

# MentorAbility Activity Fund Application Form



Please note: This form can be completed by a MentorAbility Community Partner or MentorAbility Hub Coordinator.

## About

A MentorAbility Hub Activity Fund has been created to further support project partners in strengthening their MentorAbility outcomes. This Activity Fund is available to Hub organizations and their Community Partners to undertake activities that may be beyond the scope of the standard Hub budget and that will secure increased project outcomes.

## Eligible Activities

Activities that are eligible for funding have the following outcomes:

- Strengthen and increase commitment of the Hub's existing employer or service provider partner network.
- Increase 1:1 MentorAbility mentoring matches in the Hub's province or territory.
- Strengthen the disability awareness and/or commitment of employers to inclusion and to be further engaged in MentorAbility.
- Increase the sustainability of the MentorAbility initiative in the Hub (or nationally).
- Allow the Hub to reach new communities, including rural communities, minority language (EN/FR) communities, and equity deserving groups.
- Better understand the current labour workforce challenges for persons experiencing disability, including remote work, hybrid work, and in-person work models.

## Application Submission

This fund is available to both MentorAbility Hubs and their Community Partners.

**Once this application form is completed, it will be submitted to the MentorAbility Hub Coordinator in your province or territory. The MentorAbility Hub Coordinator will submit the completed form to CASE for final review and approval.**

## Who can apply?

- A Community Partner organization can request funding for an activity they will undertake alone.
- A Community Partner organization and a MentorAbility Hub can collaborate on an activity together.
- A MentorAbility Hub can submit an application for their own activity.

All activities must follow the 9 Guiding Principles of Supported Employment, which can be found at the following link: <https://supportedemployment.ca/about/guiding-principles/>

If a Community Partner organization is applying for funding, they must meet all the following eligibility requirements:

- Have completed the MentorAbility Partner Sign-up Form.
- Be a not-for-profit organization.
- Demonstrate a commitment to the MentorAbility project and its outcomes. For example, the organization might have:
  - ▶ Facilitated at least one MentorAbility mentorship match.
  - ▶ Hosted MentorAbility events.
  - ▶ Promoted MentorAbility through their network and social network.

## MentorAbility Hub Activity Fund Process

### Steps for Applying:

1. Fill out the application form (editable PDF document):
  - a. Section 1: Contact Information
  - b. Section 2: General Activity Details
  - c. Section 3: Budget
2. The **Hub Organization** will submit the application to CASE using the "MentorAbility Activity Fund Submission Form."
3. The MentorAbility National Hub Coordinator will contact you about your application. Please see "Schedule for Application Review" below for details.

## Schedule for Application Review

- The review process for applications will start on the 1<sup>st</sup> day of every month.\*
- The MentorAbility Hub and/or the MentorAbility Activity Fund Review Panel will review the applications.
- The MentorAbility National Hub Coordinator will contact you by the end of the month with any questions or clarifications regarding your application.

\* **Note:** Please submit your application **before the 1<sup>st</sup> day of the month for it to be reviewed that month.** Example:

- If you submit an application before the 1<sup>st</sup> of June, it will be reviewed in June and you will receive communication by the end of June regarding whether your activity is approved.
- If you submit an application on or after the 1<sup>st</sup> of June, it will be reviewed in July and you will receive communication by the end of July regarding whether your activity is approved.



## Section 1: Contact Information

### 1.1 Who is submitting this application?

I am a **MentorAbility Community Partner** submitting an Activity Fund Application for an **activity organized and managed solely by us (the MentorAbility Community Partner)**.

I am a **MentorAbility Hub Coordinator** submitting an Activity Fund Application for an activity being **organized and managed by both my Hub and a MentorAbility Community Partner**.

I am a **MentorAbility Hub Coordinator** submitting an Activity Fund Application for an **activity organized and managed solely by my MentorAbility Hub**.

Other (Please describe)

### 1.2 Which MentorAbility Hub are you part of?

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland and Labrador

Northwest Territories

Nunavut

Nova Scotia

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

### 1.3 First and Last Name of the MentorAbility Hub Coordinator

### 1.4 Name of the Community Partner Organization involved in this activity (if applicable)

### 1.5 First and Last Name of Community Partner contact (if applicable)

### 1.6 Community Partner phone number (if applicable)

## Section 2: Activity Details

**2.1 What is the name/title of the activity?**

**2.2 Proposed start date:**

**2.3 Proposed end date:**

**2.4 Describe the intended audience of the activity.**

For example: Employers, Job Seekers, Supported Employment Service Providers, Students, Newcomers, etc. Add relevant details about your audience to explain why this activity could have an impact on them. Note: 250 words maximum.

## 2.5 This activity will occur:

In-person

Virtually

Hybrid (both in-person and virtually)

## 2.6 Activity Description

Please describe the purpose of this activity, how this activity contributes to specific MentorAbility project outcomes and outputs, and any other relevant information. (Please refer to section above “Eligible Activities” for a list of project outcomes.) Describe any accessibility considerations that will be included in this activity. Note: 500 words maximum.

## 2.6 Activity Description (continued)



### Section 3: Budget for this activity

### 3.1 Budget for requested funding

Please only indicate the funding requested to support this activity. If your activity uses additional funding from other sources (for example, Hub budget, organizational budgets), please let us know by answering the question below.

In addition to the funding requested below, this activity will be using other funding sources.

Yes

No

Description

Cost (including taxes)

TOTAL COSTS (Total Requested Funding)
TOTAL GST/HST ONLY


**NOTES:**

- If the activity is approved, the MentorAbility Activity Fund will reimburse, with supporting documentation, the eligible costs up to the requested amount. Any overspending would need to be covered by the Community Partner or MentorAbility Hub budgets. Please confirm the eligibility of expenses with your MentorAbility Hub Coordinator.
- If the activity is approved, a payment schedule will be confirmed with the successful applicant that includes an initial payment of 50% and a final payment of 50%.

**3.2 Payment for this activity should be paid to:**

Community Partner Organization

MentorAbility Hub

Both the Community Partner and MentorAbility Hub. Please provide more details to inform us of requirement.



## Section 4: FOR CASE USE ONLY

### 4.1 The proposed activity

Is achievable in the timeframes and budget proposed.

Will support one or more of the following project outcomes (select all that apply):

Increase 1:1 MentorAbility mentoring matches in the Hub's province or territory.

Strengthen the disability awareness and/or commitment of employers to inclusion and to be further engaged in MentorAbility.

Increase the sustainability of the MentorAbility initiative in the Hub (or nationally).

Allow the Hub to reach new communities, including rural communities, minority language (EN/FR) communities, and equity deserving groups.

Better understand the current labour workforce challenges for persons experiencing disability, including remote work, hybrid work, and in-person work models.

Other:

Budget requested is reasonable and meets project eligibility criteria.

If a Community Partner is involved and is receiving funding, they are a confirmed, legitimate project partner.

### 4.2 Activity fund review panel decision

Approved with no change

Approved with amendments

Not approved

Insufficient information to make decision

Information to be shared with applicant (250 words max).

**4.2 Activity fund review panel decision** (continued)

Information to be shared with applicant (250 words max).

**4.3 Activity fund review panel decisions**

Name	Initial	Date	Comment(s)

**4.4 Payment details**

Direct Deposit Information Received

**4.5 Payment schedule**

Initial Payment (50%)	
Final Payment (50%)	