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# IRP Application Form

## Eligibility Quiz

The Eligibility Quiz will help determine whether your organization meets the criteria to apply for funding through the IRP. Please fill out this quiz using the online application portal.

Please read Community Foundations of Canada's (CFC) [Guidelines](#) and/or the Foundation for Black Communities' (FFBC) [Guidelines](#) to learn more about the IRP and related eligibility criteria. It is strongly recommended that you read the guidelines before beginning the application process.

Note that two applications are available in one portal for those wishing to apply to either or both Community Foundations of Canada and the Foundation for Black Communities. Questions asked may differ depending on the foundation to which your organization is applying.

## Instructions

Please read the guidelines and all the questions before you start this application. Avoid repetition whenever possible and note that each section has a word count. We suggest that you draft your responses and collect all attachments before entering your application on the portal.

If you are unable to submit an online application, please e-mail [readiness@communityfoundations.ca](mailto:readiness@communityfoundations.ca)



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Note that different attachments are required for CFC and FFBC and you can apply to one or both organizations.

<b>CFC Required Attachments</b>
<a href="#">Project budget</a> , clearly outlining all IRP expenses
Corporate bylaws (if applicable)
Corporate filings
List and bios of Management Team members and Board members that will lead your project. (optional)
Supporting document: Please share (1) document or file that will help inform the selection jury about the operations of your social purpose organization.

### Select Your Regional Partner

The IRP is delivered through a collaboration between Community Foundations of Canada (CFC) and local community foundations ('Regional Partners') across Canada.

Your application will be received and adjudicated by the Regional Partner that serves your impact area. That Regional Partner will be responsible for answering questions, considering requests for funding, and administering the IRP locally.

To learn more about the Regional Partner that serves your region, and how you can get in touch with them, [click here](#).

**Note:** This application is not open to applicants from Quebec. Please contact Chantier de l'économie sociale for more information [www.chantier.qc.ca](http://www.chantier.qc.ca)



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## Your Regional Partner

Which [Regional Partner](#) serves the area where your social purpose organization primarily operates?

- Alberta
- BC Central & North
- BC Southern
- Central Ontario
- Central Southwestern Ontario
- Eastern Ontario
- Golden Horseshoe
- Manitoba
- NB and PEI English
- NB and PEI Franco
- Northern Canada
- Northern Ontario
- NS and NFLD
- Saskatchewan
- Southwestern Ontario
- Toronto, Durham and York
- Vancouver Island
- Multiple regions



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Please specify all of the regions that will be impacted by your project:

- All of Canada
- Alberta
- BC Central & North
- BC Southern
- Central Ontario
- Central Southwestern Ontario
- Eastern Ontario
- Golden Horseshoe
- Manitoba
- NB and PEI English
- NB and PEI Franco
- Northern Canada
- Northern Ontario
- NS and NFLD
- Saskatchewan
- Southwestern Ontario
- Toronto, Durham and York
- Vancouver Island

## Section 1: Organizational Information

1. Who should we contact about this application?
  - First and last names:
  - Title:
  - Email address:
  - Phone number:
  - Preferred language for communications:
2. Legal name of the applicant social purpose organization:
3. Name of the applicant social purpose organization, if different from legal name:
4. Year of incorporation:



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## 5. Organization details

Note: For potential applicants from Quebec, please [click here](#) to learn more about the IRP program in that province.

- Corporate street address
- City / Town
- Province/Territory
  - Alberta
  - British Columbia
  - Saskatchewan
  - Manitoba
  - Ontario
  - Prince Edward Island
  - New Brunswick
  - Nova Scotia
  - Newfoundland and Labrador
  - Yukon
  - Northwest Territories
  - Nunavut
- Postal code (A1B 2C3)
- Organization website (https://) (if applicable)
- Twitter (if applicable)
- Facebook (if applicable)
- Instagram (if applicable)



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6. To the best of your ability, please indicate the 6-digit North American Industry Classification System Canada (NAICS) code of the Social Purpose Organization.

[This link](#) can be used to help you identify the NAICS code of the most important activity of your organization. You can also use the search word function to help you decide on the most appropriate NAICS code.

The code identifies your organization's most important activity. For example, most foundations, non-profits, charities, advocacy organizations, and civic society organizations are coded as 813XXX or 624XXX.

- 624110 = Child and youth services
- 624120 = Social assistance services to the elderly
- 624190 = Other individual & family services (e.g. shelter, refugee services, crisis intervention centres, friendship centres)
- 624210 – Community food services (food bank, meal delivery program)
- 813210 = Grant-making and giving organizations
- 813310 = Social advocacy organization
- Other:

7. Do you have an existing social enterprise within your existing charitable organization's structure, or in trust?

- No
- Yes

8. Fiscal Year End

MM/DD \_\_\_\_ / \_\_\_\_

9. a) Have you applied to the IRP previously?

- Yes
- No



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b) (if yes) Did you previously apply to IRP funding for the project proposed in the application?

- Yes
- No

c) (if yes) When were/will your other IRP applications be submitted? (list all that apply)

\_\_\_\_/\_\_\_\_/\_\_\_\_(YYYY/MM/DD)  
\_\_\_\_/\_\_\_\_/\_\_\_\_(YYYY/MM/DD)

d) (if yes) Did you previously receive IRP funding?

- Yes
- No

10. In addition to Community Foundations of Canada and/or Foundation For Black Communities, which IRP Readiness Support Partner(s), have/are you applying to this year? (select all that apply)

- Chantier de l'économie sociale
- Canadian Women's Foundation
- National Association of Friendship Centres



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## Section 2: Organizational Mission

*This section of the application is asking questions about your overall social purpose organization.*

11. Please provide a short description of your social purpose organization's mission.  
(max 60 words)

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12. If possible, identify which of the United Nations Sustainable Development Goals your work addresses. (Max: 3 choices) Learn more about the [United Nations Sustainable Development Goals](#) (SDGs).

- Goal 1: No Poverty
- Goal 2: Zero Hunger
- Goal 3: Good Health and Well-Being for People
- Goal 4: Quality Education
- Goal 5: Gender Equality
- Goal 6: Clean Water and Sanitation
- Goal 7: Affordable and Clean Energy
- Goal 8: Decent Work and Sustainable Economic Growth
- Goal 9: Industry, Innovation, and Infrastructure
- Goal 10: Reducing Inequalities
- Goal 11: Sustainable Cities and Communities
- Goal 12: Responsible Consumption and Production
- Goal 13: Climate Action
- Goal 14: Life Below Water
- Goal 15 : Life on Land
- Goal 16: Peace, Justice and Strong Institutions
- Goal 17: Partnerships for the Goals





13. Please capture, to the best of your ability, where your social purpose organization is on this continuum.

There are many stages along the path to becoming investment-ready; IRP looks to support organizations throughout the continuum.

- Getting Started:** At this stage, you might have a business idea or concept, but still need to develop it, including identifying the structures and skills required to implement the idea. You might not have given much thought to the social finance market, but are aware that you need to raise capital.
- Under Way:** At this stage, the business idea or concept is under development but you're still needing to conduct further research and development for some aspects of it. This might include for example deeper market analysis and legal aspects. You might have some awareness of the social finance market but aren't really certain how your project might be suitable.
- Establishing:** At this stage, you have a draft business model with financial projections and an outline of all considerations for your idea/concept. You have identified the right business structures and skills needed and are progressing towards fulfilling these requirements. You are reasonably aware of the social finance market and are exploring suitable opportunities.
- Ready:** At this stage, you have completed the business model and financial plan. You have a good awareness of the social finance market and have identified suitable social finance options, and have a shortlist of potential investors. You only have a small item or two to complete before seeking investment.

14. What social, cultural, or environmental problem does your social purpose organization address, or intend to address, and how? (*max 60 words*)

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15. What goods and services does your social purpose organization deliver?

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16. How does/will your social purpose organization generate revenue from the sales of goods or services? (60 - 200 words)

Please note: Grants and fundraising activities are not eligible (please consult the program guidelines for SPO and project eligibility).

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17. If applicable, what are the total revenues of your social purpose organization (from all sources of revenue) and the revenues generated from the sale of goods and services, for each of the past three fiscal years, or since establishment, if shorter than 3 years? Enter N/A for pre-revenue years.

	Fiscal Year End (YYYY-MM-DD)	Total Revenue (\$)	Revenue from Sales of Goods and Services (\$)	Comment
Year 1				
Year 2				
Year 3				

18. Please explain and quantify how profits are or will be, used. How do/will you reinvest profit into your mission? (max 150 words)

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19. If applicable, what are your previous staffing levels

	Fiscal Year End (YYYY0MM0 DD)	FTE	PTE	Volunteers
Year 1				
Year 2				
Year 3				

20. How does your social purpose organization measure its social, cultural, and environmental impact? How does it report back on that impact? (word count 150)

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21. Broadly speaking, what is your social purpose organization’s plan for securing future investment? Even if you are at an early stage of development please provide some insight into how loans, equity, or other financial investment fit into the future of your organization. (word count 150)

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### Section 3 : Project Information

*This section pertains to the project activities for which you are seeking funding from the Investment Readiness Program*

22. **Project Title:** \_\_\_\_\_

23. Please capture, to the best of your ability, the stage of your social-purpose project.

- Idea:** Primarily thinking and brainstorming of multiple scenarios
- Concept:** Articulation of concrete plans continuously being further developed and refined
- Launch:** Formalization and start-up implementation to bring the concept to fruition
- Growth:** Growing operations and scaling the impact
- Established:** Mature operation with deep/broad impact

24. Please select which of the two funding streams you will submit your application to:

- Explore stream (\$10,000 to \$25,000)**

This stream is for ideation stage social purpose organizations. Organizations might be exploring and testing ideas and approaches, piloting a social enterprise and/or revenue-generation operation, etc.

**OR**

Social purpose organizations that need one-time discrete technical assistance/support like accessing legal advice/architect, etc. This is for smaller-scale projects or one component of a larger project to help get ideas and concepts off the ground or to achieve growth.



**Stabilize and Build (\$30,000 - \$75,000)**

This stream is for organizations that are further along in terms of development. They already have an enterprising model/entity and are farther along in their thinking and preparation for investment readiness.

25. Please specify the precise amount of funding your social purpose organization is requesting.

26. **Project start date** (no earlier than 2023/02/15): \_\_\_\_\_

**Project end date** (no later than 2023/12/15): \_\_\_\_\_

27. Please describe your project. What are the project’s desired outcomes and how will completing your project enable your social purpose organization to accept a loan or to take an equity investment in the future? (*word count 250*)

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28. Summarize the project for which you are seeking funding from the IRP in one sentence. (word count: 35) e.g. Use the format: “Our SPO does ..., the project we are applying for will...”

29. The IRP will prioritize applications that value and embody the concept "nothing about us, without us" within their organizational structure and programming.

How will individuals representative of the population(s) you're seeking to serve be involved in the decision-making and delivery of your project/initiative? *For environmental organizations, describe your approach to ensuring environmental justice, reconciliation, and traditional ecological knowledge inform your approach, as applicable. (word count 250)*

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30. Tell us about your project design, work plan & timeline.

Please describe your project design, details of your work plan, which supports and services will be acquired, and any important timelines. *(word count 500)*

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31. *Question only for Stabilize and Build Stream.*

Please summarize the strategy to sustain or grow your social purpose organization.



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If you are an established revenue-generating social enterprise, please tell us about the following information:

- What is the projected growth of your organization?
- How does your organization intend to meet this growth?
- What are your organization’s plans to achieve long-term sustainability for the enterprise?
- Describe your organization’s target market (target customer, market size).

If you are at an earlier stage in your organization, please answer as relevant or possible. (500 words maximum)

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32. What types of support and services are you looking to access to help deliver your project? Please indicate next to the checked option whether the support and services sought will be delivered online or in person.

- Market analysis
- Feasibility study
- Business planning
- Financial modeling
- Impact measurement
- Team and skills development
- Organization structure, management, and process
- Development of products and/or services
- Expansion of products and/or services
- Capital raising
- Technical expertise (legal, accounting, tax, engineering, architecture, etc.)
- Marketing services
- Acquisition of equipment



Network development

Other: \_\_\_\_\_

33. Please describe key relationships or partnerships your social purpose organization has in the community and how these inform and impact the project for which you are seeking IRP funding. (*word count 150*)

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34. **IRP Learning Cohort.** In addition to funding, successful applicants will be offered the opportunity to participate in an expert-led IRP Learning Cohort to further develop their knowledge and skills. The learning cohort program will primarily support mid-stage social purpose organizations. The aim is to diversify your knowledge base, expand your tool sets, and deepen your skills, capability, and capacity to acquire and steward investments. If your organization is Underway or Establishing in the investment readiness continuum, does your organization believe it has the internal capacity and the motivation to benefit from a cohort learning opportunity?

Yes

No

*(if yes to the above question)*

**In what area do you think your project could benefit?**

- Budgeting and accounting
- Business model canvas
- Business sustainability
- Engaging prospective investors
- Governance
- Impact measurement
- Legal structures and practices
- Marketing and communications





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- Project management
  - Revenue diversification
  - Other: \_\_\_\_\_



## Section 4: General Information

This section pertains to your organization overall. The information collected in this section is for research purposes only.

35. Which populations does your social purpose organization serve?

Please check all that apply.

- Large urban, consisting of a population of 100,000 and over
- Medium urban, with a population of between 30,000 and 99,999
- Small urban, with a population of between 1,000 and 29,999
- Rural, consisting of a population less than 1000
- Northern, consisting of any territory or above the 50th parallel in Newfoundland and Labrador, 54th parallel in Quebec or Ontario, 53rd parallel in Manitoba, 54th parallel in Saskatchewan, Alberta or British Columbia

36. Does your organization offer services:

- Locally
- Regionally
- Nationally
- Internationally

37. Where will the project primarily take place?

- At a physical address
- Online (specify)
- Hybrid

38. What community do you support through the activities related to this project?

Specify all project location addresses or coordinates.

Province: \_\_\_\_\_

City/town: \_\_\_\_\_



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39. Which primary populations does your social purpose organization serve or seek to serve through its social mission? *Please select up to two groups:*

- Black people
- Other racialized people
- 2SLGBTQA+
- Women or girls
- Men
- Low-income people
- Lone parent households
- People experiencing homelessness
- Newcomers (refugee, immigrant, or non-status people)
- Persons with disabilities / special needs
- People with physical or mental health issues
- Children /young people
- Elderly/old people
- Official Language Minority communities
- All those living in particular geographic area
- General population
- Other

40. a) If applicable, how many Board members does your organization have? (*enter 0 for no board*) \_\_\_\_\_

b) (if 0) Does your organization collect information about how many of your Board members self-identify as members of the following equity-deserving groups?

- No
- Yes



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c) (If yes) If applicable, how many of your Board members self-identify as members of the following equity-deserving groups?

*Community Foundations of Canada seeks to understand who is leading the social purpose organizations applying to the investment readiness program. This question is optional but we encourage you to answer it if you can. This information assists CFC and Regional Partners to better understand how we deploy our resources and be accountable for building equity and inclusion.*

- Black people
- Other racialized people
- 2SLGBTQA+
- Women
- Low-income people
- Lone parent households
- People experiencing homelessness
- Newcomers (refugee, immigrant, or non-status people)
- Persons with disabilities / special needs
- People with physical or mental health issues
- Young people
- Elderly/old people
- Official Language Minority communities
- Other

#### Intersectionality

Number of board members belonging to more than one Equity Deserving Group:

\_\_\_\_\_

d) If you decline to state, please let us know why:

- We do not collect this data
- I do not feel comfortable disclosing this information
- Other [please specify]



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41. a) How many people are in your organization's leadership team (such as Founders, CEO, COO, VPs, Executive Directors, and Directors):

\_\_\_\_\_

b) Does your organization collect information about how many of your organization's leadership team self-identify as members of the following equity-deserving groups?

- No
- Yes

c) How many of your organization's leadership team self-identify as members of the following equity-deserving groups?

*Community Foundations of Canada seeks to understand who is leading the social purpose organizations applying to the investment readiness program. This question is optional but we encourage you to answer it if you can. This information assists CFC and Regional Partners to better understand how we deploy our resources and be accountable for building equity and inclusion.*

- Black people
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- 2SLGBTQA+
- Women
- Low-income people
- Lone parent households
- People experiencing homelessness
- Newcomers (refugee, immigrant, or non-status people)
- Persons with disabilities / special needs
- People with physical or mental health issues
- Young people
- Elderly/old people
- Official Language Minority communities
- Other: \_\_\_\_\_



Intersectionality

Number of board members belonging to more than one Equity Deserving Group:

—

d) If you decline to state, please let us know why:

- We do not collect this data
- I do not feel comfortable disclosing this information
- Other [please specify]

42. On a scale of 1-5 how familiar are you in the following areas?

1: not familiar | 5: very familiar

	1	2	3	4	5
Concept of social finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social finance opportunities and how to access them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services and tools available to support an organization's readiness to access social finance opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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## Section 5 : Project uploads & eligibility confirmation (*online only*)

## Section 6: Feedback, Conflict of Interest and Authorization

I welcome the opportunity to give feedback on this application and process.  
You may be contacted by the funder you apply to at a later date.

- Yes
- No

To the best of my knowledge, all information provided in this application and any accompanying documents is true, accurate and current.

- Yes

The representative with designated signing/decision-making authority for the organization has authorized this application.

- Yes

I consent to receiving communications from CFC about this and other opportunities.

- Yes
- No

I confirm that I have obtained express consent to collect, use, and disclose the personal information of Directors (or like officials) and confirm that they provided the Directors with the information about how their personal information would be used and disclosed.

- Yes