

Application Guide

Public Engagement Small Project Fund

About Public Engagement

As a civil society organization driven by its members, SCIC supports **Public Engagement** as one of the tools for creating a more peaceful and just world. Public Engagement is the cornerstone in moving people along a continuum from basic understanding of international development through to deeper personal involvement and informed action on sustainable development and global justice. For more information about innovative public engagement, check out www.globalhive.ca

About the PESP Fund

The **Public Engagement Small Project Fund (PESP)** supports public engagement projects that increase Saskatchewan people's understanding about international development and global justice issues up to a **maximum of \$1,000 per project**.

Applicants must read the **Application Guide** and fill out the **Application Form** and the **Budget vs. Actual Financial Report Form** and include an evaluation plan. PESP submissions are reviewed by the PESP Committee, who will approve, reject, or ask for further information. Once a project is approved, the applicant will receive a cheque in the mail. SCIC retains a **holdback** of 10% of the approved funding amount which will be released upon receipt of the **Final Report**, due 60 days after the completion of the project. Failure to submit a Final Report may result in being unable to apply for PESP funding in the future.

About SCIC

The Saskatchewan Council for International Cooperation (SCIC) is a coalition of organizations involved in international development and committed to the recognition of the dignity of all people and their right to self-determination, to the protection of the world's fragile environment, and to the promotion of global understanding. This is achieved through:

- 1. Providing a structure within which members can share, learn and grow by interacting with one another.*
- 2. Facilitating the provision of information and education about global issues.*
- 3. Advocating on international issues.*
- 4. Administering grants for international development assistance and education.*

Eligibility Criteria

In order to be eligible for funding, the applicant **must be a member agency or an associate member agency of SCIC**. Organizations that are not members of SCIC can apply for associate membership. Details are available at www.earthbeat.sk.ca.

To be eligible for funding, project applications must:

- Be received thirty (30) days before the event/activities;
- Be based in Saskatchewan;
- Focus on international development or global justice as the primary theme;
- Aim to develop linkages between organizations, and issues in Canada and the developing world;
- Encourage action and follow-up by project participants;
- Have a clearly defined target audience;
- Indicate that applicants have a clearly-defined Saskatchewan constituency with the ability to carry the project to completion;
- Show that the amount of money budgeted is realistic to attain the goals of the project; and
- Indicate that applicants will contribute funds or in-kind support to the project.

Ineligible project activities and expenses include those that:

- Focus on international development as a secondary theme;
- Are purely academic research or debate;
- Have fundraising for or promotion of the sponsoring organization as primary goals;
- Are sexist, racist or in other ways discriminatory in intent or effect;
- Promote particular political parties, religions, or sectarian positions;
- Promote overseas projects without an analysis of the underlying international development issues;
- Use of funds by participants or organizers for travel, accommodation or registration fees in conferences or events;
- Use funds for travel outside Canada by Canadians;
- Use funds to maintain or enhance organizational infrastructure; or
- Have already taken place.

Applicants that receive funding must:

- Adhere to the program, timelines and budget in the approved project, unless otherwise negotiated with SCIC;
- Provide electronic promotional materials for distribution among SCIC's networks at least 2 weeks in advance of event (ex. posters, handouts, links to web promotions such as Facebook event pages, etc.);

- Submit a narrative and financial report within 60 days of the event/project completion which includes:
 1. **Completed Final Report Form**
 2. **Completed Budget Form**
 3. **Clearly legible receipts** (for all SCIC funded expenditures in order to comply with Canada Revenue Agency requirements)
 4. **Copies of promotional materials and publications** (ex. posters, handouts, links to web promotions, etc.)
 5. **Pictures or video of the event/project**
- Acknowledge SCIC support by:
 1. Placing the SCIC logo on all promotional materials and publications
 2. Announcing SCIC as a supporter of the event by public announcement
 3. Being available to give a short public presentation about the project, event, or training at SCIC events such as the AGM or Board of Directors' meetings

Where possible, provide an appropriate number of complimentary tickets for the event or project in order to allow for SCIC Board of Directors and/or staff attendance (to be negotiated on a case-by-case basis, taking into account the budget of the event, the size of the SCIC grant and the average ticket price).

How SCIC can help

We want your event to be a success and SCIC's robust communication network can help make that happen. In addition to funding, SCIC can provide support with promotion and the media through our networks. Think of SCIC as a promotional outlet and contact us at communications@earthbeat.sk.ca to see how we can help. *Note:* SCIC needs to receive information one month in advance for media and communications support, and cannot guarantee support if sufficient time is unavailable.

Evaluation

PESP projects must be evaluated. Evaluation is helpful for organizations whose mandate includes bringing about some kind of change. We need to be able to tell our stories to convey the issues facing humanity and the planet; and the importance of our work to achieve global justice.

Evaluation is an assessment of the manner and extent to which projects and programs achieve intended objectives. It provides feedback on what went well, and how your programming could be improved. Evaluation is critical to understanding the results of our work and important for gathering valuable information to assess how we can improve our impact.

Your evaluation plan can help you to think strategically about your activities and outcomes, and determine the extent to which they are effective in helping you progress toward your desired changes in individuals, communities or systems.

Evaluation can be accomplished in many ways including requiring participants to fill out surveys or questionnaires that you create. Be sure to ask for contact information in order to sustain engagement and build your network.

Questions may include: level of awareness and understanding; level of engagement; increased knowledge, increased capacity / skills acquired; change in behaviour; inspiration to take action, etc.

Be sure to include questions that enable participants to provide feedback including: overall satisfaction; if objectives were met; and suggestions for improvement. Open-ended questions will allow you to receive anecdotal information that is interesting and informative.

Project Submission

Please submit completed applications electronically to:

dmacdonald@earthbeat.sk.ca

Contact Us

Saskatchewan Council for International Cooperation

Phone: 306.757.4669

Email: dmacdonald@earthbeat.sk.ca

Web: www.earthbeat.sk.ca