

Renewal Program

2015 Application Guidelines

The mission of the George Cedric Metcalf Charitable Foundation 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:

- leveraging opportunities for new approaches and shared learning in the performing arts,
- building a low-carbon, resource efficient, and resilient Canada, and
- improving economic livelihoods for low-income people in Toronto.

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 encourage success by:

- supporting dynamic leadership — celebrating, developing, and strengthening leaders who are contributing to positive change;
- nurturing new ideas and practices — 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 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.

RENEWAL PROGRAM

The Metcalf Foundation's Renewal Program supports exceptional individuals who seek to develop new skills as a form of professional renewal. The program is designed to enable transformative learning or action in order to provide these leaders with an opportunity to renew their ability to contribute to their organization and sector.

We know that people in non-profit professional roles feel a deep sense of responsibility and a desire to perform their roles well. They are driven to do their best at every stage of their careers, often making substantial lifetime contributions to the sector. Through the Renewal Program, the Foundation builds on its longstanding interest in supporting these leaders by making strategic investments in the professional development and vitality of people who work in charitable organizations.

These leaders are catalysts. They cause or accelerate change within organizations and on issues, and they attract resources, attention, and support to their work. Without them, we would have fewer creative ideas, less compelling visions of a hopeful future, and fewer innovative responses to the challenges of realizing that future.

There is likely to be a time in these people's careers when an infusion of fresh information and ideas, exposure to the work of others, or the development of new skills and capacities would be galvanizing. This is true for people at different stages of their careers and playing various roles in their organizations, since leaders are found throughout the charitable sector and not only at the top of hierarchical structures.

Demographic shifts indicate that the non-profit sector needs leaders as diverse in age, background, and experience as Canada itself and in much greater numbers than ever before. Leaders are facing complex social, economic, and political realities that require them to work intelligently and imaginatively. Their work can be difficult and demanding, with ambitious goals, long hours, and limited resources. Expectations for performance, accountability, and personal integrity have never been higher. They must manage their organizations and missions shrewdly, and find new and constructive ways to move forward. We believe that these new realities, demands, and expectations require opportunities for leaders to develop new professional skills and a reinvigorated sense of purpose.

Professional Development and Renewal

Professional development and renewal involves the revisiting of one's core professional purpose, values, commitments, assumptions, and approaches. It requires the opportunity to build knowledge and improve skills while broadening one's perspective and deepening one's commitment. Professional development and renewal can involve:

- acquiring or developing skills;
- accessing the latest thinking and research in a chosen field;
- investigating new concepts, models, and methods;
- studying with experts and master teachers;
- facilitating dialogue with colleagues across traditional boundaries;
- reflecting on experience and practice; or
- stimulating creativity.

Our emphasis, however, is supporting professional development that renews talented individuals so they can make a continued contribution to their organizations and sector. Opportunities can extend to include residencies, attendance at retreats, participation in conferences or workshops, and periods of specialized training or study with masters in the field.

The pursuit of post-secondary degree programs is not supported under this program.

Eligibility

This program has been designed for individuals with a significant track record of accomplishments and professional experience in the charitable sector. Individuals must have demonstrated significant leadership and contribution within their organization and the non-profit sector. Proposals must include the rationale for professional development and renewal, and how it will enhance the individual's contribution to their organization and sector.

As a charitable foundation registered with the Canada Revenue Agency, the Metcalf Foundation can only provide grants to organizations with charitable status. Applications must be submitted, therefore, by the charitable organization that employs the leader.

While this program is a Foundation-level initiative and is not situated in any one funding program, applicant organizations must work in one of the three areas funded by the Metcalf Foundation.

- Through our **Inclusive Local Economies Program**, applications are accepted from organizations located and operating in the City of Toronto with a focus on improving economic livelihoods for low-income people.
- Through our **Environment Program**, applications are accepted from organizations working to build a low-carbon, resource efficient, and resilient Canada. Preference will be given to individuals working within organizations that are aligned to our three focus areas: Cycle City, Electrifying Movement, and Enabling Solutions.
- Through our **Performing Arts Program**, applications are accepted from professional theatre, dance, music, and opera organizations in the province of Ontario with a minimum of three years' production history.

Individuals and organizations considering applying to this program are encouraged to contact the respective Program Director to discuss their ideas in advance.

Funding Parameters

Applicants can apply for grants between \$500 and \$10,000. Grants could include the direct expenses of the proposed program, tuition or training fees, living expenses, travel, and accommodation.

This is an intentionally flexible program that does not prescribe a specific course of action but, instead, intends to provoke a range of responses around a broad spectrum of individual, organizational, and sector needs. We believe that people who set their own courses of action have more meaningful professional development and renewal experiences. It is important to note that the program focuses on the renewal of professionals within the context of their chosen field, and we will pay close attention to how the proposed opportunity also serves as a timely investment in the needs of the individual's organization and sector.

Application Requirements

While this is a Foundation-level initiative, individuals and organizations considering applying to this program are encouraged to contact the respective Program Director (Performing Arts, Inclusive Local Economies, or Environment) to discuss their ideas in advance.

There are **three** components to an application:

1. Metcalf Foundation cover sheet,
2. application text, and
3. attachments.

1. Metcalf Foundation cover sheet

Found on page 6 of these guidelines or download at <http://metcalffoundation.com/what-we-fund/downloads>

2. Application Text – maximum 4 pages total

Brief biography of the individual undertaking the course of professional development and renewal, highlighting their past accomplishments and future goals within the organization and/or sector

Outline of the proposed course of professional development and renewal

- individual's goals for the activity
- details regarding the planned activities
- how this opportunity will benefit their own professional development and/or career goals
- how this opportunity will influence their future work
- benefits that the applicant organization or the sector as a whole will receive from this professional renewal
- how the individual will share the learning that results from this activity with the applicant organization or the full sector

A budget for the proposed course of professional development and renewal which indicates any financial or in-kind contributions from the applicant organization or other sources

3. Attachments

The individual's résumé

Two letters of reference from professional colleagues who can comment on the value of the proposed activities and on the individual's capacity to undertake this work

A letter from the Board or the senior leadership of the organization, as applicable, confirming support for this initiative

Evidence of acceptance, if applicable, by training institutions or master teachers

Organization's most recent annual report, where published

Organization's most recent audited financial statements

Forward **two paper copies** (printed double-sided) of all three components **and** submit **one pdf file** to hdunford@metcalffoundation.com.

Application Deadlines

Applications are received at the Foundation on an ongoing basis throughout the year and will be considered by the Board at quarterly meetings. Deadlines for 2015 are:

	Spring	Summer	Fall	Winter
application	February 17	May 19	August 24	November 16
board decision	April	June	September	December

The Foundation is unable to consider late or incomplete applications for funding. Both hard and electronic copies **must be received at the Foundation** by 5:00pm on the deadline date.

Assessment of Applications

Reviewers will want to understand how this investment will make a tangible difference to the candidate at this particular time in their career, how it will contribute to their career in the future, and the broader contribution that this investment will make to the applicant organization or the sector as a whole.

Applications are assessed according to the:

- individual's career history, accomplishments, and goals;
- scope of the proposed program of professional development and renewal;
- potential benefits to the individual from the proposed program;
- organization's readiness to support the individual as they undertake the proposed program; and
- individual's potential for future contributions to the charitable sector, both within their organization and the sector.

Funding decisions are made by the Foundation's Board of Directors and decisions are final.

Sharing Learning

Each individual funded by this program must determine their own professional and personal goals and provide a final report upon completion of the proposed activities. The report should describe the activities that were undertaken and include reflections on the impact of the experiences. A financial summary is also required.

On occasion, the Foundation will also host meetings for those funded through this program where individuals will have opportunities to reflect together on the value of their development and learning plans and on the impact that their activities have had.

Renewal Program

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 submit this form with your proposal.

Word and fillable PDF versions of this form can be downloaded at: metcalffoundation.com/downloads

Please provide the title and a summary description of the project (250 words or less).