



*Information and Application Guidelines*

# Catherine Donnelly Foundation Application Guidelines

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## Part 1 – Background and General Information

### 1. Our Story

Established in 2003, the Catherine Donnelly Foundation is the human and financial legacy of the Sisters of Service, a remarkable group of women religious. The Foundation is a living testament to the Sisters' tradition of response to need in communities across Canada.

The Foundation honours and builds upon the spirit of service and dedication that inspired Catherine Donnelly, the founder of the community. It affirms the inherent dignity of every person and the sacredness of creation. It seeks to extend the Sisters' radical commitment to social change and to empower the marginalized.

The Foundation is a lay-religious alliance that supports projects and programs designed to promote social and ecological justice and to engage those that have been overlooked and excluded.

### 2. Philosophy

The Catherine Donnelly Foundation is committed to promoting positive social change by funding and financing initiatives related to the environment, housing and homelessness as well as adult education. Our efforts are intended to promote joint action and networking by helping organizations work together and build on one another's strengths to pursue radical systems change.

### 3. Scope & Focus

The Catherine Donnelly Foundation has been established to provide a long-term way to serve specific community needs anywhere in Canada. Generally, The Catherine Donnelly Foundation will use its endowment to fund projects and organizations that address community needs in three primary areas: Civic Engagement for Social Change, Environment, and Housing.

#### **3.1 Civic Engagement for Social Change**

The Foundation will consider applications from groups and organizations that use popular education processes to promote a more just, equitable, and democratic society especially for groups systemically denied a full opportunity to participate in aspects of economic, social and civic life.

#### **3.2 Environment**

The Foundation will consider applications that seek to mobilize public opinion to build up the 'just' industries and economies of the future that generate green jobs as part of a low-carbon economy. Of particular interest are projects that intersect with other social movements and are arising from communities who have traditionally been marginalized.

### **3.3 Housing**

The Foundation will consider applications for projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective communication initiatives, capacity building and advocacy within the sector.

## **Values**

### **4.1 Dignity of the Person**

The Foundation will fund projects that recognize the inherent dignity of the person and the human capacity: to take charge of one's own development, to participate in the execution of the project and to contribute to the common good.

### **4.2 Spirituality of Service**

The Foundation will support projects responding to the real needs of people in each of the program areas that demonstrate service with compassion and justice.

### **4.3 Proactive, Creative, Imaginative**

The Foundation will support promising initiatives that demonstrate proactive, creative and imaginative responses to needs in the three granting stream areas.

### **4.4 Root Causes**

The Foundation will support undertakings that address systemic or root causes of needs in each of the three program areas.

### **4.5 Synergy**

The Foundation prefers creative projects and/or initiatives that address more than one of the program areas.

### **4.6 Earth's Ecological Integrity and Environmental Sustainability**

The Foundation is biased toward projects that strive to contribute to the critical need for ecological integrity and environmental sustainability out of a profound conviction that a fundamental shift toward a more holistic, earth-centered value system is imperative.

## Catherine Donnelly Foundation Application Guidelines

### Part 2 - Application Guidelines

Please read the following information before submitting an application.

Potential applicants are strongly advised to contact the Foundation staff prior to submitting a letter of inquiry.

#### **1. General Criteria**

The Foundation seeks applicant organizations that:

- Are registered Canadian charities or registered not-for-profit organizations
- Can provide evidence that their operative values are consistent with those of the Catherine Donnelly Foundation
- Work in areas where the needs are greatest
- Work with persons not served or reached by traditional programs
- Are undertaking projects or programs that have promise as a model for imitation in other Canadian communities and will train others to set up similar programs
- Partner with other like-minded organizations to achieve shared goals

#### **2. General Exclusions**

The Catherine Donnelly Foundation will not consider funding the following:

- Retroactive funding
- Fund raising campaigns
- Operating deficits
- Projects outside of Canada
- Emergency appeals
- Purely commercial recordings or film projects

#### **3. Application Process**

##### ***A) Civic Engagement for Social Change***

We are committed to supporting projects that promote active citizenship, democracy, personal and social transformation by fostering the development of critical consciousness and skills required to promote a more just, equitable and sustainable society in Canada (see Appendix 1 for additional criteria).

## Catherine Donnelly Foundation Application Guidelines

### Part One

Applicants seeking a grant in this area are required to submit a Letter of Inquiry via our on-line application process. The inquiry letter would include:

1. A short overview of the project and purpose for which assistance is required;
2. A brief description of how the project achieves the goals of the Foundation;
3. Briefly, your philosophy of adult education and the role it plays in your organization;
4. The mission and/or vision of your organization;
5. Along with a brief budget and time-line of activities.

Due dates are posted on the website and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly (in February and July/August). The Foundation cannot offer extensions on the due dates under any circumstances.

**Please note that the Civic Engagement for Social Change stream does not fund:**

- Children and youth literacy/educational programs
- Basic numeracy, reading and writing skills
- Group or individual counseling
- Job skills training or vocational training (including on the job learning)
- Conferences and/or symposiums

### Part Two

Those organizations invited to submit a full application will receive notification via phone call and email approximately 8 weeks after submitting their Letter of Interest.

#### ***B) Environment***

The Foundation will consider applications that aim to catalyze a significant increase in public support for fast and deep-reaching climate change solutions.

Priority will be given to broad integrated approaches linking disparate initiatives, enhancing public engagement, and integrating marginalized sectors of the population into climate change dialogues and movements. Of particular interest is a desire to engage with and support Indigenous-led climate justice movements.

## Catherine Donnelly Foundation Application Guidelines

### Part One

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1. A short overview of the project and purpose for which assistance is required;
2. A brief description of how the project achieves the goals of the Foundation;
3. The organization's history and objectives, and;
4. A brief budget and time-line of activities.

Due dates are posted on the website and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly (in February and July/August). The Foundation cannot offer extensions on the due dates under any circumstances.

### Part Two

Those organizations invited to submit a full application will receive notification via phone call and email approximately 8 weeks after submitting their Letter of Interest.

***Please note that the Environment stream does not currently fund:***

- Travel to and/or attendance at conferences, competitions, symposia, or annual events (unless part of a broader project proposal)
- Event sponsorship (unless part of a broader project proposal)
- Bursaries, scholarships, and/or awards (unless part of a broader project proposal)

### ***C) Housing***

The Foundation will consider applications for projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective independent communication initiatives, capacity building and advocacy within the sector. We want to hear from groups engaged in collective efforts to examine and craft solutions for the root causes of Canada's housing crisis. We particularly want to support innovative and cutting edge projects that give priority to First Nations, Métis and Inuit communities, and to newcomer/refugee/immigrant communities.

### Part One

## Catherine Donnelly Foundation Application Guidelines

Applicants seeking a grant in this area are required to submit a Letter of Inquiry via our on-line application process. The inquiry letter would include:

1. A brief description of how the project achieves the goals of the Foundation;
2. A short overview of the project or purpose for which assistance is requested;
3. The organization's history and objectives, and;
4. A brief budget and time-line of activities.

Due dates are posted on the website and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly (in February and July/August). The Foundation cannot offer extensions on the due dates under any circumstances.

### Part Two

Those organizations invited to submit a full application will receive notification via phone call and email approximately 8 weeks after submitting their Letter of Interest.

***Please note that the Housing stream does not currently fund:***

- Capital campaigns (construction/renovation)
- Purely emergency response or support service provision by transitional housing organizations.

### 4. Application Review Process

- A Review Committee will evaluate completed applications for their alignment with CDF objectives and criteria and then make recommendations to the Catherine Donnelly Foundation Board.
- The Foundation Board will meet twice annually to determine successful applications based on the recommendations of its committees (in May and November).

### 5. Application Deadlines

Currently, we have two grant rounds per year: a Spring Round and a Fall Round, with deadlines for Letters of Inquiry in February and July/August, respectively. On occasion, certain streams may be closed to unsolicited applications. Application deadlines are posted on our website along with information about which streams are accepting applications, so please check there for the most up-to-date information.



*\*Please note that the Foundation cannot offer extensions on the due dates under any circumstances.*

## **6. Responsibilities of Successful Applicants**

Funding Recipients will be required to enter into an agreement with the Foundation laying out the Terms and Conditions of the support, along with communication, accountability and evaluation requirements.

## **7. Multi-Year Funding Policy**

Currently the Foundation does not currently accept proposals for multi-year project funding. Successful grant recipients are welcome to reapply for funding once the Terms and Conditions of their grant are met, including the submission and approval of a Final Report.

The Foundation is committed to funding social change and as such from time to time will seek out longer-term partnerships with social change agents and groups that share its vision and objectives.

## **8. Communication**

Inquiries regarding the on-line application process should be directed to:  
[info@catherinedonnellyfoundation.org](mailto:info@catherinedonnellyfoundation.org)

Inquiries regarding a Letter of Interest or your project idea should be directed to:  
Hamshaa Sivaruban, Grants & Logistics Coordinator  
[hsivaruban@catherinedonnellyfoundation.org](mailto:hsivaruban@catherinedonnellyfoundation.org)

Inquiries regarding longer-term funding partnership opportunities should be directed to:  
Anne Mark, Director of Programs  
[amark@catherinedonnellyfoundation.org](mailto:amark@catherinedonnellyfoundation.org)

## Appendix 1: Civic Engagement for Social Change

Civic engagement for social change fosters active citizenship and personal and community popular education processes to strengthen democracy and promote a more inclusive, just and sustainable society.

As a society we see the need to support collective, community-learning efforts that build awareness, critical consciousness, leadership, skills and action among those facing discrimination and marginalization. Transforming our society depends on it.

### Our Funding Objectives

This funding stream was previously known as Adult Education. We have renamed it to use language that is more accessible and understood. We continue to support initiatives adopting a popular education process where individuals, as the source of knowledge, voice their experiences and needs to define goals to work as a group toward community action and change. Adult education as a model builds on collective knowledge and strengths and offers opportunities for more equitable power-sharing, especially for groups systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

### Our Approach

The Foundation supports projects that use adult education or popular education processes to assist equity-seeking groups to collectively name the racism, poverty, violence or other forms of exclusion and oppression they experience.

CDF funds initiatives that engage those underserved groups to develop a critical analysis of the social, political or economic roots of problems they experience and then develop strategies for change by recognizing their group strengths and organizing for systemic change.

We encourage groups that develop leadership, communication, organizational skills and participatory research allowing equity-seeking people and allies to develop and implement strategies for change, particularly initiatives that amplify voice and strengthen community response and democracy.

### What We Look For

We look for participatory processes:

- Where everyone teaches and everyone learns
- That begin with the experience of the group engaged in the program and

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- Involve a high level of participation, critical dialogue and reflection that helps develop new knowledge, consciousness, attitude, leadership and skills
- Culminating in action for empowerment and social and systemic change

The Foundation also embraces the significant role faith can have in motivating and sustaining social action for change. As a result, we consider multi-faith projects that draw upon religious and spiritual traditions in support of social change, such as work for peace, human rights, equity, and social justice. Such projects could take place within a specific faith community, multi-faith or secular context.

## Appendix 2: Environment

### *To boldly build a just, green, and equitable economy*

#### **Context**

The COVID-19 pandemic has heightened the importance of strengthening our social safety net, supporting public services, addressing deep inequality of all types, prioritizing collectivism over individualism, and recognizing the intersections of environmental and social justice movements.

We have learned that we are capable of collective, rapid and bold change, if and when we perceive that our own survival is threatened. We have also learned how important it is to protect the most vulnerable among us and to take care of each other. This global crisis has powerfully demonstrated that social, economic and environmental justice are one and the same, and integral to our collective wellbeing and survival.

We also know that due to the impacts of climate change and environmental degradation, we will need to prepare for even more significant threats to our survival in the years to come. Now, in the face of a global economic crisis, our collective resources and efforts are inevitably being devoted to planning and re-building the economies that will determine our ability to survive and thrive.

We seek to actively challenge a return to “normal” where there is tremendous wealth inequity, unsustainable extraction of the earth's resources, human rights abuses, racism, and exploitation of vulnerable communities.

This moment is a reminder that the status quo can and must be disrupted. We recognize that we are living through a societal shift unlike any other in recent memory. This is an opportunity to choose to build the future we want and need by

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being bold, imaginative, collaborative, and just. It is time for a wellbeing economy: one that delivers human and ecological wellbeing.

### Funding Focus

The Catherine Donnelly Foundation's Environment Program seeks to **mobilize public opinion to build up 'just' industries and livelihoods** that generate green jobs as part of a low-carbon economy, that support place-based, resilient, wellbeing economies that protect workers' rights, eradicate poverty, distribute wealth equitably, and uphold human rights.

This includes:

- Showing leaders there is appetite to build a new economy - by informing and seeding public opinion, supporting public engagement and mobilization around a just recovery, including grassroots or organizing work
- Creating and sharing positive and empowering new narratives of hope. Much public discussion focuses on what is wrong with institutions or systems rather than the creation and dissemination of positive new narratives about how we want to live together.
- Creation of a collective power base through collaboration across different communities, sectors and geographies in Canada to build agreement around goals, values and principles such as an inclusive, equitable, anti-racist, gender-inclusive, and just green economy.
- Particular interest in projects arising from or engaging with communities and voices that have traditionally been marginalized and excluded (racialized, low-income, Indigenous) in building the new economy around the following: renewable energy, restoration, conservation economy, green buildings, electric vehicles, local food systems, circular economy (to name a few)
- Enhancing capacity within First Nation, Métis and Inuit communities and sharing their worldview of an interconnected relationship with nature as a foundation or model for building a sustainable future.

Types of activities we will fund include:

- Communications
- Engagement organizing
- Government relations
- Coming together behind a collective roadmap/vision
- Capacity building

### Appendix 3: Housing

The Foundation supports projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective and independent communication initiatives, capacity building and advocacy within the sector. We want to hear from groups engaged in collective efforts to examine and craft solutions for the root causes of Canada's housing crisis.

We particularly want to support projects that advance the cause of affordable and appropriate housing in collaboration with First Nations, Metis and Inuit peoples in response to the Truth and Reconciliation Commission of Canada: Calls to Action, and that advance the cause of affordable and appropriate housing for newcomer, refugee and immigrant communities.

#### Housing Values & Objectives

The Catherine Donnelly Foundation seeks to collaborate with organizations whose initiatives target the prevention and elimination of homelessness, as well as those advancing the cause of safe and affordable housing. We also wish to partner with groups seeking to move from an emergency response model to a systems-based approach to housing in order to affect real change in the housing situation of marginalized and low-income populations.

Projects that the Foundation will consider supporting may include projects that:

- Mobilize public engagement/education, animate action through information dissemination and that advocate for sustainable solutions to Canada's homelessness and affordable housing crisis;
- Advance public policy development in the housing sector;
- Strengthen networks and collective strategies among non-profit housing groups and organizations.

Priority will be given to projects that involve partnerships across organizational and sector lines (non-profit, public and private) and that value collaboration in pursuit of collective impact and sustainable change in the housing sector. Where possible, projects should be replicable.