

POLAR Inspiration Grant Program

2015 Grant Application Guide



Polar Knowledge
Canada

Savoir polaire
Canada



STUDENTS ON ICE
FONDATION • FOUNDATION

Dear Students on Ice Alumni!

Students on Ice (SOI) is proud to launch the POLAR Inspiration Grant Program that offers you, as an Arctic SOI Alumni access to grants up to \$5,000 to develop and execute projects that benefit your community.

The POLAR Inspiration Grant Program is generously funded by Polar Knowledge Canada (POLAR). Within its broader mandate POLAR works towards developing strong and healthy communities in Canada's Arctic with long term outcomes of improved infrastructure and diversified economic opportunities as well as improved health and community wellness and resiliency. POLAR has identified that inspiring, motivating and supporting Arctic youth to continue their education, to pursue a career in science and technology or in industries that operate in the Arctic and to become engaged members of their communities is key to generate these long-term outcomes. Through the POLAR Inspiration Grant Program POLAR and SOI invest in Arctic Youth to support you in developing leadership skills and becoming agents for positive change in your community.

This *POLAR Inspiration Grant Application Guide* will help you understand how you can apply for a POLAR Inspiration Grant, what is required of you as an applicant and what to expect if you are chosen as one of the funding recipients. So please read this guide carefully and do not hesitate to contact us if you have any questions.

The Grant Application process is set-up to provide you with the support you need to successfully develop and execute your project. As part of the application process you will build a well-designed plan and a well-prepared team. With a good plan, a strong team, the right mentor and support from SOI, you will have all the resources to make your project a success!

As you work through the process of developing your idea, drafting your project proposal and executing your project, you are likely to run into some challenges. Please remember that your project is a great learning opportunity! You will gain first-hand experience with what any organization must do to obtain funding for, and implement, a new project. You will develop valuable skills and experience that will set you up for success on your path of being a Change Agent. We look forward to receiving your Expression of Interest and promise to support you in every step along the way!

Very best,

Caitlyn Baikie, Manager, Arctic Youth and Partnerships Program, Students on Ice

Eligibility Criteria

For your initiative or project to be eligible it needs to meet the following criteria:

1. The primary applicant has to be an SOI Alumni from Northern Canada. The project team can include SOI Alumni from Southern Canada, non Alumni and or/international Alumni.
2. The project team has to be supported by a mentor who is approved by SOI.
3. The Project has to benefit a community, area or region in the Canadian Arctic.
4. The project has to be finalized March 1st 2017.

Grant Amounts

The minimum POLAR Inspiration Grant amount is \$500 and the maximum is \$5000. The target grant amount is between \$1500 and \$2000.

If your project budget exceeds \$5000, you can apply for partial funding through the POLAR Inspiration Grant Program and augment your budget with funding from other sources.

Grant Application Process – Step-by-Step

STEP 1: Develop your project idea

Before you start writing a grant application you should discuss your project-idea with people you trust and who could help you. These conversations can help you clarify:

- The goal of your project;
- The most important steps in the project;
- Who could become a member of your project team or a partner;
- Which resources (money, material, helping hands etc.) you would need.

Date: You should begin thinking about your project idea immediately after receiving this Guide.

STEP 2: Confirm your project team and mentor

Many hands make light the work. So establishing a team of people who are committed to your project is key to successful development and execution of your project. Your core-project team should consist of three to five people. Since this will likely be your first time managing a funded project, we ask that a qualified mentor will support you and your project. A mentor can help you overcome challenges and make the most of this unique learning opportunity. If you don't know a great mentor, please let us know and we will find you one.

Date: You should begin thinking about your project team and mentor immediately after receiving this guide. Your team and mentor should be confirmed before Step 3.

STEP 3: Submit your Expression of Interest

Once you have worked through your ideas, identified your core team members and have the commitment of a great mentor, it is time to draft and submit your Expression of Interest. An Expression of Interest is a short overview of your project. You will find the template for the Expression of Interest in Appendix A. Please complete all sections of the template, ask your mentor to review it and submit it to SOI through caitlyn@studentsonice.com. Please remember that this is just your initial description of your project. Stick to what is most important. Don't hold yourself back if things aren't confirmed yet. After all, it is the first draft of a plan!

Date: Please submit your Expression of Interest to caitlyn@studentsonice.com by January 15th 2016.

STEP 4: SOI reviews your Expression of Interest

Once received, SOI will review your Expression of Interest, evaluate your project idea against the eligibility criteria and assess its overall feasibility and potential impacts. SOI will share the outcomes of its review

with you and either ask you to revise the Expression of Interest, or invite you to draft and submit a formal Project Proposal.

Date: You will receive comments on your Expression of Interest from Caitlyn by January 22nd, 2016.

STEP 5: Draft and submit your Project Proposal

In your Project Proposal you will provide more detail about the organization of your project. This is also the time that you firm up the commitment of your core team and the key partners in the project. You will draft a detailed work plan and budget for your project. Please see Appendix B for the Project Proposal Template. Please ensure you complete all sections of the template before you submit your Project Proposal.

Your mentor can assist you with this task and SOI will be available to provide you with advice and support. Once completed, please send your Project Proposals to caitlyn@studentsonice.com. Some applicants may be asked to revise their Proposal with the feedback provided by SOI.

Date: Please send your Project Proposal to caitlyn@studentsonice.com by February 12th, 2015

STEP 6: Approval of your grant application.

SOI will notify you as soon as your Project Proposal is selected for a grant. Recipients of funding grants will need to sign a Funding Agreement with SOI. This Funding Agreement will provide details about how and when you will need to report on the progress of your project. The Funding Agreement will also outline how and when the funding will be released.

Date: You will be notified on the status of your Project Proposal on February 24th, 2016.

STEP 7: Execute your plan!

Once the Funding Agreement is signed, you are ready to execute your plan! During the execution of your project you will report regularly about the progress you and your team are making. Your mentor will support you and your team and whenever necessary you can call on SOI for additional input or support. You will be the change you would like to see in the world!

Date: Your project Funding Agreement and project details will be finalized and ready to execute by February 29th, 2016.

APPENDIX A – Template for Expression of Interest

Name of Project:

Name of Applicant:

Applicant's Phone Number:

Applicant's Email Address:

Applicant's Community:

Applicant is an Alumnus from which SOI Expedition:

PROJECT OVERVIEW

Summary of your idea / plan / project

(Insert your own text here. Tell us about your project, why it's needed, what it's important, what it will do and how you will do it.)

Objectives

(Insert your own text here. Outline what the project will accomplish. What will it achieve? What will be the result of your project being a success? Be sure to include deliverables, which will help measure the success of your project.)

Timeline

(Insert your own text here. Important to any project is defining the various phases the project will go through and to assess the work/time/resources each phase will need. When will your project take place? How long will it take? Will it have different phases? Let us know when you think the different phases will occur)

PROJECT TEAM

Lead

(Insert your own text here. Tell us about yourself! Don't be shy, show us why you'd be a great person to lead this project!)

Team

(Insert your own text here. Who else can help you do some of the work? Perhaps a relative, friend, teacher, or someone else can assist you in doing some of the work! It's helpful to outline the specific skills each person contributes to the project and what their roles and key responsibilities will be)

Mentor

(Insert your own text here. Identify someone in your community that can get together with you when you need help. This is a person who will check in on things, support you when things get hard, and push you to do you best! Please provide their background information, phone number and email address. If you can't find a mentor, please let us know and we will help you find one!)

Partners

(Insert your own text here. It helps to list people, organizations, and businesses that could help your project by donating services, supplies or physical space for events or office work. Think of who could provide materials, services, or funding to add to your project. This is a great chance to brainstorm about who you could involve in your project and how – then ask them! Engaging the right people and organizations in your project means more people are invested in its success.)

PROJECT BUDGET

Costs

(Insert your own text here. How much do you think your project will cost in total? What are the main cost items? Do you think you will need to spend money on supplies, services or travel? Do you think you will need to rent space for an event? It is also helpful to identify the partner(s) that could cover some of the cost or provide items or services for free (in-kind contributions).

APPENDIX B – Template for Project Proposal

Name of Project:

Name of Applicant:

Applicant's Phone Number:

Applicant's Email Address:

Applicant's Community:

Applicant is an Alumnus from which SOI Expedition:

PROJECT TEAM

The Team

(Insert your own text here. Describe your core team of people working on this project. It's helpful to outline the specific skills each person contributes to the project and what their roles and key responsibilities will be.)

Mentor(s)

(Insert your own text here. Describe the person(s) you've confirmed to be a mentor(s) on your project. They can help guide your team, be the main go-to person(s) for advice/help/support, and help you stay on track with your work plan and timelines. You can have one person or a small group – whatever is best for the success of your project. Similar to the Team section above it's helpful to outline this person's background, how they are going to help/contribute their expertise/support, etc. Even a small bio would be great!)

Partnerships

(Insert your own text here. Describe the confirmed and potential partnerships that would help your project to be successful. Here you can outline groups, companies, organizations, governments that would be a natural fit to help make your project a success. It's helpful to know what they can contribute – it could be office space, printing services, funding, in-kind donations, materials, supplies, travel discounts, advice, community engagement, outreach, etc. This is a great chance to brainstorm about who you could involve in your project and how – then ask them! Engaging the right people and organizations in your project means more people are invested in its success.)

PROJECT PLAN

Summary

(Insert your own text here. Include a summary of the project, why it's important, and what makes it unique. This is where you can also demonstrate the need for the project and how this project will fill that need.)

Objectives

(Insert your own text here. List the objectives for your project. What do you hope to achieve? Be sure to include deliverables, which will help measure the success of the project.)

The following are examples of objectives:

1. Engage 200 youth, teachers, and public participants in...
2. Deliver 4 community events...
3. Provide the people benefiting from the project with training, resources, ideas...
 - a. Provide fresh ideas and knowledge about ...
 - b. Hands on experience in ...
 - c. An increased sense of responsibility for ...
 - d. A drive to take an active role in ...
 - e. An increased capacity to ...
 - f. A sense of support and mentorship ...
4. Create corporate, government, and community partnerships that will reflect the depth of support for (insert theme of your project; mental health, conservation, youth engagement, active living)
5. Create an ongoing and sustainable initiative that will...

Timeline

(Insert your own text here. Important to any project is defining the various phases the project will go through and to assess the work/time/resources each phase will need. The table below is an example of how to describe a project in terms of phases and a timeline when each phase will occur and be completed. Subsequently, you will break each phase down into a detailed project plan (please see next section). The table is just an example; make sure you define phases that are logical for your project and corresponding timelines that will work for your project and for you.

<i>Name of Project</i>														
PHASE	DESCRIPTION	2015-16 CALENDAR												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Planning and Development	x	x											
2	Consultations		x											
3	Confirmation of Partnerships		x	x										
4	Project Launch				x	x	x	x	x	x	x	x	x	
5	Implementation									x	x	x		
6	Project evaluation & gathering feedback									x	x	x		
7	Reporting			x			x		x				x	

Detailed Project Planning

Insert your own text here. This is where you outline the work that you and your team will have to do to complete the project. It's a crucial way to understand all the steps essential to the success of the project. You should try to list all the various tasks, steps, and priorities in the approximate order that they need to be completed. Here are some examples you might consider using, but be sure to tailor your plan to suit your project.

Phase 1: Planning and Development

- Step 1
 - Task 1
 - Task 2
 - Task 3
- Step 2
 - Task 1
 - Task 2

Phase 2: Consultations

- Step 1
 - Task 1
 - Task 2
 - Task 3

Phase 3: Confirmation of Partnerships

- Step 1
 - Task 1
 - Task 2
- Step 2
 - Task 1
 - Task 2

And so on for each phase of the project.

PROJECT BUDGET

(Insert your own text here. Your budget is a breakdown of the funding required and how the funding will be used. Detail is important here as well as reasonable accuracy in your estimates. It's best to be as realistic as possible. If helpful, the table below can be used as a general template, with the items in the table being examples of your project's cost items. Also, your particular project may need more/less detail than the table below currently has. PLEASE NOTE: In-kind means that instead of someone donating funding, they donate services/materials like printing services, office space, volunteered time, free travel, etc. Those 'free' items have a value and are important to include.)

SAMPLE TEXT TO USE:

"Planning, coordinating, and delivery of (name of project) is projected to cost \$X; of which \$Y is being provided by Students on Ice (through the Polar Inspiration Grant) and \$Z will be sourced through partnerships with community organizations and local government departments. In-kind support for this project is expected to total \$A."

PROJECT BUDGET					
Item	Cost	Funding Source			
		TSI Grant	Partner A	Partner B	In-Kind
Office, Phone, Fax	500	-	-	-	500
Project Promotion	1,000	1,000	-	-	-
Travel	3,000	2,000	500	500	-
Venues	750	500	-	50	200
Printing	1,500	1,000	500	-	-
Gifts	300	-	-	-	300
Meals	800	800	-	-	-
Materials	250	-	-	250	-
Supplies	400	400	-	-	-
PROJECT TOTAL	\$8,500	\$5,700	\$1,000	\$800	\$1,000

REPORTING

Your team will need to provide project updates at important times throughout your project. Please provide your suggested timeline for reporting, based on the key milestones in your project.