



## Tri Provincial Research Grant Application Form

### SECTION A – ORGANIZATION INFORMATION

1. Legal name of organization:

2. Charitable registration number with Canada Revenue Agency:

3. Previous funding for Tri-Provincial Research Grants?  Yes  No

If yes, please provide title and funding amount received:

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

### SECTION B – CONTACT INFORMATION

5. Name and title of primary contact person:

Name:

Title:

Telephone:

E-mail:

Web site:

Organization's Street Address:

Organization's Mailing Address (if different):

**SECTION C – SIGNATURE OF BOARD CHAIR of COMMUNITY ORGANIZATION/DESIGNATE (not Executive Director of the Organization) OR UNIVERSITY PRINCIPLE INVESTIGATOR**

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

Signature	Date (YYYY-MM-DD)
Print Name (please print clearly)	Print Title/Position (please print clearly)

**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.

**NOTE:** Please ensure that the requirements are met for the Tri-Provincial topic selected for proposal, in addition to what is required below.

**NOTE:** All research grants must be held by the charitable community organization partner. Any other arrangement must be approved by the Foundation.

**Research Questions**

- Outline the research questions inclusive of what the Foundation would like to know outlined on the Tri-Provincial Call for Research information document.

**Research Design, Methodology, and Timeline for Completion**

- Describe the research design and methodology.
- Provide an action plan, including a timeframe and completion date, outlining what activities are to be carried out because of this research.
- Identify the community partners and academic partners in all three provinces.
- Describe the roles of both your community and academic partners that each hold in the research project.
- Include ethical considerations of the research and/or provide 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).
- Outline the plan and what actions you will take from the outcomes of the research (use of recommendations to further the findings; findings that improve outcomes for the community; demonstrate positive impacts).

### **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 10% can be included in the total direct costs of the research to cover the overhead expenses required for administration of the grant.
- 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).
- Outline the financial costs associated with the plan to disseminate the results of this project (ie: community meetings, stakeholder and government presentations, workshops/conferences, mail-outs).

### **Application Checklist**

- First page of Application Form (with original signature of Board Chair or Principal Investigator (not the Executive Director)).
- List of current Board of Directors and Officers.
- Most recent Annual Report and Audited Financial Statements.

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

Prairie Action Foundation  
info@prairieaction.ca

**Completed applications must be submitted via the email below.**

[info@prairieaction.ca](mailto:info@prairieaction.ca)

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

**Salaries & Benefits** – Outline any salaries and benefits (EI, CPP) that directly relate to this research. Hourly rates for research assistants in a Master or PhD program must be commensurate with the current rates paid by the University. Budgets submitted that exceed these costs will be reduced accordingly.

**Consulting Fees** – Outlining consulting fees that may be considered 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 (ie: materials, supplies, telephone, internet)** – A maximum of 10% may be used for the administration of this specific research to cover the overhead expenses needed to administer the grant.

**Travel** – Outline costs of research field travel, including meals and accommodation during travel time and as per current provincial government rates.

**Other** -Outline expenses related to the research that do not fit any of the previous categories (ie: food, child-care, honorarium 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 PAF</b>	<b>Description of Item</b>
Salaries/Stipends/Honorariums			
Administration Overhead			
Travel			
Other			
<b>TOTAL</b>			
<b>Research Funding (confirmed &amp; anticipated)</b>			
<b>Funding Source</b>		<b>Amount</b>	
PAF Tri-Provincial Research Grant			
In-Kind			
Other Funding Sources			
<b>TOTAL</b>			