

**MEDAVIE FOUNDATION**

# Partnership Guide

## & Frequently Asked Questions



**MEDAVIE**

Thank you for your interest in partnering with the Medavie Foundation. Please review the following guide and frequently asked questions to help you navigate the partnership process.

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**PROCESS OVERVIEW**

Organizations wishing to partner with the Medavie Foundation must first submit a request using the Request Form. Following the submission, our team will determine fit with our funding criteria and contact you if additional information is required. Often the Medavie Foundation will meet with requesters prior to approval. It can take up to 2 months to establish partnerships.

Note: The Medavie Foundation does not consider requests to fund individual pursuits, religious organizations or organizations providing religious instruction, improvements to personal property or provincially funded schools, summer camps or short-term programming.

**PREPARING TO SUBMIT A REQUEST FOR FUNDING**

Currently, partially completed Request Forms cannot be saved prior to submission. Although we are working to make improvements, **a sample request form is provided on page 5** to help you gather the information and documentation required to complete and submit the form.

## EVALUATING IMPACT USING RESULTS BASED ACCOUNTABILITY™ (RBA)

The Medavie Foundation has adapted the Results Based Accountability™ (RBA) framework to help us improve the wellbeing of those living in Canada. RBA is a simple, common-sense framework, which communities and organizations can use to focus on results/outcomes to make a positive change. RBA helps us stay focused on what we want to achieve together and allows us to see how your work is contributing to wellbeing through meaningful reporting. It establishes a mutual understanding of the outcomes we are both working towards by insisting we answer the question “how are our communities better off?” because of our effort. A sample RBA is provided on page 4.

## ACCESSIBILITY ASSISTANCE

Medavie Foundation aims to assist individuals of all abilities complete the requirements for funding. For assistance, email us at [communitygiving@medavie.ca](mailto:communitygiving@medavie.ca).

## FREQUENTLY ASKED QUESTIONS (FAQ)

### *How can we request funding?*

Select the funding focus area that matches how your organization or initiative is helping the community. Read the funding criteria and then follow the link to make a request. Note that the request intake may close periodically to manage demand.

### *Can we still make a request if we don't meet the partner or focus area criteria?*

While there are many worthwhile causes and organizations, Medavie Foundation focuses on a few of the most pressing physical and mental health challenges facing Canadians. We are unable to consider requests that fall outside of our funding criteria.

### *Our initiative is a fit for more than one of our funding focus areas. Which one should we apply to?*

Given that our criteria include tracking community impact, it would be best to apply within the funding focus area that best aligns with your organizational mission and primary outcome measures.

### *We don't currently use the RBA Framework. How should we complete that area of the form?*

RBA benefits partners by encouraging them to share their ideas about what works to make their unique contributions towards wellbeing. Please provide any indicators you already measure or are planning to measure. If some metrics are not relevant to your initiative, you do not need to complete all areas.

### *Do we have to be a registered charity?*

Requesters must be a non-profit organization, and if not a registered charity, additional information may be required during the assessment process.

### *How much funding can we request?*

The amount of funding granted by the Medavie Foundation varies depending on the need and use of funds, as well as scope and impact. The amount of potential funding is discussed after fit with funding criteria is confirmed.

### *How can we schedule a meeting?*

Foundation staff will contact you for a meeting to learn more about your request once we have received a Request Form and confirmed all funding criteria is met.

### When will we hear back after we submit a request?

You will hear back usually 4-5 weeks after submitting a request.

### If we meet all the criteria, will we be funded?

We seek to balance our funding across the focus areas, as well as communities across the regions. Initiatives that seem to fit with the criteria may not be funded.

### We have other questions; how can we contact someone?

If you have a question not answered above, email us at [communitygiving@medavie.ca](mailto:communitygiving@medavie.ca).

## SAMPLE: RESULTS BASED ACCOUNTABILITY™ (RBA)

Here is an example of using RBA with the Medavie Foundation funding focus areas:

Impact Area	Key Performance Measures		
	How many? (Quantity of effort)	How well? (Quality of effort)	Is anyone better off? (Effect of Quantity and Quality)
Common measures that can be used for all focus areas	<b>Example Measure/s:</b> <ul style="list-style-type: none"> <li># of activities</li> <li>frequency of activity</li> <li>contribute to capital</li> </ul>	<b>Example Measure/s:</b> <ul style="list-style-type: none"> <li>Community feedback and testimonials</li> <li>% quality measures (e.g., client staff ratio, % clients seen in their own language, % activities completed on time)</li> <li># validated tools/frameworks in use</li> </ul>	<b>Example Measure/s:</b> <ul style="list-style-type: none"> <li>Community feedback and testimonials</li> <li># point to point improvement</li> <li>% skills/knowledge change</li> <li>% circumstance change</li> </ul>
	<b>Example complementary narrative:</b>	<b>Example complementary narrative:</b>	<b>Example complementary narrative:</b>
	Describe the nature of any activities you are doing	Describe the extent to which best- and evidence-based practices were used	Describe the outcomes achieved: e.g., how wellbeing is increased or how supportive environments are meeting the needs of the populations that they are designed for
Healthy Living	# people participating weekly	% participants report they are satisfied or very satisfied with programming	<ul style="list-style-type: none"> <li>% increase in fruit and vegetable consumption</li> <li>% increase in weekly minutes of physical activity</li> <li># new programs created</li> </ul>
Mental Health (Youth Mental Health & First Responders Post-Traumatic Stress)	<ul style="list-style-type: none"> <li># of assessments completed at baseline, 6 months, and discharge</li> <li># family therapy sessions conducted</li> </ul>	<ul style="list-style-type: none"> <li>% participants who complete treatment</li> <li>% of families connected to resources and services in the community to address their identified needs</li> </ul>	<ul style="list-style-type: none"> <li>Percent of participants who meet treatment goals</li> <li>Percent of participants who demonstrate increased functioning</li> </ul>

**SAMPLE ONLY. REQUESTS MUST BE SUBMITTED USING THE [ONLINE FORM](#).**

## **SAMPLE: FUNDING REQUEST FORM**

\* Required Response

We aim to minimize the burden on requesters and would like to understand the amount of time our process is taking. At the end of this form, we will ask you to estimate how much time it took you to complete this funding request, including preparation and documentation.

<b>REQUESTER INFORMATION</b>	
1. Organization name*:	2. Charitable registration number (if applicable):
3. Contact name*:	
4. Contact title*:	
5. Contact email*:	6. Organization Website*:
7. If your organization uses social media, please provide a list of IDs, separated by commas (e.g., Twitter @ Medavie, Facebook Medavie).	
8. On average, how many people benefit from the support or services provided by your organization annually? (The response must be a whole number.)*	
9. How are community perspectives included in the design and delivery of support and services within your organization?*	
<input type="radio"/> Staff are community members	
<input type="radio"/> Community advisory group/committee	
<input type="radio"/> Feedback collection	
<input type="radio"/> Other, please explain:	
10. How does your organization work towards health equity? (Less than 100 words)*	

## ABOUT THE REQUESTED FUNDING

11. For reference purposes, provide a name for the initiative you are seeking to fund.\*
12. What province will the initiative take place in? If you operate in multiple provinces, please list them, separated by a comma.\*
13. Please select the most accurate description of the use of the requested funds\*:
- Funding for a specific program or initiative (Selecting this option will take you to question 14.)
  - Enhancing the organization's overall capacity (Selecting this option will take you to question 15.)
14. Please select the most accurate description of how the requested funding will be used for the program or initiative.
- Continuity of ongoing program or initiative
  - Enhance existing program or initiative
  - Start a new program or initiative
  - Other:
15. Please select the most accurate description of how the requested funding will be used for enhancing the organization's overall capacity.
- Advance research
  - Improve service quality
  - Raise awareness
  - Process, performance, and evaluation
  - Strengthen teams
  - Other:
16. What is the target age demographic for this initiative? Choose the option that includes the majority of program participants.\*
- Children (0-11)
  - Youth (12-25)
  - Adults (26-55)
  - Older adults (56+)
  - All ages
17. How many people do you anticipate will benefit directly from this initiative? (The response must be a number.)\*
18. Can you tell us a little bit about the goal of this initiative? (100 words)\*

## UNDERSTANDING INTENDED IMPACT

Questions 19, 20, and 21 use Results-based Accountability (RBA) to help us understand your initiative at a deeper level. Please provide any indicators you already measure or are planning to measure. If some metrics are not relevant to your initiative, you do not need to complete all areas. For more information about RBA, please refer to the Partnership Guide and Frequently Asked Questions document found here: [medavie.ca/en/community-impact](https://medavie.ca/en/community-impact).

19. How much will you do? For example: The number of activities, frequency of activity, contribution to capital. (200 words)\*

20. How will you know that you are doing it well? For example: Community feedback and testimonials, common measures (e.g., client staff ratio, percentage of clients seen in their own language), number of standard practices. (200 words)\*

21. How will you know if anyone is better off? For example: Community feedback and testimonials, number of point-to-point improvements, percentage of skills/knowledge change, percentage of circumstance change? (200 words)\*

## BUDGET INFORMATION

Include budget information for the initiative you are seeking to have funded. Please use whole numbers.

22. Do you have any other funding or sources of funding secured for this initiative? If not, please respond with "No." If "yes," please indicate the amounts and the funders (not including past funding from the Medavie Foundation).\*

23. Estimated total of the initiative's staffing expenses (e.g., estimated salaries, mandatory employment-related costs and employee benefits for staff or contract positions). You will be asked to respond with a number.

24. Estimated total of the initiative's non-staffing expenses (e.g., supplies, evaluation, travel). You will be asked to respond with a number.

25. If requesting unrestricted funding, please enter to organization's total operating and administrative expenses. Otherwise, leave blank. You will be asked to respond with a number.

26. What is the total cost of the initiative? Please respond by stating a number.\*

## CONFIRMATION

27. By submitting this request, I confirm that:

- » All information contained herein is true and accurate to the best of my knowledge.
  - » I consent to receiving email notifications regarding this request and any subsequent contact from Medavie and/or the Medavie Foundation that relate to this request, or any future requests. \*
- I confirm

28. Approximately how much time did it take you to complete this request form (including preparation, compiling documentation, writing)?