

Uploads Checklist for the Capacity Building Grant

Please use this checklist as a reference to uploading additional documentation in the uploads task. We highly recommend re-naming all files as per the titles here, before uploading.

- Assessment report (a deliverable from Assessment Grant)
- Capacity building plan (a deliverable from Assessment Grant)
- Capability sheet (a deliverable from Assessment Grant)
- Budget with timeline and activities for proposed use of the grant funds
- Quote from service provider
You will be required to select the service provider you would like to work with in the application. Please make sure the quote contains at a minimum the number of hours estimated to complete the work and the estimated length of time in which the work will be done.
- Documentation supporting transparent and responsible operations
- Business Plan (optional)
Please upload a business plan the social enterprise has one.
- Organizational chart (optional)
Please upload any chart concerning the structure of the social enterprise.
- Marketing plan (optional)
- Pitch deck (optional)
- Supplementary documentation (optional)
Please make use of the following space to describe what additional documentation you will be uploading in the upload tasks. Please include document file names.

[Comment Box](#)

PIRF Capacity Building grant application

Part 1 is the assessment application automatically pre-filled (background info form)

Note to applicant: PLEASE UPDATE any information in Part 1 from the Assessment Application.

Part 2 application:

Instructions: When answering open-ended questions in this application, please do not repeat information you have stated in a previous question or which is contained in a document you will upload. Instead, make reference to the question or document in which you have already provided the information. We would appreciate your feedback at the end of the application on how we might streamline the application process.

General information:

1. What is the name of the social enterprise?
2. Is this a collaboration with multiple partners? **Yes/No**
If yes - Please name the collaboration, list the partners and their roles and describe:
3. Have you applied to this grant before? **Yes/ No (required)**
If yes and you were not successful, what has changed?

Tell us about your social enterprise:

4. If you are a for-profit social enterprise, please explain how you demonstrate stakeholder value as well as shareholder value. **(max character count 1000)**
5. Please either describe the social enterprise's governance structure or upload an organizational chart in the upload task section. **(required) (max character count 600)**
6. Who are the key personnel in the social enterprise and in what capacity? Please include employees, owners, board members, volunteers, partners, other strategic partners etc. **(required) (max character count 1000)**
7. Is the Board Chair or Executive Director/CEO of the social enterprise supportive of pursuing future contracts and/or investment? **Yes/No (required)**

Business Review:

8. If the social enterprise has a business plan, please ensure that you upload it in the upload documents task of the application.

Please answer questions #9 to #13 only if this information is not already provided in your business plan and/or if you would like to provide supplemental information:

9. What is the projected growth of the social enterprise? Explain in terms of A) economic growth, B) social, cultural, environmental and/or sustainable economic impact, and C) expected reach. (max character count 4000)
10. How does the enterprise intend to meet this growth? (max character count 1500)
11. What are the social enterprise's plans to achieve long term sustainability for the enterprise? (max character count 1500)
12. Describe the enterprise's target market (target customer, market size). (max character count 1500)
13. Who are the enterprise's top competitors? (max character count 1500)

Financial information:

14. Please ensure that you upload the social enterprise's financial information in the upload documents task of the application. Upload (required)
15. What is the value of the assets owned by the enterprise? Briefly describe. (required) (max character count 1000)

Support requested:

16. Has the social enterprise ever identified a procurement or investment opportunity in the past which, had the social enterprise had the capacity, the social enterprise would have bid on or sought out? Yes/No (required)
If yes -- What prevented the social enterprise from doing so? (max character count 2000)
17. For what type of support is the social enterprise seeking a grant? (select one) (required)
Investment
Procurement
Both
18. Based on the capacity development plan resulting from the assessment, what support is the social enterprise requesting in order to become investment or procurement ready? (required) (max character count 4000)
19. How will this capacity building make the social enterprise investment and procurement ready? (if not already described above) (max character count 3000)
20. What new skills and capacity will be gained by the social enterprise through the Capacity Building process? (if not already described above) (max character count 2000)
21. How will this contribute to long-term sustainability of the social enterprise? (required) (max character count 3000)

Social enterprise contribution:

22. Will the social enterprise be able to cover some costs associated with hiring a service provider? This is a requirement of the grant. Yes/No (required)
Specify if cash or in-kind.

If yes - How much will the social enterprise be contributing (monetary value of in-kind, and/or cash contribution)? State value and brief description if in-kind. (max character count of 1500)

23. In addition to the costs mentioned above, what (if any) other time and resources will the social enterprise contribute to the capacity building process? (Including in-kind) Please describe and provide a monetary value. (max character count 2000)
24. Which service provider would the social enterprise like to work with? Please provide a rationale for this decision. A list of current pre-approved service providers can be found here - [link](#). (required)
25. Do you have any feedback on this application process?

I certify that the information contained in this application and the accompanying documents is true, accurate and complete.

Signature of the Executive Director, CEO or Board Chair authorizing this application. (please use your mouse, or if you have a touch screen, your finger or stylus pen, to sign below)

Sign in signature field to proceed.