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**APPLICATION DEADLINE: December 16, 2023**

**Community Engagement Fund Application Form and Check List**

Thank you for your interest in applying to the AHA Centre’s Community Engagement Fund.

If you have any questions or need clarification, please feel free to email: Sherri Pooyak: [sherrip@caan.ca](mailto:sherrip@caan.ca)

Additionally, if you are prepared to complete the application, please fill out the application below and email it to Sherri Pooyak: [sherrip@caan.ca](mailto:sherrip@caan.ca)

**This funding call is time sensitive. Proposals will be awarded**

**mid-January 2023 and will expire mid-June 2023**

***The final report will need to be submitted one (1) month after the proposal deadline (for example, mid-July 2023.***

**PURPOSE**

To meet, discuss, plan, and/or develop research projects or resources for sharing information (e.g., reports, pamphlets, YouTube video, website, webinars, workshop). The activities undertaken with the funds must be priorities to Indigenous communities and peoples.

**Application guidelines:**

* Attachments must be submitted in a PDF file.
* Use a font size of 12-point, black type. Six lines per inch. No condensed type or spacing.
* Fill out this fillable form in the selected areas

**Funds can be used for:**

* Developing research ideas to build a project and/or write a proposal,
* Supporting knowledge translation projects (i.e., ways of sharing information) to create new or further the production of existing resources
* Supporting community engagement and facilitating new and existing community members to participate in meetings, and
* Planning meetings including in-person events to brainstorm research ideas and facilitate discussions.

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Primary Contact Name/Principal Applicant:** | | |
| Mailing Address: | Position: | Organization: |
|  | Phone: | E-Mail: |
| **Team Member Name #2:** | Position: | Organization: |
| Mailing Address: | Phone: | E-Mail: |
| **Team Member Name #3:** | Position: | Organization: |
| Mailing Address: | Phone: | E-Mail: |
| **Signature of the Primary Contact/Principal Applicant:** | | |

**PROJECT INFORMATION**

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| --- |
| 1. **Project Title** (100 word maximum)**:** |
| 1. **Community engagement.** Describe your team’s community engagement strategies (approx. 250 words)**:** |
| 1. **Background**. Provide a brief description of the reason developing the project. (250 words maximum): |
| 1. **Goals/Objectives of the project** (What is the purpose of the project and will do? How will your project it will contribute towards building new knowledge related to Indigenous Peoples and HIV.(500 word minimum)**:** |
| 1. **Key Activities.** What will the project be doing? Please outline activities you plan to do to help your team develop a grant proposal. Who will be involved in these activities? (approx. 500 word minimum)**:**   Examples could include but are not limited to:   * Facilitate a community dialogue; * Hire a student researcher assistant to write and coordinate a research grant application; and/or * Host a team meeting where the goals, objectives and activities of the full grant application are planned. |
| 1. **Expected outcomes** What does the project hope to succeed?(approx. 250 word minimum)**:** |
| 1. **Total Funding Requested** (Maximum $10,000)**:** |
| 1. **Amount of anticipated in-kind support** (if applicable)**:** |
| 1. **Total requested cost of project:** |
| 1. **Anticipated Project Start Date:** |
| 1. **Anticipated Project Completion Date:** |

**BUDGET DETAILS**

**Budget Details:**  Please list all costs associated with the proposed project. For example: Personnel such as graduate student, community research associate, Elder(s), guest speakers, transcriptionist, etc.; Accommodations (hotel, Airbnb); Catering or food related costs (such as snacks or beverages); Event or space for the event costs, per diems; Travel costs (mileage or air travel); and other related costs such as printing, knowledge translation activities, etc.

Personnel costs:

Accommodations:

Catering or food related costs, such as per diems:

Event or space for the event costs:

Travel costs (mileage or air travel):

Other related costs:

**CHECK LIST:**

A complete application package will include:

* **Completed Fillable form;**
* **Attachment B:** **Budget** A completed budget

**Please note: Incomplete applications will not be forwarded to review**

By signing below, the Principal Applicant confirms agreement with reporting requirements and that the application is complete.

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Printed Name of Principal Applicant Signature of Principal Applicant

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

**Submissions Instructions:**

The final completed application, including required attachments and signatures, must be e-mailed in PDF format to Sherri Pooyak: [sherrip@caan.ca](mailto:sherrip@caan.ca)