Appendix A
CIRO Restricted Fund Application Form

Name of organization:	
Address:	

City:		Province:		Postal code:	

Contact person:		Title:	
Telephone:		Website:	
Email:		Twitter/social media handles:	

Mandate of organization (1-2 sentences – supplementary information may be attached):

Organization type:

☐ Nonprofit	☐ University or college
Date of incorporation:	
☐ Other, please describe:	

Scope of request:

☐ Core organizational funding	☒ Core program funding:	
Request amount per year:	$	
Total organizational (or program) budget:	$	

Signature:		Title:	
Name:		Date:	

There is no page limit for your responses, but you should keep your application as concise as possible. As you make your way through the application, if you feel you have already addressed an issue in another question, please feel free to refer to your earlier response.

Requirements:

- Number the pages
- Use the headings provided in the application
- Include all the materials requested

A. Explain your programs, services, and/or initiatives

A1. Describe your organization's primary programs, services and/or initiatives, including outreach and dissemination activities. If you are requesting funding for one program only, also outline in detail the activities of this program.

A2. What unmet investor protection needs or gaps is your organization working to address?

A3. Describe, at a high level, how your organization, programs, and services respond to the unmet investor protection needs or gaps in the justice sector that you seek to address. In other words, why have you chosen to respond to the needs you are seeking to address with your current suite of programs, services, and/or initiatives?

B. Diversity, equity, and inclusion

B1. How does your work contribute to diversity, equity, and inclusion?

B2. Describe your efforts to promote diversity, equity, and inclusion within your organization. You may wish to address one or more of the following examples:

- Plans and policies
- Recruitment
- Training for board, staff, and/or volunteers
- Incorporating diversity, equity, and inclusion into program evaluation and monitoring
- Collaborations or partnerships with other organizations

C. How you will serve the investor community

C1. Please describe the geographic area and the population you serve.

C2. How will the population you serve benefit if your organization receives funding from CIRO?

C3. Does your organization's deliver services in:

- ☐ English
- ☐ French
- ☐ Other languages:

D. Context

D1. What is changing in your environment or context? Describe how current issues and trends will affect your work over the next three to five years. Attach any environmental scans or needs assessments that support the need for your organization's work in the area.

D2. What significant opportunities do the issues and trends outlined in D1 create for your organization?

D3. What significant challenges and risks will your organization face over the next three years? How do you plan to address them?

D4. What similar programming exists? How does the work of your organization differ from or complement the work of others? How will you avoid duplication?

D5. How do you work with other organizations to leverage resources and increase the impact of your work?

E. **Outline your goals, priorities, and plans for the next three to five years**

E1. Describe your organization's planning processes, including strategic and operational planning. Include copies of any current existing strategic or operational plans.

E2. Summarize your planned goals and activities for the next three to five years.

E3. What will funding from CIRO enable you to accomplish that you otherwise would not be able to?

E4. How will you share lessons learned, outcomes or tools from your work with other communities or groups?

F. Workplan and budget

F1. Attach a workplan for 2024 showing key activities, timelines, deliverables, targets, and/or milestones.

F2. Attach a budget for 2024 (calendar year) that includes the requested funding. Include all sources of funding and whether the funding is confirmed or pending. If applying for funding for a program, include a detailed program budget for 2024 as well.

G. Organizational information

G1. Describe your organization's experience and expertise, including the qualifications of the key individuals who carry out your programming. You may include bios and CVs of key personnel.

G2. Please describe how your program or organization is overseen and managed and indicate how many staff (full and part-time) and volunteers you have. Please include an organization chart.

G3. Include a copy of any internal or external evaluation (if you have one) of your organization or of a project/program run by your organization.

H. Financial details

H1. Describe the policies and processes you have in place to ensure financial accountability.

H2. Describe your organization's primary revenue streams and the strategies utilized to secure current and future revenue.

I. Governance

    I1. Attach a list of names and bios of your Board of Directors, including position on the Board. If you are applying from a university or college, only include the list of your Board if it is specific to your program.

    I2. Please indicate:

- Number of board meetings held/scheduled annually
- List and describe the mandate of any board committees and indicate how often each committee meets

J. Acknowledgement

I confirm that I understand that prior to funding, my organization will execute a detailed funding agreement and that, if my organization receives CIRO funding, we will comply with the terms of that agreement. Please type your initials here: