

Innovation Fellowship Program Guidelines 2012

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Metcalf Foundation

The George Cedric Metcalf Charitable Foundation's goal is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society.

WE FOCUS OUR EFFORTS ON THREE AREAS:

- sustaining the vibrancy of the professional performing arts,
- harnessing the benefits of living within the Earth's environmental limits, and
- improving low-income peoples' economic livelihoods and access to quality jobs.

Our work is grounded in the belief that change happens when we share hopeful visions of the future, work and learn collectively, think broadly in pursuit of comprehensive solutions, and take a meaningful role in the decisions that affect our lives.

We believe that non-profit organizations play a critical role as catalysts who animate and facilitate lasting change. They create space for people to connect, communicate, and participate. We are interested in organizations that are deliberately engaging communities in their work and developing new strategies and collaborations.

WE TRY TO ENCOURAGE SUCCESS BY:

- supporting dynamic leadership – celebrating, developing, and strengthening leaders who are contributing to positive change;
- nurturing new ideas and practice – exploring and developing innovative approaches to tackling tough problems and seizing opportunities; and
- fostering integrated thinking – creating opportunities for ongoing dialogue, collaborative learning, and reflection in order to build new knowledge and inform action.

In our work, we aim to be clear, open, reflective, and responsive. We actively seek to learn from our experiences with funded projects and from our ongoing exploration of issues and ideas. We expect our grant-making practices to evolve as we strive to realize the full potential of our commitment and resources.

Innovation Fellowship

The Innovation Fellowship supports individuals with vision, a passion for their issue, intellectual rigour, and a willingness to ask hard questions and propose novel solutions.

We are living in a time of profound change, where simple solutions to the complex, interconnected issues we are facing – from growing income inequality to increasing pressures on our natural environments – are not adequate. We need new ways of seeing and acting to tackle integrated ecological, social, economic, and cultural challenges confronting us today.

The Metcalf Innovation Fellowship is directed at supporting new “thinking and doing.” We believe fresh insights and true experimentation often happen on the edge of an issue, out beyond where organized and traditional efforts are being made. We want to create opportunities for this work to be developed, disseminated, and heard. This Fellowship gives individuals of vision and creativity, people with outstanding talent and originality, the freedom to pursue powerful ideas, models, or practices that have the potential to contribute to building a healthier, more resilient southern Ontario.

This is an intentionally flexible initiative that does not prescribe a specific course of action. Individuals may propose any type of project that they wish to pursue, bearing in mind that it must contribute to the mission of the Metcalf Foundation and to the work in one or more of our program areas, which aim to enhance the effectiveness of people and organizations as they work together:

- through our Inclusive Local Economies Program, to improve low-income peoples’ economic livelihoods and access to quality jobs in Toronto;
- through our Environment Program, to strengthen our ability to harness the ecological, socio-economic, and cultural benefits of living within the Earth’s environmental limits from the perspective of southern Ontario; and
- through our Performing Arts Program, to sustain the vibrancy of the professional performing arts in Ontario.

WHO IS ELIGIBLE TO APPLY?

The Innovation Fellowship is aimed at individuals with vision, a passion for their issue, intellectual rigour, and a willingness to ask hard questions and propose novel solutions. Applications can be received either directly from the prospective Fellow, who, upon receipt of an Innovation Fellowship, would enter into a contract for services with the Foundation, or from the registered charitable organization with whom the individual is associated. Innovation Fellows may be associated with nonprofits or with institutions of higher education; they could be policymakers, managers, academics, or entrepreneurs.

Eligible applicants must have a significant record of achievement, be recognized within their field, and have worked in an area related to their proposed exploration for a minimum of ten years.

WHAT ARE THE FUNDING PARAMETERS?

Funding can be used to support costs associated with project activities; awards of up to a maximum of \$30,000 will be made available for Innovation Fellowships. We will consider supporting applications from more than one individual to pursue a course of research and development jointly.

WHAT IS THE APPLICATION PROCESS?

Applications should not exceed six pages and should contain:

- a detailed overview of the idea, issue, or model you want to explore including:
 - the challenge or opportunity this initiative is intended to address and why this work would be important and innovative;
 - a rationale for, and description of, Fellowship activities;
 - a brief overview of what others are doing in this area; and
 - how you think this Fellowship will contribute to Metcalf Foundation's goals;
- a list of the people and organizations you envision involving in your Fellowship in order to advance your thinking;
- the projected output or deliverables from your Fellowship and your plans to disseminate or to advance the ideas investigated; and
- a preliminary budget for your Fellowship activities.

Innovation Fellowship (continued)

In addition, all applicants must include:

- three letters of reference from professional colleagues who can comment on the idea, issue, or model you want to explore and on your capacity to undertake the proposed work;
- a copy of your comprehensive résumé including key accomplishments and career highlights; and
- a completed Metcalf Foundation Application Cover Page (download at metcalffoundation.com/downloads).

Individuals associated with, or applying on behalf of, registered charitable organizations must also include:

- a letter from the Board or the senior leadership of the organization, as applicable, confirming support for this Fellowship;
- a list of the organization's Board of Directors;
- the organization's most recent annual report, where published; and
- the organization's most recent audited financial statements.

A separate letter of introduction may be included. Additional print materials may also be attached as background information.

Please provide **two** paper copies (printed double-sided) of the application, letters of support, résumé, and the Metcalf Application Cover Page **and** submit an electronic version in Word to hdunford@metcalffoundation.com. The Board list, annual report, and audited statements need not be submitted electronically.

Applications are received at the Foundation on an ongoing basis and will be considered by the Board at quarterly meetings. While this is a Foundation-level initiative, individuals and organizations applying to this Program are encouraged to contact the Performing Arts, Inclusive Local Economies, or Environment Program Director as appropriate to discuss their ideas in advance.

HOW WILL APPLICATIONS BE ASSESSED?

Reviewers will want to understand the importance of the issue being addressed and the manner in which this investment could make a tangible difference. We will assess applications according to the following criteria:

- the scope of the project, its creativity and originality, and its potential contribution to longstanding or systemic issues;
- the prospective Fellow's skills, resources, and expertise to undertake the proposed project;
- the prospective Fellow's career history and accomplishments;
- the prospective Fellow's demonstrated willingness to learn and their potential ability to advance or to disseminate the ideas and knowledge developed; and
- where applicable, the organization's readiness to support the individual to undertake a Fellowship.

Funding decisions will be made by the Board of the Foundation, and such decisions are final.

HOW WILL WE LEARN FROM OUR WORK?

Each Fellow determines the goals and objectives for their project and, in consultation with the Foundation, the final deliverables. They will meet with us at the beginning of the Fellowship, so we can jointly discuss how we will learn from our work and monitor progress and results. Upon completion, the Fellow will be expected to prepare a publicly available form of the work and to work with the Foundation in order to advance or disseminate those findings.

The Foundation will also seek to create opportunities for peer learning with other Metcalf Fellows, with Foundation staff or Board, and with colleagues in the community.

Application Deadlines for 2012

APPLICATIONS MUST BE RECEIVED BY THE FOUNDATION AS FOLLOWS:

INNOVATION FELLOWSHIP

Applications are received at the Foundation on an ongoing basis and will be considered by the Board at quarterly meetings. While this is a Foundation-level initiative, individuals and organizations applying to this Program are encouraged to contact the Performing Arts, Inclusive Local Economies, or Environment Program Director as appropriate to discuss their ideas in advance.

Please submit your application by mail to:
George Cedric Metcalf Charitable Foundation
174 Avenue Road
Toronto, Ontario
M5R 2J1

and by email to:
hdunford@metcalffoundation.com

Innovation Fellowship

APPLICATION COVER PAGE

Name of Organization

Contact Name

Position

Address

City

Province

Postal Code

Telephone

Fax

E-mail

Website

Charitable Registration Number

Total Organizational Revenue (from last audited statements)

Signature

Date

This organization would traditionally apply to the following Metcalf Foundation program:

Inclusive Local Economies

Environment

Performing Arts

Amount Requested

Duration (specify months or weeks)

Projected Completion Date

Please provide a short description (250 words or less).