

Sustainability Internships

Program Guidelines 2014

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The 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 people's 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 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. We expect our grant-making practices to evolve as we strive to realize the full potential of our commitment and resources.

Environment Program

Metcalf's *Prosperity in Balance* Program seeks to strengthen our ability to harness the ecological, social-economic, and cultural benefits of living within the Earth's environmental limits.

We believe it is possible to strengthen and preserve the integrity of our natural environment in tandem with a successful economy that allows individuals to flourish and communities to thrive.

There are a variety of ways that humans interact with the natural environment and economic activity is definitely one of our most evident and powerful forms of interaction. Economic growth has traditionally been linked to increased productivity, often in the form of the production of new goods and services that rely on continued innovations and the use of natural resources.

Southern Ontario continues to benefit from relatively easy access to all forms of natural resources but the limits to environmental goods and services are real. Potential disruptions associated with moving towards those limits on a global or even regional scale — less fresh water, loss of plant and animal species, dwindling agricultural and forested lands, increasing levels of atmospheric carbon — are severe enough to merit consideration of what positive options for living within environmental limits might look like and how they might be achieved.

At the heart of our Environment Program is a desire to support tangible initiatives that significantly reduce pressure on the natural environment in southern Ontario while ensuring economic and social well-being.

Over the long-term we aim to enhance understanding of how to better align the needs of society with the needs of the biosphere.

As part of meeting these goals we hope to support an increase in the number of practical on-the-ground exemplars of how to achieve both healthy ecosystems and thriving communities. We want to help bring good ideas to the challenge of separating economic development from direct impact on the natural environment by integrating economic necessities into good environmental practice.

Clear and transparent communication is an essential component of identifying and sharing better ways of doing things. As such, we encourage individuals and organizations to express best environmental practice in a way that spells out the broader socio-economic benefits.

The Metcalf Environment Program, *Prosperity in Balance*, has three core initiatives. They are:

- **Sustainability Internships** (detailed guidelines follow)
- **Reinventing Growth**
- **Metcalf Green Prosperity Challenge**

Sustainability Internships

Collectively, we in the environment community have achieved some success in exploring and developing innovative ways to address a range of environmental challenges. However, we have not been as effective in developing and nurturing new talent. The necessary attention paid to the tasks at hand has too often proceeded at the expense of cultivating the next generation of leaders. By creating productive entry points, we encourage organizations to reaffirm their commitment to the future by formally mentoring and training new leaders.

We need to create opportunities for people interested in work based on sustainability principles. This means effective and original initiatives that blur boundaries across conventional disciplines, forcing us to search for new and better ways of achieving our objectives. Our Prosperity in Balance program is especially concerned with work that provides environmental benefits blended with economic and social ones.

We also need to create opportunities for people, interested in becoming involved in sustainability work in Toronto and throughout southern Ontario, to find access to mentoring, training, and meaningful work experience.

Individuals who have completed internships should have more knowledge, bolder visions, better skills, broader work experience, and useful contacts. All these factors will help them make a stronger

professional contribution to sustainable communities and regions.

WHO IS ELIGIBLE TO APPLY?

Eligible applicants include organizations in southern Ontario such as community groups, and environmental and aboriginal organizations that have shown commitment to Metcalf's Environment Program goal which is: to strengthen our ability to harness the ecological, socio-economic, and cultural benefits of living within the earth's environmental limits. Organizations may apply individually, or in partnership with others.

An application can only be submitted by the organization, but interns must be identified in the application. We place a priority on assisting individuals who are recent graduates and are in the early stages of their careers. The Foundation wants to understand why the individual you have chosen to train is deserving of this opportunity and how your organization can help them meet their professional development goals.

As a charitable foundation registered with the Canada Revenue Agency (CRA), the George Cedric Metcalf Charitable Foundation can only offer support to organizations with charitable status. If you have an idea that advances the goals and objectives of our program but your group does not qualify, please contact us. We may

be able to offer support or assistance in other ways.

WHAT ARE THE FUNDING PARAMETERS?

While the Foundation will support a diversity of internship opportunities, we are particularly interested in fostering cross-disciplinary learning.

Internships must be a minimum of six months in duration. Grants will be made for intern's salaries and benefits to a maximum of \$30,000 for a 12-month internship. Co-op work terms are not eligible for funding.

WHAT IS THE APPLICATION PROCESS?

Prospective applicants are encouraged to contact the Environment Program Director in advance to discuss their proposals.

Applications must not exceed six pages and should include:

- the mandate of the applicant organization;
- a description of the internship proposed;
- a training plan for the position, including any opportunities being provided outside the organization;
- a description of the work experience offered including information on any cross-disciplinary and environment/economy opportunities related to the position;
- a brief bio of the mentor, trainer(s), and/or supervisor(s) for the position;

- a brief bio of the intern, and why they are a good candidate for the position;
- a statement from the intern which explains their vision for rejuvenating our environment, at the same time as delivering on social and/or economic and/or cultural benefits;
- a statement from the intern which explains their professional development goals, how they believe the internship will benefit their career, why they wish to train with the organization, and where they see themselves in five years;
- a statement about the anticipated outcome of the intern's work; and
- the measures and process the organization and intern will use to evaluate the progress and effectiveness of the placement.

In addition, applicants must attach:

- the Sustainability Internships Application Cover Page;
- the intern's resume;
- a budget for the proposal which indicates any financial or in-kind contribution by the organization;
- a current operating budget; and
- a copy of the organization's most recent audited financial statements.

A separate letter of introduction may be included. We do not encourage the inclusion of additional printed material, e.g. annual

reports or newsletters. This material will not be forwarded to our advisory committee.

Please provide [two paper copies of all materials \(printed double-sided\) and submit an electronic version to \[hdunford@metcalffoundation.com\]\(mailto:hdunford@metcalffoundation.com\)](#).

Please note that we are unable to consider late or incomplete applications for funding; both hard and electronic copies must be **received at the Foundation** by 5:00 pm on the deadline date, **January 28, 2014**.

HOW WILL APPLICATIONS BE ASSESSED?

Applications will be reviewed by the Foundation's Board and staff, assisted by an advisory panel from the community. The Foundation will look favourably on those proposals where intern and organization are well-matched; where there is demonstrated commitment to meaningful career development for interns; where there are clear opportunities for work based on cross-disciplinary and sustainability principles; and where external professional development complements the work experience.

Reviewers will want to understand how this investment will make a tangible difference for the intern.

HOW WILL THE SUSTAINABILITY INTERNSHIP BE EVALUATED?

Both successful applicants and interns will provide final reports to the Foundation. These reports should describe activities undertaken and progress made toward the learning goals described in the application. A financial summary is also required. Each year a group meeting of all interns is arranged, so their experience and insight can be shared with each other, and with the Foundation.

The Foundation reserves the right to review its ongoing commitments if circumstances arise which indicate the internship is unlikely to be successful. These circumstances could include failure to undertake activities or to meet goals as described in the proposal; the departure of mentors or interns; an organization's charitable registration or incorporation being suspended, revoked, or annulled; or severe financial difficulties within the organization.

Sustainability Internships

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

PROJECT OVERVIEW

Amount requested

Total Project Budget

Duration of Internship

Intern Name

Intern's Home Address

City

Province

Postal Code

Telephone

E-mail

This form must be attached to your Sustainability Internship application. Word and fillable PDF versions of this form can be downloaded at: metcalffoundation.com/downloads.

Application Deadlines for 2014

APPLICATIONS MUST BE RECEIVED BY THE FOUNDATION AS FOLLOWS:

SUSTAINABILITY INTERNSHIPS

Application Steps	Dates
Full application deadline	January 28, 2014, 5:00 pm
Board decision	April 2014

REINVENTING GROWTH

Application Steps	Dates
Letter of interest	February 25, 2014, 5:00 pm
Foundation extends invitation to apply	March 11, 2014
Full application deadline	April 15, 2014, 5:00 pm
Board decision	June 2014
refer to separate guidelines for application requirements	

METCALF GREEN PROSPERITY CHALLENGE

guidelines to be released in 2014

Prospective applicants are strongly encouraged to contact the Environment Program Director in advance, to discuss their proposals.

Please submit your application by mail or courier to:

Metcalfe Foundation
Attention: Andre Vallillee
Environment Program Director
38 Madison Avenue
Toronto, Ontario M5R 2S1

and by email to: hdunford@metcalffoundation.com

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