed &amp; anticipated)</b>			
<b>Funding Source</b>		<b>Amount</b>	
CARE			
In-Kind			
Other Funding Sources			
<b>TOTAL</b>			