

# Request for Proposals

For

the coordination and delivery of an Indigenous Literature Festival as well as proactive services to engage youth and the Indigenous writing community in Saskatchewan

Saskatchewan Aboriginal Writers' Circle Inc.



**Saskatchewan Aboriginal  
Writers Circle Inc. (SAWCI)**

**Please note:** The closing date for receiving applications and proposals is April 14, 2017 at the following address:

**Saskatchewan Aboriginal Writers' Circle Inc.  
c/o 917 - 22ND Street West  
Saskatoon, SK S7M 0R9**

The vision of the Saskatchewan Aboriginal Writers' Circle Inc. (SAWCI) is to build community to nurture and share Indigenous story and art.

Committed to a holistic framework of Indigenous arts (visual, literary and performing), the Saskatchewan Aboriginal Writers' Circle Inc. objectives include:

1. To nurture First Nations, Metis and Inuit writers and story-tellers of all genres;
2. To connect Indigenous story-tellers to supportive resources through community partnerships;
3. To promote and showcase Indigenous story and art.

The Saskatchewan Aboriginal Writers' Circle Inc. (SAWCI) is presently accepting proposals and applications from organizations interested in providing the coordination and delivery of the following:

### **Ânskohk Festival**

1. Host a special "Canada 150" 2017 Ânskohk Festival (regular festival years are 2016 & 2018) to coincide with SaskCulture and Canada 150 celebrations. Specific activities include:

- Showcase the vitality of Indigenous languages in the literary arts, including written and oral storytelling;
- Host the Ânskohk events in October/November to include youth, emerging writers, spoken word artists, language keepers, and cultural activities;
- Host Ânskohk readings and workshops with a special focus on promotion and sharing Indigenous languages; and
- Host Ânskohk Festival events outside of Saskatoon in other areas of the province in order to broaden the scope of the Ânskohk Festival and celebrate Canada 150.

### **Indigenous Writers' Circles**

2. Develop, host, and support Indigenous Writers' Circles in communities outside of Saskatoon. Specific activities include:

- Conducting surveys/needs assessment in various communities to determine need and solicit community input regarding writing circles/supports;
- Nurture relationships to establish Indigenous writers' circles in two communities in Saskatchewan;
- Incorporate Indigenous languages in the formation and activities of the circles;

- Encourage and engage youth in the development of the circles, nurture the Indigenous youth voice; and
- Theme Writers' Circle workshops and presenters on the Canada 150 celebrations related to Indigenous language resilience.
- Support SAWCI's external communication plan in support of the above activities

### **Final Gathering**

3. Work with provincial working committee to plan and host the final gathering of the partners involved in activities across the province. Final gathering to take place in February 2018.

Specific details of the Call for Proposals include:

- Ânskohk Festival Target Audience - Métis, First Nations, and Inuit participants, writers, aspiring writers, readers, and the general public
- Ânskohk Festival Dates – October 19-22, 2017 with lead up and follow up activities between April 1, 2017-February 28, 2018
- Indigenous Writers' Circle Target Audience – Indigenous Writers, storytellers, at all stages of their writing journey
- Indigenous Writers' Circle Engagement Dates – April 1, 2017-February 28, 2018

The expected outcomes for this project are:

- Ânskohk Festival fundraising and sponsorship secured at 15% of festival budget
- Successfully plan and host Ânskohk Festival events in at least three communities across Saskatchewan
- Needs assessments planned and conducted as per SAWCI board direction
- Indigenous writers circles established in two communities in Saskatchewan
- Indigenous languages promotion and sharing incorporated into all activities
- Meet requirements of funding contracts and file required reports

### **Project Budget**

This RFP is for the purpose of delivering the 2017 Ânskohk Festival and establishing Indigenous Writers' Circles over a 12-month period (May 1, 2017-April 30, 2018). The maximum funding for this initiative is \$12,000.

SAWCI is issuing this call for proposals based on expected availability of funding. SAWCI is under no obligation to accept any of the applications for funding or to offer the projects and services listed. SAWCI reserves the right to sign contribution agreements containing terms and conditions with more than one applicant to deliver services.

**Project Location:** Saskatoon-based with activities province-wide

### **1.1 Application Eligibility Requirements**

Proposals must meet the content and format requirements set out below

- i. **The Application** must be received no later than 12 noon April 14, 2017. The suggested outline found in Section 2 Guide for Applicants must be used.
  
- ii. **The Proposal** requirements are:  
Maximum of 10 pages including the title page, body, annex sections and the budget  
Printed on 8.5 x 11 paper, single sided and single-spaced  
Font size of the proposal must be no smaller than Arial 12 points.
  
- iii. **The Budget:** Please use a Budget Template of your choice.
  
- iv. **Submission of the Application Requirements** must be completed, signed by the legally authorized representative of the organization and received by SAWCI prior to the closing time and date of the CFP. Faxed or e-mailed applications and proposals will not be accepted.

No additional documents will be accepted after the deadline unless requested by SAWCI.

### **1.2 Receipt and Acknowledgement**

Applicants may enclose a self addressed stamped envelope if receipt of application is requested. Registered mail is another option to ensure receipt.

Applications that do not meet the Application Eligibility criteria as listed in the Assessment Grid, questions 1 to 5, will not be considered further.

### **1.3 Assessment of Proposal and Budget**

Eligible applicants must demonstrate the ability to deliver the projects and services. Interested applicants will need to:

- Develop a program proposal including a recruitment strategy, work plan (on and off-site), outcomes chart, and a budget;
- Indicate all partnerships, what contribution each partner will provide and signed letters agreeing to partnership;
- Indicate and describe any “sub-contracting” services.

All proposals that meet the Application Eligibility criteria will be assessed against the categories listed below to determine which proposal best meets the identified need. A mandatory passing mark of 60% is required for each of the categories. If a proposal does not meet the pass mark in any one category, the application will not be assessed further.

Each proposal will be assessed against the following 5 categories of the assessment grid:

- a. Organizational Experience
- b. Delivery Approach and Activities
- c. Human Resource Plan
- d. Community/Literary Arts Knowledge
- e. Budget

#### **1.4 Notification of Decision and Results**

Once the highest ranked applicant(s) has been identified, they will be notified of the results by a telephone call followed by a letter. All other assessed applicants will be sent a letter within 10 days after the highest ranked applicant(s) is identified.

The highest ranked applicant will be subject to standard SAWCI agreement procedures, including further assessments to ensure adherence to terms and conditions, and value for money.

The highest ranked applicant(s) may be asked for further information to support budget details to proceed to an agreement, and they will be expected to produce this information as quickly as possible upon notification of results.

Inquiries related to this Request for Proposal must be submitted by email only to: [SAWCIboard@gmail.com](mailto:SAWCIboard@gmail.com)

## **SECTION 2 - GUIDE FOR APPLICANTS**

The Guide for Applicants is intended to assist organizations in the preparation of an Application, a Proposal and a Budget in response to a Call for Proposals (CFP).

### **1. Completing an Application**

#### **Section 1: Applicant Information**

CFP to which you are responding: The CFP which applies to your proposal.

Proposal Name: The common name by which the proposal will be referred.

Name of Applicant: The name your company or organization commonly uses.

Legal Name of Applicant (if different): The legal name under which the organization is incorporated.

Mailing Address, Telephone, Fax and E-mail Address: The address to which all correspondence and cheques will be forwarded.

Location of Activity: Provide the address of the physical location/site where the project activity will be taking place, if different from the mailing address above. If the activities will take place at a number of sites throughout the community then all should be indicated in the proposal.

Name, Title, and E-mail of Contact Person: Specify the name and telephone number of the person with whom SAWCI will follow-up with on any outstanding items and will negotiate with on the proposal.

Organization Established: If the organization is incorporated, use the date of incorporation. If not incorporated, use the date the organization was established.

Major Product/Service: Briefly describe the main business line, product or service of your organization.

Number of Employees: Indicate the total number of employees that normally work for your organization.

Business Number: This refers to the number issued to you by Canada Revenue Agency (CRA) for the purposes of making and remitting employee deductions. It consists of 15 characters (alpha and numeric).

Incorporation Number: An incorporation number is the number assigned to an organization that registers it as a legal entity. A business can be incorporated municipally, provincially, nationally or internationally.

## **Section 2: Legal Signing Officers for Agreement Purposes**

### Signing Officers

A specimen of each legal authority signature, how many and in what combinations the signatures are required to sign agreements for your organization.

## **Section 3: Proposal and Budget**

Ensure that both the proposal and the budget are attached.

## **Section 4: Signature(s)**

The officers completing the application on behalf of the organization shall sign here.

## **2. Completing the Proposal and the Budget.**

### **What is the proposal? What is the budget?**

A proposal is a written description that accompanies and expands upon the information in the formal application. The proposal will contain all information necessary to describe project plans, staff capabilities, and funds requested. The budget, which is the final section of the proposal, is the numerical version of the proposal.

## **Proposal Required Elements**

### 1. Project Title

The project title will be used when referring to the proposal.

### 2. Executive Summary

Provide a short synopsis of the project that includes a summary of: the number of participants, the location, the duration, and total funding requested.

### 3. Proposal Objectives

The objectives of a proposal should be briefly described in terms of quantifiable and measurable goals to be achieved through this project. Describe succinctly how this proposal will meet the requirements of the Call for Proposal being addressed.

- **Total Number of Participants:** indicate the anticipated number of participants.
- **Primary Groups to be served:** Identify the primary group and any sub groups or targeted groups within the primary group.

### 4. Proposed Activities and Timelines

Describe how the project will achieve the requirements of the Call for Proposal being addressed. You must provide concise and clear details on the individual activities that will be part of your overall proposal.

- Describe each activity.
- Explain how the activities relate to the objectives of the project.
- List the activities in a logical sequence.

- Describe the milestones, timelines or duration of the various activities.
- Include numbers if appropriate (# of sessions, # of participants per session).
- Describe follow-up services provided to participants, if applicable.

Provide the start and end dates of the project. These dates are tentative and may be subject to change during proposal assessment. It should be clearly identified if the dates are time sensitive. If your proposal design includes a break in the activity for longer than several weeks, indicate this.

#### 5. Targeted Participants or other Beneficiaries

- State the number of participants for this project.
- If the project consists of several components provide a breakdown of the number of participants per component.
- State the specific target group, if applicable.
- Identify any participant groups that will be targeted or given priority.
- Explain the process of recruitment and selection.
- Include any detailed supporting documentation in Appendices. Such documentation could include samples of application forms, release forms, detailed marketing strategy, fundraising strategy, etc.

#### 6. List of Partner Organizations, Contributions by Partnering Organizations

Partners are defined as active supporters of the project who will contribute time, resources and have a vested interest in the result. The proposal should identify all partners involved in the project. Partners' contributions can include: financial contribution; contribution of human resources for program delivery; joint delivery of a program or service; capital investment.

- Roles and responsibilities of each partner must be identified.
- Identify the amount of the financial contribution of each partner and how this financial contribution will be spent.
- Identify the type of "in-kind" contribution from each partner. An in-kind contribution means a non-financial value added to the project. There are many kinds of in-kind contributions, including physical assets, such as machinery, equipment and office space, or the provision of staff, expertise or other services. The value of all in-kind contributions needs to be actual, verifiable, and be supported by financial documentation. This information must also be incorporated in the budget document. It should also include an identification of each partner's contribution and how their specific contribution will serve to achieve expected outcomes.

#### 7. Expected Results and Means by which success will be measured

The proposal should include a description of what is expected to be achieved as a result of the project.

- Results must be clearly related to the objectives of the Call for Proposal being addressed.



- Results can be both quantitative (for example-number of individuals attending) and qualitative (example - level of attendee satisfaction). Results can be expressed in actual numbers and/or percentages.
- How will you know that what you've set out to achieve (the objective), has been accomplished.
- Provide clear and concise detail on how the outcomes that are the focus of the Call for Proposal will be measured.
- Explain how success will be measured for this project
- Include *interim* measures of progress - "milestones" or "benchmarks" -- indicators that would verify, during the course of the project that the project is "on track."
- Specify the format and frequency of reporting on the "milestones", "benchmarks", including a final summary report.

#### 8. Applicant's Background, Mandate and Expertise

- Briefly describe the mandate of your organization or company.
- Describe the overall structure of the organization.
- Provide a brief history of the organization, focusing particularly on work directly relevant to this Call for Proposal.
- How long has your organization been in existence? If it is for a short period, provide evidence of its financial stability.
- Provide information on your organization's expertise as it relates to the proposed project and the types of activities, including staff qualifications, classification of positions and / or recruitment plan if staff are not already in place.

#### 9. Past Projects with other funders and their achievements

Include information about previous agreements that you have had. Describe the activities and outcomes of those agreements (i.e. did you successfully deliver what was agreed to, what were the outcomes). Also include information on current agreements with other funders.

#### 10. Budget

Provide the total budget requested: Total costs consist of SAWCI contribution in addition to the Applicant and/or Partner Contributions including cash and in-kind.

Specific details are necessary to complete the assessment of your proposal and ensure that requested amounts are eligible, reasonable, and meet SAWCI requirements. Not all budget elements are listed here, and any further requirement for information will be communicated to you if you are chosen as the highest ranked applicant.

## **Staff Wages**

Includes the **wages** for all staff working directly on the project.

As part of your proposal you include information about the skills and experience that staff should have, as well as the duties they will perform.

Provide detail in your proposal for each position: the number of hours to be worked per week, and the hourly rate.

- **Positions**

List the title of the position(s) included as part of the application.

- **No. Of Weeks**

Indicate the number of weeks each position will be required.

- **Cost per Week**

Indicate the gross salary for each position.

- **Total**

Multiply the number of weeks by the cost per week to show a total gross wage for that position.

- **Project Staff MERCs**

MERC stands for Mandatory-Employment Related Costs. All employers are required to remit employee and employer premiums for Employment Insurance (EI), Canada Pension Plan (CPP), Vacation Pay, Health or Education Tax and Workers Compensation, to Canada and Customs Revenue Agency. Gabriel Dumont Institute Training and Employment Inc. reimburses for only the employer's share of these mandatory costs. Calculate the employer's share of these costs.

- **Non-Mandatory Employment Related Costs**

Also called supplementary or extended benefits these include additional benefits in an established employee benefit package, along with specific details. Some examples of extended benefits are medical and dental coverage. The information provided must include information outlining what these non-MERC benefits are, the costs involved, and what portion Gabriel Dumont Institute Training and Employment Inc. is being asked to cover. In addition, include any additional workers compensation premiums you would pay as a result of hiring project staff. It is your responsibility as an employer to make sure that adequate coverage is in place for employee workers compensation.

## **Professional Fees**

These are fees charged by an individual, company or organization providing support to the delivery of the proposed activities. Provide a rationale why this expense is essential to the success of the project. An example is a consultant you contract to deliver a portion of the proposed activities.

## **Travel Costs**

Detail the nature of the project related travel costs: the frequency of anticipated travel, cost estimates and a rationale why this travel is essential to the success of the project.

**Capital Assets**

Capital costs are defined as purchased items (individually or like-items as a group) that have a value in excess of \$5000 and would have long term value beyond the duration of the agreement. Examples of capital costs would be the purchase of computers, equipment, and office furniture.

**Capital costs are not eligible under this Call for Proposals.**

**Other Activity-Related Direct Project Costs**

A number of costs items may be claimed. Please provide relevant details regarding these costs in your proposal.

All budget items must be directly project related and reasonable.

## Assessment Grid

Call for Proposals: \_\_\_\_\_

Applicant: \_\_\_\_\_

Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Application Eligibility:</b>	<b>YES</b>	<b>NO</b>
1. Application received no later than stated closing date/time for this CFP.		
2. All the required documents provided as specified in the Guide for Applicants		
3. Original application signed by organization's legal signing authority(s).		
4. Applicant meets eligibility criteria: 1. Application received prior to closing date and time 2. Required documents submitted are complete. 3. Application signed by legal signing authority. 4. Applicant is eligible to apply for delivery of this service/program. 5. Executive summary provided, which demonstrates the project meets the CFP.		
5. Proposal meets CFP requirements in terms of participants identified and range of funding and location(s) of programming outlined in the CFP.		
<b>If there is a "no" response to any of the questions above, this application will not be considered further.</b>		

SUMMARY OF ASSESSMENT				Max Score	% of Total	Score and Notes
<b><u>A. Organizational Experience</u></b>						
<b><u>A.1. Mandate and Client Focus:</u> The applicant has previously demonstrated experience in providing the requested services targeted to Indigenous people as identified by the CFP; OR, in providing the requested or similar services to a different client group; OR, in providing different services to Indigenous people.</b>				15	15%	
<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>
The applicant has experience delivering activities and understanding the needs of Indigenous people, as specified in the CFP, and the description provided is clear, complete and detailed. The applicant's mandate and background are described in detail and have demonstrated an appropriate and stable governance structure and financial stability. The applicant has a mandate of service to Indigenous people and a history of successful programming.				10-15		
The applicant has some experience providing the desired services and has some understanding of participant needs but to a lesser degree, or little information is given. The applicant's mandate and background include work with Indigenous people but little detail is provided.				6-9		
The applicant has little or no experience delivering the desired services or supporting Indigenous people. The applicant has provided no or little information on their mandate and background.				0-5		
<b><u>A.2. Past Projects and Their Achievements:</u> Past projects and their achievements indicate that the applicant has the organizational capacity to deliver the proposed service, including the appropriate internal policies and procedures to support the project (human resource planning, staff training and development, complaint resolution, IM/IT, conflict of interest guidelines, etc.).</b>						
				10	10%	
<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>
The applicant has demonstrated success in achieving agreed-upon results on past projects and/or initiatives (more than one) funded by external funders. The applicant has a history of serving Indigenous people.				7-10		
The applicant has delivered only one successful project OR has been only partially successful in achieving agreed-upon results on past projects/initiatives.				4-6		
The applicant has no experience delivering projects/initiatives of a similar nature, OR did not achieve the expected results, OR has provided little or no information.				0-3		
<b><u>A.3 Financial Management:</u> The applicant has demonstrated the ability to successfully administer/manage external funding</b>						
<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>		<b>Scoring Guide</b>
The applicant's financial controls and bookkeeping practices for previous projects are clearly described and were suitable for the project(s) in question.				4-5		
The applicant's (past) financial controls/bookkeeping practices appear sound, but the description lacks some elements.				2-3		
The applicant does not mention or had inadequate financial controls.				0-1		
<b>Total – Organizational Experience</b>					<b>30%</b>	

SUMMARY OF ASSESSMENT	Max Score	% of Total	Score and Notes
<i>B. Delivery Approach and Activities</i>			
<b>B.1 The applicant's <u>plan to manage the project</u> includes clear objectives and a detailed implementation plan/workflow with appropriate and realistic milestones.</b>	9	9%	
<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>
Applicant's plan to manage project is clear, complete and will likely lead to successful implementation of the project: it contains monthly or quarterly milestones; it outlines a plan to monitor project achievements regularly and adjust activities if necessary. It includes tools and supports such as Assessment tools, a client data tracking system, standard reporting tools. Project objectives are clear, concise, and achievable.	6-9		
Applicant's plan to manage project is somewhat clear, is missing some elements, and/or may need modifications in order to ensure successful implementation.	3-5		
Applicant's plan to manage project is unclear, is missing a number of essential elements, and will likely not be sufficient to ensure successful implementation.	0-2		
<b>B.2 The proposal includes plans/activities on how <u>outcomes/results</u> outlined in the Guide will be achieved in the context of the project. The applicant has described a suitable plan to monitor achievement of results and adjust work plans as required.</b>	9	9%	
<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>
Proposed results are clear, complete and measurable – for example: engage xxx participants in activity x. Applicant has appropriate system to measure, monitor and report participant engagement and project success, including a plan to review and adjust activities if targets are not being met (contacts or surveys at specified points to monitor participant satisfaction and achievements, quality assurance reviews of files, monthly project reports, mid-point review with community partners to assess project success, results are used to guide future planning).	6-9		
Proposed results are somewhat confusing, are missing some elements, and/or are not all measurable. Proposed system to measure, monitor and report on project results is missing some elements, but could be adequate with a few minor modifications.	3-5		
Proposed results are unclear, not measurable, or missing a significant number of elements. Proposed system is unclear or missing a significant number of elements.	0-2		
<b>B.3 The proposal includes appropriate <u>service standards</u> (e.g. participant satisfaction, quality, resource maintenance, handling complaints, resolving problems etc.).</b>	4	4%	
<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>
Applicant has clear and appropriate service standards related to: speed of service (e.g. responding to inquiries), quality (participant service, courtesy, professionalism), record keeping, referrals to other agencies, handling complaints, resolving IT problems.	3-4		
Applicant's service standards are somewhat confusing or are missing some elements.	1-2		
Applicant's service standards are unclear or are missing a significant number of elements.	0		

SUMMARY OF ASSESSMENT				Max Score	% of Total	Score and Notes
<b>B.4 The <u>facility</u> to be used is suitable for the proposed activities (e.g. appropriate size and location, fully accessible).</b>				4	4%	
Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	
Proposed facility is appropriate in terms of amount of space and accessibility. There is space for proposed activities, accessible via public transit and or parking is available and there is accessibility for persons with disabilities.				3-4		
Proposed facility is somewhat small and not as accessible.				1-2		
Proposed facility is inappropriate in terms of size and/or accessibility.				0		
<b>B.5. Overall the proposal is practical and feasible, and meets the objectives and priorities of the CFP.</b>				4	4%	
Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	
Clear evidence that applicant understands the community and criteria and priorities, and has an appropriate plan to handle requests outside of the immediate priorities. Applicant has a plan to refer ineligible participants to other service providers. Applicant knows what other service providers are operating and what services they are providing in the community.				3-4		
Some evidence that applicant understands our criteria and has a plan for ineligible requests, which may require some minor modifications in order to be effective.				1-2		
Little or no evidence.				0		
<b>TOTAL – Service Delivery Approach and Activities</b>					30%	
<b><u>C. Human Resource Plan</u></b>						
<b>C.1 The applicant has identified and provided a sound rationale for the <u>number and categories of staff</u> (management, officers, support staff) with clear roles and responsibilities based on scope of work/delivery model.</b>				3	3%	
Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	
Ratio of management and staff appropriate. Ratio of staff to activities is appropriate based on the service delivery model involved. The applicant is an Indigenous organization, employing people and run by Indigenous people.				3		
Ratio could be appropriate with minor modifications. Ratio of staff to activities may be appropriate with a few minor modifications. The proposal speaks to employment of Indigenous people.				1-2		
Ratio is inappropriate (e.g. significantly heavy in management or other staff). Ratio of staff to activities appears unreasonable, or unable to assess. Little or no reference is made to employing Indigenous people or engaging Indigenous people in management of the organization.				0		
<b>C. 2 The applicant has appropriate <u>human resource policies</u> in place for the project (e.g. pay and benefits, leave, professional development, travel, employment equity, accommodation for persons with disabilities, etc.).</b>				2	2%	
Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	Scoring Guide	
Applicant has appropriate human resource policies and procedures for the project: pay and benefits; leave; professional development; travel; employment equity; accommodation for persons with disabilities. The organization has policies in place to employ Indigenous people.				2		

SUMMARY OF ASSESSMENT		Max Score	% of Total	Score and Notes
HR policies and procedures are missing some elements, but could be adequate with a few minor modifications. No specific policies exist to encourage employment of Indigenous people.		1		
HR policies and procedures are unclear or are missing a number of key elements.		0		
<b>C. 3 The applicant already has <u>experienced/qualified project staff</u> with experience working with Indigenous people and Indigenous communities, OR has a suitable plan to recruit and orient them (including details on required qualifications, hiring process, and training).</b>		5	5%	
<b>Scoring Guide</b>				
Applicant has qualified and experienced project employees with appropriate job-related skills (manager/ coordinator, job developers, and/or support staff) on staff, OR has a suitable plan to recruit and orient them (including details on required qualifications, hiring process, and training). Many of the staff are Indigenous or have extensive experience working in Indigenous communities or organizations.		4-5		
Applicant has recently identified project staff with suitable qualifications OR has a recruitment and orientation plan that may be suitable with a few modifications. Little or no emphasis is placed on recruitment of Indigenous people.		2-3		
Applicant has not yet identified project staff, and has not outlined a plan to recruit and train them.		0-1		
<b>TOTAL – Human Resource Plan</b>			10%	
<b><u>D. Community/Literary Arts Knowledge</u></b>				
<b>D.1 The applicant has demonstrated how the project links to literary arts by clearly showing that the applicant understands <u>literary arts needs and priorities</u> and the <u>Indigenous community</u> to be served. The applicant’s mandate relates directly or indirectly to the Indigenous population and/or activities targeted by this CFP.</b>		5	5%	
<b>Scoring Guide</b>				
The proposal incorporates clear evidence that applicant understands the needs of the Indigenous community to be served e.g. provides geographic, language, literary arts data; understands both the supply and demand sides and has applied their knowledge in linking the particular project to community needs.		4-5		
Some evidence.		2-3		
Little or no evidence.		0-1		
<b>D. 2 The applicant has a suitable plan to <u>integrate service</u> with existing resources and programs in the community.</b>		5	5%	
<b>Scoring Guide</b>				
Clear evidence that the applicant has applied their understanding of the existing programs and resources in the community in a way that shows that participants will be served appropriately.		4-5		
Some evidence.		2-3		
Little or no evidence.		0-1		



<b>SUMMARY OF ASSESSMENT</b>	<b>Max Score</b>	<b>% of Total</b>	<b>Score and Notes</b>
<b>TOTAL – Community/Literary Arts Knowledge</b>		<b>10%</b>	
<b><u>E. Budget</u></b>			
<b>E1. The project costs are eligible, itemized, and reasonable and support the project activities either directly or indirectly (Budget Template, Cash Flow Forecast). EITHER the proposed activity does not involve subcontracting, OR the rationale and process for selecting sub-contractors is clear.</b>	<b>6</b>	<b>6%</b>	
<b>Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide</b>			
Costs are itemized and directly relate to proposed activities and may require some negotiation. Cash flow is complete and reasonable in relation to proposed activities. Applicant's proposal does NOT involve sub-contracting, OR applicant has a reasonable process to select the sub-contractors, so as to avoid any perception of conflict of interest and achieve value for money.	<b>5-6</b>		
Costs are itemized and most relate to proposed activities. Applicant's process for selecting sub-contracting may be suitable with minor modifications.	<b>2-4</b>		
Costs aren't clearly itemized and/or don't relate to proposed activities. Applicant has not specified the process to be used to select the sub-contractors, or it is inadequate.	<b>0-1</b>		
<b>E2. Participant costs versus all other project costs are reasonable OR within percentage range if stated and are reflective of prevailing rates within the community</b>	<b>3</b>	<b>3%</b>	
<b>Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide</b>			
Participant costs vs. all other project costs are reasonable in relation to overall project activities and costs. May require some negotiation.	<b>2-3</b>		
Participant costs vs. all project costs are high in relation to overall project activities and costs. Will require negotiation.	<b>0-1</b>		
<b>E3. Staff wage rates are within acceptable range according to local labour market information</b>	<b>3</b>	<b>3%</b>	
<b>Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide</b>			
Proposed wages are reasonable and reflective of prevailing wage rates.	<b>3</b>		
Proposed wages may be reasonable but require negotiation.	<b>1-2</b>		
Proposed wages are unreasonable.	<b>0</b>		
<b>E4. Capital Costs and all other project costs are not eligible for the project</b>	<b>3</b>	<b>3%</b>	
<b>Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide</b>			
There are no capital costs, OR capital costs proposed to be funded solely by external partners and are demonstrated necessary and reasonable.	<b>3</b>		
There are capital costs included that require some modification.	<b>1-2</b>		
Capital costs are unnecessary in relation to project objectives or are unreasonable.	<b>0</b>		
<b>E.5 Sound administrative and financial management processes in place to manage project budget including adequate financial controls (e.g. re. good bookkeeping procedures, signing authorities, audits).</b>	<b>4</b>	<b>4%</b>	
<b>Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide Scoring Guide</b>			

<b>SUMMARY OF ASSESSMENT</b>	<b>Max Score</b>	<b>% of Total</b>	<b>Score and Notes</b>
Clear evidence that applicant has adequate financial controls in place; good bookkeeping procedures; appropriate signing authorities; annual audited financial statement for public and non-profit entities, or access to an accounting service for not-for-profits.	<b>3-4</b>		
Some evidence; some elements missing.	<b>1-2</b>		
Little or no evidence.	<b>0</b>		
<b>E.6 The applicant or another funder is making a financial or in-kind <u>contribution</u> to the project and this contribution has been confirmed.</b>			
	<b>1</b>	<b>1%</b>	
<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>	<b>Scoring Guide</b>
Applicant or other partners are making a financial contribution OR Applicant or other partners are making an in-kind contribution. Applicant's or other partners' contribution (in cash or in kind) represents _____% of total project costs.	<b>1</b>		
SAWCI is being requested to cover 100% of the project costs.	<b>0</b>		
<b>TOTAL – Budget</b>		<b>20%</b>	
<b>GRAND TOTAL</b>	<b>100</b>	<b>100%</b>	

	<b>Maximum Score</b>	<b>Applicant's Score</b>
A – Organizational Experience	30	
B – Delivery Approach and Activities	30	
C – Human Resource Plan	10	
D – Community/Literary Arts Knowledge	10	
E – Budget	20	
Grand Total (A+B+C+D+E)	100	
Percentage of Total	100%	
ADDITONAL NOTES:		