Presenters Capacity Building Funding Program (PCBP)

PROGRAM GUIDELINES

Deadline

September 27, 2019

Program Objectives

- Promote the sharing of expertise within networks
- Provide support to presenting organizations for targeted capacity building projects
- Contribute to the professionalization of presenters
- Help presenting organizations achieve their goals more effectively, particularly in terms of audience development.
- Assist in managing contextual changes (e.g. demographic, technological, financial)
- Encourage the exploration of various organizational structures and the implementation of new management practices.

Program Description

The program gives presenting organizations access to resource persons who can build capacity. It is divided into three components:

1. **Organizational consultation** – Organizations can apply for funds to hire consultants or specialists to assist them in capacity building research and planning activities. This may take the form of coaching.

2. **Mentoring** – Organizations can apply for funds to enrol their managers in a mentorship of at least one week with a presenting organization manager. The mentorship is to be conducted within the mentor’s organization.
3. **Professional development** – Organizations can submit an application to attend professional development workshops or seminars directly related to the organization’s specific capacity building needs. This is primarily intended for senior officials of presenting organizations.

Priority will be given to projects that can demonstrate their impact on the community and audiences.

**Eligibility of Organizations**

In order to be eligible, your presenting organization must be a member of RIDEAU or CAPACOA.

*Organizations that received financial assistance under the 2018-2019 Presenters Capacity Building Program are not eligible.*

**Criteria Specific to Each Component**

**Component I**

Joint applications from several presenting organizations or professionals are eligible.

**Component II**

Eligibility for assistance requires that trainees meet the following additional criteria:

- Be Canadian citizens or permanent residents of Canada
- Be performing management duties within an eligible organization at the time of the application.

**Component III**

Organizations may apply under this component for assistance to enable their representatives to attend professional development workshops or seminars in Canada or abroad.

Regular college and university courses (all levels), workshops held at association annual general meetings, or at other events or festivals are not eligible.

**Project Eligibility**

**Eligible Projects**

**Components I and II**

You may apply for assistance for research, planning or professional development activities, or for a mentorship, relating to one of the following fields:
Diagnosis, strategic planning  Marketing
Administration, management  Audience development
Governance  Cultural mediation
Show presentation  Leadership
Crisis management  New management practices
Human resources  Social networks
Communications

Planning activities are eligible, but not their implementation.

Component III

Organizations can submit an application under this component for representatives to attend professional development workshops or seminars in Canada or abroad.

College and university courses at all levels, workshops at annual general meetings of associations, or at events and festivals, are not eligible.

Restrictions

- **Number of applications that can be submitted for each competition.**
  
  Each presenting organization can submit only one application.

- **Foreign consultants or specialists, or mentorships abroad.**
  
  If your organization would like to recruit a foreign consultant or specialist, or take a mentorship outside the country, you must be able to demonstrate in the application that there is no expertise of this kind in Canada.

- **Conflict of Interest**
  
  If the organization intends to hire a former member of its staff or board of directors as a consultant or specialist, only those who left the organization at least 12 months ago are eligible to do so.

Grant Amounts

Funds Available

The maximum grant amounts under each component are as follows:

Component I

Consultant's fees and travel expenses: $10,000
Joint application: Consultant's fees and travel expenses: $15,000
Component II
$3,500

Component III
$2,500

The grant awarded may be less than the total amount initially applied for by the organization.

Eligible Expenses

Component I

The program covers professional fees for consultants or specialists while they are working on research, planning and report writing off the client’s premises (including project analysis time), and to attend client meetings and activities. When negotiating fees, ask the consultants or specialists how much time they will be billing for activities both on and off your work premises, because you need to provide a breakdown in the application form.

The program provides for a maximum of $8,000 for consultant or specialist fees, and $2,000 for travel and accommodation and per diems. You may hire more than one consultant or specialist for your project, but their combined fees must not exceed $8,000.

Component II

Generally speaking, the program covers a maximum of $500 per week for trainee wages and fees of $200 per week (up to a maximum of $1,000) for the mentor. Other eligible expenses include travel and accommodation, and per diems.

If you are applying for funds to cover wages, consult part C of the application form for information about the support documentation you must submit.

Component III

The program covers registration fees for workshops and seminars, and where applicable, travel and accommodation expenses and per diems.

Ineligible Expenses

- Funds provided may not be used to cover expenses committed prior to submission of the application.
- Expenses for meetings and administrative costs are not eligible.
Assessment of Applications

Assessment Process

Eligible applications will be assessed by a peer assessment committee of performing arts presenting professionals. The composition of the committee will reflect Canada’s two official languages and regional diversity.

Assessment committee members will review all eligible applications for this national competition on their merit and appropriateness, with due regard to funds available.

The committee will base its decisions on the following assessment criteria:

Component I

- Clarity and appropriateness of the organization’s analysis of its capacity building requirements, objectives and desired outcomes
- Ability of the consultant or specialist selected to assist the organization
- Quality of the work plan
- Potential for meeting the targeted objectives and the expected outcomes, and expected impact on the organization.

Component II

- Clarity and appropriateness of mentorship goals
- Suitability of mentor selected
- Quality of work plan for the mentorship period
- Expected impact of training received by the trainee on the trainee’s organization.

Component III

- Clarity and appropriateness of the organization’s analysis of its capacity building requirements
- Appropriateness of workshop or seminar chosen to address the capacity building requirements identified by the organization
- Expected impact on the organization of the professional development activity engaged in by its representative(s).

Program Timeline

The program will run from September 2019 to June 2020.

The call for proposals will be June 12, 2019 and the deadline September 27 2019.
Announcement of the projects selected will be November 2019.

The realisation of the projects will be from November 2019 to May 2020.

The final reports will be due in July 2020.

**Reporting**

When the project activities have been completed, the organization must submit a final report detailing the actual expenses for the project that received funding, together with a qualitative analysis of the extent to which objectives have been met.

CAPACOA will email an acknowledgement of receipt within two weeks of receiving your application.

You will be advised of the outcome of the competition by email within two months of the deadline. No results will be provided by telephone.

If your organization changes the consultant, specialist or mentor, cannot use the grant at the expected time, decides not to carry through with the project as planned, or does not accept the conditions of the grant, immediately inform Mélanie Bureau in writing. Approval is required before making any changes in terms of the consultant, specialist or mentor, or any significant changes to the work plan or budget. If the changes you would like to make have not been approved, you may have to reimburse your grant.

Incomplete applications or applications received after the deadline will not be accepted.

**Contact Information**

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