PrairieAction FOUNDATION
VISION, ACTION, CHANGE

Community Action Research Education Grant (CARE) Application Form

SECTION A – ORGANIZATION INFORMATION

1. Legal name of organization:

2. Charitable registration number with Canada Revenue Agency:

3. Previous funding for Community Action Research Education 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 PRINCIPAL INVESTIGATOR, 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 research as outlined in the proposal will require the written 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 (print clearly)

Print Title/Position (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: The charitable community organization partner must hold all research grants. The Foundation must approve any other arrangement.

Research Title

Proposed Research Dates (beginning and end dates)

Summary of Purpose and Objectives of Research

- Identify the specific issue that this research will address.
- Describe why research is needed.
- Briefly outline the current literature in this area.
- What other similar studies have been conducted?
- How does your proposal differ from these studies in terms of addressing how this research can further the action-based outcomes.

NOTE: PrairieAction is very aware of the various issues contributing to interpersonal violence and abuse that exist in our communities. What we are seeking is research that is geared toward action-based outcomes that effectively address any form of violence and abuse in prairie communities.

Research Questions

- Outline the research questions.

Research Design, Methodology and Timeline for Completion

- Describe your research design and methodology.
- Provide an action plan, including a timeframe and completion date, outlining what activities are to be conducted because of this research.
- Identify the community partners and your academic partner.
- Describe the roles of both your community and academic partners that each hold in the research project.

- Outline if you have an advisory committee for this research.
- 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 a 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 the 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 Academic (not the Executive Director of the organization).
☐	List of current Board of Directors and Officers.
☐	Most recent Annual Report and Audited Financial Statements.

If you have any questions, please contact:
PrairieAction Foundation
info@prairieaction.ca

Completed applications must be submitted via the email below.
info@prairieaction.ca

APPENDIX 1 – DESCRIPTION OF BUDGET CATEGORIES & BUDGET TABLE

Salaries & Benefits – Outline any salaries and benefits (EI, CPP) that 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.

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

Research Expenses			
Budget Category	**Total Cost**	**Amount Requested from PAF**	**Full Description of Item**
Salaries/Stipend/Honorariums			
Administration Overhead			
Travel			
Other			
TOTAL			

Research Funding (confirmed & anticipated)		
Funding Source	**Amount**	
PrairieAction Foundation Community Action Research Grant		
In-Kind		
Other Funding Sources		
TOTAL		