



Applicant Guide

RBC Future Launch Community Challenge





Introduction

The RBC Future Launch Community Challenge is a call to action for youth, aged 15 - 29, in over 150 small and mid-sized communities across Canada. In each participating community, youth and partner organizations will have an opportunity to apply for a grant to support a youth-led project that addresses one central question:

What is your boldest idea to respond to an urgent local need?

This Applicant Guide contains all the information that youth and partner organizations will need to apply to the RBC Future Launch Community Challenge. See the Addendum for a sample application form and a final 'Readiness Checklist' to make sure you're ready to apply.





Table of contents

WILL APPLICATIONS BE ACCEPTED IN MY COMMUNITY?	4
WHO CAN APPLY FOR A GRANT?	4
WHAT IS THE VALUE OF THE GRANTS?	4
WHAT PROJECTS ARE ELIGIBLE?	4
WHAT EXPENDITURES ARE ELIGIBLE?	6
WHEN CAN ELIGIBLE PROJECTS TAKE PLACE?	6
HOW WILL APPLICATIONS BE EVALUATED?	6
WHEN CAN WE APPLY?	7
WHEN WILL DECISIONS BE MADE?	7
HOW CAN WE LEARN MORE?	7
ADDENDUM - THE APPLICATION PROCESS	7
APPLICATION FORM	8
BUDGET AND FINANCIAL INFORMATION	11
UPLOAD A PHOTO	11
AUTHORIZATION	12
READINESS CHECKLIST	13
ABOUT RBC FUTURE LAUNCH	14



CAN PROJECTS IN MY COMMUNITY APPLY FOR FUNDING?

The RBC Future Launch Community Challenge is hosted by participating community foundations in over 150 small and mid-sized communities with fewer than 150,000 residents.

Visit communityfoundations.ca for a list of participating community foundations and eligible communities.

WHO CAN APPLY FOR A GRANT?

Youth and organizations are invited to team up to submit an application to the RBC Future Launch Community Challenge. All eligible applications will be submitted by a partnership between youth, aged 15 - 29, and a partner organization that is a qualified donee*.

Applications may be submitted by youth or by the partner organization. Each application will be required to demonstrate the role played by both youth and the partner organization. Each grant will be made to the partner organization, who would accept it on behalf of the partnership.

***A note on partner organizations (qualified donees)**

All partner organizations must be 'qualified donees', which is a specific category of registration with the Canada Revenue Agency. Qualified donees include registered charities, many municipalities and First Nations, and a range of other organizations. Check the [charities listing](#) and list of other [qualified donees](#) to identify potential local partners.

WHAT IS THE VALUE OF THE GRANTS?

Grants of up to \$15,000 are available through the RBC Future Launch Community Challenge.

Connect with your community foundation to learn more about the grants available in your community.

WHAT PROJECTS ARE ELIGIBLE?

The RBC Future Launch Community Challenge will consider funding requests from **youth-led projects** that respond to an **urgent local need** in a participating community.

When developing project ideas, applicants are encouraged to experiment with new ideas and to build relationships between community members.

Applicant Guide

What does 'youth-led' mean?

To be considered eligible, youth, aged 15-29, will lead the creation, design, and/or implementation of the project. As a guide, eligible projects will see the majority of the decisions and activities for each project (60%+) led by youth.

What is an 'urgent local need'?

Canadian communities are as diverse as young people themselves -- and community members have the best sense of what's needed locally. Projects may focus on a wide diversity of local priorities, which could include:

- The environment
- Food security
- Employment
- Learning
- Health
- Wellness
- Inclusion
- Belonging
- Reconciliation and restoration
- Other community priorities

Connect with your community foundation to learn more about local priorities in your community.

Ineligible projects

Please note that the following projects are ineligible for funding:

- Infrastructure or capital-only projects (ie. construction, a building, buying a vehicle);
- Major capital purchases (over \$2,000 per purchase);
- Ongoing programming or recurrent events (unless the proposed project is significantly different from regular programming);
- Advertising or promotional campaigns (exclusively);
- Travel-related events, including student trips or tours (exclusively);
- Events involving ticket-sales or fundraising;
- Awards or prizes;
- Projects that have already received funding from RBC or the RBC Foundation for the same activity*

**Organizations that have received funding from RBC and the RBC Foundation are eligible to apply, as long as the Challenge application is for activities that are distinct from previous funding.*

WHAT EXPENDITURES ARE ELIGIBLE?

Grants from the RBC Future Launch Community Challenge can be used to cover reasonable expenditures to carry out a project, for example:

- Equipment rental;
- Food, transportation, or other logistical costs;
- Purchase of materials necessary for the project (below \$2,000 per expense);
- Reasonable salaries, professional fees or other HR costs associated with project activities.

Please be aware that the following expenditures are ineligible:

- Expenditures made before the signing of the grant agreement (November 2019)
- Infrastructure or large capital expenses (above \$2,000 per expense)

WHEN CAN ELIGIBLE PROJECTS TAKE PLACE?

Projects funded by the RBC Future Launch Community Challenge may take place between November 2019 and August 2020.

HOW WILL APPLICATIONS BE EVALUATED?

Applications will be evaluated by local community foundations. Decisions will be made based on the extent that the proposed projects:

- Involve youth in the creation, design, and/or implementation of the initiative;
- Respond to a specific need or priority facing the local community;
- Are inclusive of diverse community members, as broadly defined;
- Involve collaboration between community members;
- Experiment with new or innovative ideas;
- Have the potential for a legacy or impact beyond the grant from the RBC Future Launch Community Challenge

Connect with your local community foundation to learn more about how the Challenge will be available in your community.

WHEN CAN WE APPLY?

Participating community foundations will accept applications from **May 22 to September 18, 2019.**

WHEN WILL DECISIONS BE MADE?

Grant announcements will be made at the beginning of **November, 2019.**

HOW CAN WE LEARN MORE?

Contact your local community foundation for more information about how the RBC Future Launch Community Challenge will be available in your community. The full list of participating community foundations is available at communityfoundations.ca.

Questions about Community Foundations of Canada and the national RBC Future Launch Community Challenge can be directed to the team at info.flcc@communityfoundations.ca.

The Application Process

All applications to the RBC Future Launch Community Challenge will be received through the online platform at flchallenge.defioa.io. Hard copies or email attachments will not be accepted.

Here are a useful few tips:

- We recommend that you use the sample application below to prepare your answers
- Once you are ready to apply, navigate to flchallenge.defioa.io
- Click the "register" button in the top right corner to create an account
- Begin completing answering the questions in each section
- You'll be able to save your answers as you go
- All questions must be complete before the application can be submitted.

We look forward to receiving your application by **September 18, 2019!**

Application Form

1. What is the name of your community foundation or regional fund?

Check the list of participating community foundations at communityfoundations.ca.

2. Lead applicant

Who should we contact with any questions about your project?

- Lead applicant name (first and last)
- Email address
- Phone number

3. Which of the following best describes the lead applicant?

- Youth leader
- Representative of a partner organization
- Other, please specify...

Youth Leader(s)

May be the same as the 'lead applicant'

4. How many Youth Leaders are involved in the submission of this application?

Select: 1 - 5

For each Youth Leader:

- Name (first and last)
- Age at time of application

Partner Organization (Qualified Donee)

5. Organization Name

6. Street Address

7. City / Town

8. Province/Territory

9. Postal Code

10. Organization website

11. Charitable number or other qualified donee status

Registered municipal governments or First Nations indicate 'municipality' or 'First Nation'.

12. Is the partner organization active on social media?

- Yes No

If Yes, please give the URL:

- Facebook
- Instagram
- Twitter

13. Briefly describe the mission and main activities of the partner organization.

14. Will this project involve a collaboration with other community organizations, businesses, local government, or others?

- Yes No

If yes - please name the collaborating organizations and briefly explain their roles with the project.

Project Information

15. What's the name of your project?

16. Summarize your project in one sentence.

17. Describe your project and its impact. (250 words max)

What is your project? What are its goals? Who will be involved?

18. How does this project respond to an urgent local need? (250 words max)

Share a bit about your community and why this project matters.

19. How will this project be youth-led?

What role have youth (aged 15-29) played in the creation of this project idea? If funded, what roles would youth play in its design and implementation?

20. What experience or skills do the applicants have that will help this project succeed?

21. Briefly share any long-term plans for your project.

Will it leave a legacy in the community? Do you have any plans for the project beyond this funding?

22. This project will be led by community members that self-identify as:

- | | |
|--|---|
| <input type="checkbox"/> Youth (aged 15 - 29) | <input type="checkbox"/> Francophones outside of Quebec |
| <input type="checkbox"/> Indigenous people | <input type="checkbox"/> Anglophones within Quebec |
| <input type="checkbox"/> People of colour | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> People living with a disability | <input type="checkbox"/> Prefer not to respond |

23. This project will primarily benefit community members that self-identify as:

- | | |
|--|---|
| <input type="checkbox"/> Youth (aged 15 - 29) | <input type="checkbox"/> Francophones outside of Quebec |
| <input type="checkbox"/> Indigenous people | <input type="checkbox"/> Anglophones within Quebec |
| <input type="checkbox"/> People of colour | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> People living with a disability | <input type="checkbox"/> Prefer not to respond |

24. Will your project work to address any of the following areas? (select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Poverty and income inequality | <input type="checkbox"/> Reconciliation and restoration |
| <input type="checkbox"/> Hunger and food security | <input type="checkbox"/> The environment - climate change |
| <input type="checkbox"/> Health and well-being | <input type="checkbox"/> The environment - ecosystems on land or under water |
| <input type="checkbox"/> Education and learning | <input type="checkbox"/> Justice, political institutions, democracy |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Art and culture |
| <input type="checkbox"/> Employment opportunities | <input type="checkbox"/> Community resilience - public spaces, greenery, safety |
| <input type="checkbox"/> Innovation, technology, or research | <input type="checkbox"/> Other, please specify... |
| <input type="checkbox"/> Social and economic inclusion, anti-racism | |

25. Will your project do any of the following (check all that apply):

- Involve community members who have never worked together before
- Involve community members who do not regularly work together
- Give participating youth the opportunity to learn specific new skills
- Offer payment or honoraria to youth (aged 15-29) who work on the project
- Pilot or experiment with new ideas

26. How many community members do you expect to engage with your project? ____

27. Of those community members, how many will be youth (aged 15-29)? ____

28. If your project will involve volunteers, how many do you expect to include? ____

29. When will the project take place?

Projects must take place between November 15, 2019 and August 1, 2020

Start Date: / / (YYYY/MM/DD)

End Date: / / (YYYY/MM/DD)

30. Where will the project take place?

- Venue name or street address
- City / Town
- Province / Territory

Grant Request

31. Grant amount requested

Check with your community foundation to confirm the grant amounts available in your community.

Grant amount: \$ _____

32. Will your project continue if you are awarded a smaller grant?

Yes No

Budget and Financial Information

Project Budget

Please ensure that your budget accounts for the full amount of the grant that you have requested.

<<Upload Project Budget>>

Other Financial Contributions

Other funding

Does your project expect any funding from other sources?

Yes No

If yes, please share the amount expected.

- Private business: \$ _____
- Municipal government: \$ _____
- Provincial or territorial government: \$ _____
- Foundation or other charity: \$ _____
- Other: \$ _____

Upload a Photo

Please upload a photo of the Youth Leaders involved in your application - selfies are fine!

If you'd prefer not comfortable getting in front of the lens, snap a photo of something in the community that reflects the local need that your project will address.

Before taking the photo, confirm with all involved that they consent to the image being used by Community Foundations of Canada, participating community foundations and Royal Bank of Canada. Only those photos associated with successful applications may be used.

<<Photo upload>>

- The individuals in this photo have consented to it being used by Community Foundations of Canada, participating community foundations and Royal Bank of Canada.
- There are individuals in this photo below the age of majority (18 or younger).

Authorization

All applications to the RBC Future Launch Community Challenge must be submitted by a partnership between at least one youth leader (aged 15 - 29) and a partner organization (qualified donee).

Authorization: Partner Organization

By completing this section, the applicant confirms that the Partner Organization is a qualified donee and is supportive of this project application.

Organization name:

Representative's name:

Representative's role with the organization:

Email address:

Phone number:

Authorization: Youth Leader

By completing this section, the applicant confirms that the following youth leader is supportive of this application and will play an active role in the project creation, design, and/or implementation.

Youth Leader's name:

Age at time of application (15 - 29):

Email address:

Phone number:

- In checking this box, we declare our interest in submitting this application for consideration under the RBC Future Launch Community Challenge. We confirm that the information provided in this application is accurate, and that it may be shared with Community Foundations of Canada, participating community foundations, and Royal Bank of Canada.



Readiness checklist

So you think you're ready? Check all the boxes before beginning to prepare an application:

- I am a youth (aged 15 to 29) that has identified a partner organization (qualified donee) OR
- I represent a partner organization that is working with youth
- We have confirmed that our community foundation is participating, and that our project is taking place in a participating community
- We have read the Applicant Guide and have an eligible project
- We have connected with our community foundation to learn about any local details
- We are prepared to submit an online application between **May 22 and September 18, 2019**

Once you have checked all those boxes, we'll look forward to receiving your application!

About RBC Future Launch

The RBC Future Launch Community Challenge is made possible thanks to a \$5 million donation from the RBC Foundation.

It is part of RBC Future Launch, a commitment by RBC and the RBC Foundation to empower Canadian youth for the jobs of tomorrow. Over the next 10 years, RBC Future Launch is dedicating \$500 million to help young people access meaningful employment through practical work experience, skills development opportunities, networking solutions and mental well-being supports and services.

