

METCALF LEADING AND LEARNING PROGRAM

Individual Leadership Fund

2017 Application Guidelines

METCALF FOUNDATION

The George Cedric Metcalf Charitable Foundation's mission 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:

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

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.

METCALF LEADING AND LEARNING PROGRAM

The Metcalf Foundation has a long history of investing in the professional development of leaders working in the non-profit sector. Non-profit leaders are the bedrock of their organizations. They catalyze or accelerate change within organizations and nurture spaces for people to connect, communicate, and engage on a range of pressing social, cultural, and environmental issues. Non-profit leaders harness creative ideas and develop collaborative partnerships to champion compelling visions of a hopeful future. Such capacity and commitment should not be taken for granted.

We believe that it is important to support non-profit leadership to: build and strengthen relationships among peers working on the frontlines of social change; learn about promising practices, models, and initiatives; and continue to hone their leadership skills.

The Leading and Learning program has two funding streams.

- **The Network Learning Fund** supports a group of organizations, led by a charitable partner, to explore a shared concern, challenge, or area of common interest. Although we encourage groups to travel to another jurisdiction to learn about promising practices, models, and initiatives, it is not a requirement.
- **The Individual Leadership Fund** supports senior non-profit management individuals in their pursuit of professional leadership development with recognized teaching or training institutions.

These two funds constitute a multi-layered approach that builds individual leadership capacity, strengthens ties between talented peers working in common cause across a sector, and exposes networks of peers to new ideas.

Below, you will find additional information and application guidelines for the **Individual Leadership Fund**.

INDIVIDUAL LEADERSHIP FUND

The Metcalf Individual Leadership Fund provides senior managers of non-profit organizations with an opportunity to develop and refine skills that strengthen their leadership capacity. The Fund supports participation of individuals in a recognized leadership program with a clear training curriculum. Examples of programs would be those offered at the Banff Centre and the Rockwood Leadership Institute. Funding support will be conditional upon acceptance to the training opportunity. Applications can, however, be submitted to the Foundation prior to program application and/or acceptance. Individuals who are interested in applying to this fund are strongly encouraged to contact the respective Metcalf Program Director for their focus area to discuss their application in advance.

Eligibility

This fund has been designed for individuals who work for a charitable organization in a leadership position with decision-making authority, and who have made notable contributions to the non-profit sector. A strong proposal will provide the rationale for why the designated program is of value to the applicant's work, including how it will enhance their contributions to their organization and sector.

Applicants must work in one of Metcalf's three program areas.

- Environment – The applicant and their organization's work must have a focus on building a low-carbon, resource efficient, and resilient Canada.
- Performing Arts – The applicant's organization must be a professional theatre, dance, music, or opera company working in the City of Toronto to leverage opportunities for new approaches and shared learning in the performing arts.
- Inclusive Local Economies – The applicant's organization must be based in the City of Toronto and be working to increase the economic livelihoods of low-income people in Toronto.

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.

Funding Limits

Applicants can apply for grants up to \$10,000. Applicants can apply for grants to cover the costs of designated program fees, along with associated travel and accommodation expenses.

Application Deadlines

The next deadline for 2017 applications is **2:00pm on November 13**.

Funding Decisions

Applications will be reviewed by the Foundation's Board and staff. Funding decisions will be made in December. We will assess applications according to the following criteria:

- the individual's career history, including sector accomplishments;
- the alignment between the work of the individual's organization and one of Metcalf's program areas;
- the fit of the designated program with the individual's professional goals and responsibilities;
- the organization's readiness to support the individual as they undertake the proposed program; and
- the individual's potential for future contributions to the charitable sector, both within their organization and the sector as a whole.

Application Requirements

PART A: General Information – maximum 1 page

Charitable Organization:
Primary Contact Name and Position:
Mailing Address:
Telephone, Email, and Website:
Charitable Registration Number:

Amount Requested:
Project Duration:
Projected Completion Date:
Please provide a summary of the proposed work (maximum 200 words):

PART B: Project Details – maximum 3 pages

Applications must not exceed **three pages** and should address the following items.

1. A brief biography of the applicant and highlights of past sector accomplishments and current professional development goals.
2. An outline of the proposed program and the rationale for its selection. Describe how it supports the applicant's desired skills or learning agenda.
3. Explain how the outcomes could be applied at the organizational or sectoral level.
4. Please provide a budget with the expected costs and contributions. Be specific and include any investments from the applicant, his or her organization, or other sources.

PART C: Additional Information

In addition to the 3-page proposal, applications must include the following materials.

1. The applicant's résumé.
2. Two one-page letters of reference from professional colleagues who can comment on the value of the designated program in relation to the applicant's work.
3. A one-page letter from the Board or the senior leadership of the organization, as applicable, confirming support for this application.

Applications are to be submitted in [electronic form only](#). Please submit [one pdf file](#) with all three parts to hdunford@metcalffoundation.com by the date and time listed above.