# Advancing Accessibility Standards Research Program

# Application Form for Funding

## Before you begin

* Ensure you have read the Call for funding page and understand all the requirements.
* This form includes a series of questions asking you to describe your proposed project. Please answer all the questions. Don’t leave out any important information.
* Read all questions before answering them to make sure you can provide all the information required.

**You must complete this form in full.** Your application may be refused if it has errors or information is missing.

**You must submit this form on or before the deadline**. Your application may be refused if it is submitted after the deadline.

### Authorization

To submit an application, you must be authorized to do so. This authority must come from the organization you are representing. You will be asked to attest to this in part 4 of the application.

### How we use the information you provide

By completing this form, you are providing information voluntarily.

We use this information to assess your project. We may also use it to support related program activities such as policy analysis, research, and evaluations.

We may discuss your project with other federal government departments and organizations. We may also share project details with outside experts to help evaluate your proposal. For example, experts can help us assess how your project addresses a gap or will help inform a relevant subject area.

### Protection of personal information

The use or sharing of your personal information will not affect your relationship with us or any other government organization.

Your personal information will be managed in accordance with the[*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/p-21/fulltext.html)*,* and other relevant laws. You have the right to:

* + access your personal information
	+ ask for corrections if you think there is an error or an omission

Questions, concerns, or complaints about how we apply the *Privacy Act* and privacy policies can be sent to Accessibility Standards Canada’s Privacy Coordinator:

* + by email: Info.Accessibility.Standards-Normes.Accessibilite.Info@asc-nac.gc.ca
	+ by phone: 1-833-854-7628
	+ by mail:

Privacy Coordinator
Accessibility Standards Canada
320 Boulevard St. Joseph, Suite 246
Gatineau QC J8Y 3Y8

If you are not happy with our response to your privacy concern, you may contact the [Office of the Privacy Commissioner of Canada](https://www.priv.gc.ca/en/report-a-concern/).

### Your right to access information

Your application is subject to the [*Access to Information Ac*t](https://laws-lois.justice.gc.ca/eng/acts/a-1/). The Act gives every person the right to access information under the control of a government agency, with some exemptions.

* + [Instructions for accessing information](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html)

All government entities must publicly disclose funding awards. Information on successful applications to this program is available online at [Open Government](https://search.open.canada.ca/en/gc/).

## Application Form

Please answer all of the questions on this application form. All questions are mandatory, unless otherwise stated.

### Part 1: Organization

#### Information about the organization

1. Legal name of organization. This is usually the name on file with the Canada Revenue Agency or a provincial or territorial equivalent. It may also appear on funding cheques. Please provide your answer in the blank space below.
2. Operating or common name of the organization (if different from the legal name). Please provide your answer in the blank space below.
3. Business or Canada Revenue Agency (CRA) registration number.

A business number is a 9-digit number issued by the CRA. A registration number is 15 digits, also issued by the CRA (for example, 123456789 RR 0001).

All registered charities and non-profits are issued a registration number. You can find it on tax-related documents. It will also appear on written communications from the CRA. For more information, [visit the Canada Revenue Agency website](http://www.cra-arc.gc.ca/menu-eng.html).

Please provide your CRA business or registration number. Please indicate what type of number you are providing. Please provide your answer in the blank space below.

**No number?**If you do not have a business or registration number, you must submit one of the following documents with your application.

Option 1: If the organization **is incorporated**, provide a copy of the organization’s:

* + letters of patents
	+ articles of incorporation
	+ certificate of incorporation
	+ memorandum of association
	+ rules, by-laws, or constitution

Option 2: If the organization is **not incorporated**, provide a copy of the organization’s:

* + rules
	+ by-laws
	+ council resolutions
	+ constitution
1. Organization type. Choose the type that best describes your organization. Choose only one answer. Please provide your answer in the blank space below the answer choices.

Answer choices:

* research or educational institution (such as a university)
* not-for-profit organization
* Indigenous organization, including:
	+ band council
	+ tribal council
	+ self-governing organization
* provincial or territorial organization (excluding provincial or territorial governments)
1. Is your organization a national organization?

This is an organization with a national mandate that conducts activities in at least 4 provinces and territories. It may work in partnership with other organizations or have offices in different provinces or territories. Please provide your yes or no answer in the blank space below.

1. Is your organization a disability or accessibility organization?

This is an organization that prioritizes disability advocacy, research, and products. Please provide your yes or no answer in the blank space below.

1. What is your organization’s main language of operations? Choose only one answer. Please provide your answer in the blank space below the answer choices.
* English
* French
* Fully bilingual
1. In what year was your organization established? Please provide your answer in the blank space below.
2. What is your organization’s mandate? Include your main activities, mission, and objectives. Explain how accessibility and/or people with disabilities are important to your organization. Please provide your answer in the blank space below.
3. Organization’s telephone number. Please provide your answer in the blank space below.
4. Organization’s fax number (optional). Please provide your answer in the blank space below.
5. Organization’s email address. Please provide your answer in the blank space below.
6. Organization’s website. Please provide your answer in the blank space below.
7. Address of organization. Give a complete physical street address (not a post office box). Use a format recognized by Canada Post. Visit the [Canada Post website](https://www.canadapost.ca/web/en/home.page) for more information.
8. Street address. Please provide your answer in the blank space below:
9. City/town/village. Please provide your answer in the blank space below:
10. Province/territory. Please provide your answer in the blank space below:
11. Postal code. Please provide your answer in the blank space below
12. Country. Please provide your answer in the blank space below.
13. Mailing address of organization. Please provide your answer in the blank space below the answer choices.

Answer choices:

* Same as the street address
* Different address (complete next question)
1. Mailing address (if different from the street address). Give a complete mailing address. Use a format recognized by Canada Post. Visit the [Canada Post website](https://www.canadapost.ca/web/en/home.page) for more information.
2. Street address. Please provide your answer in the blank space below:
3. City/town/village. Please provide your answer in the blank space below:
4. Province/territory. Please provide your answer in the blank space below:
5. Postal code. Please provide your answer in the blank space below
6. Country. Please provide your answer in the blank space below.

#### Contact information

**Primary contact**

This is the person responsible for this funding application. All correspondence regarding the application will be sent to this person.

1. First name and last name. Please provide your answer in the blank space below
2. Position title. Please provide your answer in the blank space below
3. Preferred official language for written communication. Choose one between English and French. Please provide your answer in the blank space below.
4. Preferred official language for spoken communication. Choose one between English and French. Please provide your answer in the blank space below.
5. If the primary contact needs interpretation services to communicate with Accessibility Standards Canada, please provide details. For example:
* American sign language (ASL) interpreter
* Langue des signes québécoise (LSQ) interpreter
* Indigenous sign language interpreter for spoken communication.

Please provide your answer in the blank space below.

1. Telephone number. Please provide your answer in the blank space below.
2. Fax number (optional). Please provide your answer in the blank space below.
3. Email address. Please provide your answer in the blank space below.
4. Address of primary contact. Please provide your answer in the blank space below the answer choices.

Answer choices:

* Same as the street address
* Same as organization’s mailing address
* Different address (complete next question)
1. Address of primary contact (if different from organization’s address). Give a complete address. Use a format recognized by Canada Post. Visit the [Canada Post website](https://www.canadapost.ca/web/en/home.page) for more information.
2. Street address. Please provide your answer in the blank space below:
3. City/town/village. Please provide your answer in the blank space below:
4. Province/territory. Please provide your answer in the blank space below:
5. Postal code. Please provide your answer in the blank space below
6. Country. Please provide your answer in the blank space below.

**Secondary contact**

This is the person we will contact if we cannot reach the primary contact.

1. First name and last name. Please provide your answer in the blank space below.
2. Position title. Please provide your answer in the blank space below.
3. Preferred official language for written communication. Choose only one answer. Please provide your answer in the blank space below the answer choices.
* English
* French
* Fully bilingual
1. Preferred official language for spoken communication. Choose only one answer. Please provide your answer in the blank space below the answer choices.
* English
* French
* Fully bilingual
1. If the secondary contact needs interpretation services to communicate with Accessibility Standards Canada, please provide details. For example:
* American sign language (ASL) interpreter
* Langue des signes québécoise (LSQ) interpreter
* Indigenous sign language interpreter for spoken communication.

Please provide your answer in the blank space below.

1. Telephone number. Please provide your answer in the blank space below.
2. Fax number (optional). Please provide your answer in the blank space below.
3. Email address. Please provide your answer in the blank space below.
4. Address of secondary contact. Please provide your answer in the blank space below the answer choices.

Answer choices:

* Same as the street address
* Same as organization’s mailing address
* Different address (complete next question)
1. Address of secondary contact (if different from organization’s address). Give a complete address. Use a format recognized by Canada Post. Visit the [Canada Post website](https://www.canadapost.ca/web/en/home.page) for more information.
2. Street address. Please provide your answer in the blank space below:
3. City/town/village. Please provide your answer in the blank space below:
4. Province/territory. Please provide your answer in the blank space below:
5. Postal code. Please provide your answer in the blank space below
6. Country. Please provide your answer in the blank space below.

#### Organizational capacity

This information helps us determine whether you and your collaborators have the capacity, resources, and expertise to carry out the project.

1. How many employees does your organization have? Please provide your answer in the blank space below.
2. Indicate if your organization has undergone any important changes in the past 2 years. For example:
	* a change in leadership (on the board or at the executive level)
	* a large increase or decrease in staff or large turnover
	* a merger with or split from another organization
	* a change in mandate or core activities

Please provide your answer in the blank space below.

1. If your project receives funding, your organization must be in good standing (financial or otherwise) and able to meet its obligations. Please confirm this. For example, confirm that your organization is not involved in any litigation or under suspension or review by a regulatory body or other organization. Please provide your answer in the blank space below the answer choices.

Answer choices:

* Yes, my organization is in good standing (financial or otherwise). It will be able to meet its obligations.
* No, my organization is not in good standing (financial or otherwise); however, it **will be able** to meet its obligations.
* No, my organization is not in good standing (financial or otherwise) and **may not be able** to meet its obligations.
1. If you stated that your organization is not in good standing, please provide details. Explain whether or how the situation will affect your ability to undertake this project. Please provide your answer in the blank space below.
2. Does your organization owe money to the Government of Canada?
If you answer yes, your application will still be considered. However, you must provide details. Please provide your Yes or No answer in the blank space below. If you answer yes, you need to answer the next question.
3. If you answered “Yes” to the previous question, provide details on the amount owed to the Government of Canada. Include:
	* the amounts owing
	* which departments are owed money
	* why the money is owed
	* the details of any payment plans in place (optional)

Please provide your answer in the blank space below.

1. Clearly explain how your organization and team have the experience, capacity, and expertise to design and carry out this research project and deliver results. For example, describe:
	* past projects that demonstrate capacity, such as projects of similar scope and duration
	* the skills your team members have and their qualifications and track record, including the ability to meet timelines and stay within budget
	* your access to resources, expertise, training, and/or knowledge
	* the support you have secured and require for success, including partnerships with stakeholders or networks
	* your team’s technical and project management abilities
	* your capacity to engage people with disabilities and their support system in the design and implementation of the project

Please provide your answer in the blank space below.

1. Does your organization have a governing body, such as a board of directors, that meets regularly? Please provide your Yes or No answer in the blank space below.
2. If you answered “No” to the previous question, please describe how your organization is managed. Please provide your answer in the blank space below.
3. Does your organization have written policies in place that deal with the following areas?
4. Human resources. Please provide your Yes or No answer in the blank space below.
5. Occupational health and safety. Please provide your Yes or No answer in the blank space below.
6. Other. Please provide details and your Yes or No answer in the blank space below.
7. If your organization **does not have written policies** dealing with human resources and/or occupational health and safety, please describe how your organization addresses these areas. Please provide your answer in the blank space below.
8. Does your organization have the following in place:
9. Financial management systems (for example, a general ledger, systems for tracking expenses) Please provide your Yes or No answer in the blank space below.
10. Financial policies and procedures. Please provide your Yes or No answer in the blank space below.
11. Employees who manage the organization’s finances. Please provide your Yes or No answer in the blank space below.
12. If you answered “No” to any part of the previous question, please explain how finances are managed in your organization. Please provide your answer in the blank space below.
13. Does your organization have the human resources capacity and the tools to supervise and manage this research project and its progress? This includes the work done by your organization and the work done by partners and/or third-party contractors. Please provide your Yes or No answer in the blank space below.
14. If you answered “No” to the previous question, please explain how you will supervise and manage this research project and its progress. Please provide your answer in the blank space below.
15. Does your organization have performance management tools in place to monitor and evaluate the employee’s work related to this research project? Please provide your Yes or No answer in the blank space below.
16. If you answered “No” to the previous question, please explain how you will monitor and evaluate the employee’s work related to this research project. Please provide your answer in the blank space below.
17. Does your organization have tools in place to collect, record, maintain and extract data for reporting for this research project? Please provide your Yes or No answer in the blank space below.
18. If you answered “No” to the previous question, please explain how you will collect, record, maintain and extract data for this research project. Please provide your answer in the blank space below.
19. There are many risks that can affect a project’s success and timely delivery. Examples include turnover of project staff or difficulty recruiting participants. What plans will you or your organization have in place to mitigate potential risks? Please provide your answer in the blank space below.

### Part 2: Project information

#### A. Project title and start and end dates

Please consult the guidelines for eligible time periods provided in the call for proposals.

Note: Your project cannot start until a signed funding agreement is in place. Please take this into account when planning your project. Please be aware that there will be a delay between the approval of your project and the signing of the funding agreement. We will not reimburse any activities that take place prior to the signing of the funding agreement.

1. Title of your project. Please provide your answer in the blank space below.
2. Planned start date (mm-dd-yyyy). Please provide your answer in the blank space below.
3. Planned end date (mm-dd-yyyy), Please provide your answer in the blank space below.

#### B. Project description

Please answer each of the following questions as clearly and completely as possible.

1. Please describe your project. Tell us:
* why you are doing it
* what are the objectives, purpose and/or goals of your project
* what you hope to accomplish

Please provide your answer in the blank space below.

1. This call for proposals is meant to address specific priority areas. Consult the call for proposal’s guidelines to know the priority areas. Which of these areas(s) will your research address? List all that apply. Note that here, you must list only the priority area or areas. Please do not insert long-form answers. Please provide your answer in the blank space below.

a) Main priority area (indicate one). Please provide your answer in the blank space below.

b) Secondary priority area(s) (optional; indicate all that apply): Please provide your answer in the blank space below.

1. Explain how your research project will help meet the program’s purpose to:
	* identify and remove barriers to accessibility
	* prevent new barriers to accessibility

Show how your project will do this. Provide concrete examples. Please provide your answer in the blank space below.

1. Indicate the types of disability your project will explore. For each one, describe the barriers that people with this type of disability face and how it affects them. For a definition of “barrier” and “disability,” consult the glossary in the call for proposals web page. Please provide your answer in the table below.

**Table 1: Disabilities and barriers addressed by your project.**

|  |  |  |
| --- | --- | --- |
| **Type of disability** | **Does your project address this type of disability?****(yes/no)** | **Where you answered yes at left, give examples of the barriers that people with this type of disability may face. Explain how it affects them.** |
| **Physical**  |  |  |
| **Mental**  |  |  |
| **Intellectua**l  |  |  |
| **Cognitive**  |  |  |
| **Learning**  |  |  |
| **Communication**  |  |  |
| **Sensory**  |  |  |

1. The purpose of this program is to inform the development of next-generation accessibility standards that fall within federal areas of responsibility. How will your project support this purpose? Tell us how the project findings will inform, or could be applied to, the development of new standards in federal areas of responsibilities. How might these findings be applied? Give specific examples from your project. Please provide your answer in the blank space below.

#### C. Project work plan

1. Project activities are the steps needed to meet your objectives, produce your deliverables, and achieve the project outcomes. Provide a detailed work plan. List all project activities and when you expect to carry them out. This will help us understand your activities better. This work plan will also inform your project reporting if your project receives funding. Be sure to do the following:
	* break the work plan into quarterly 3-month blocks (for example, months 1 to 3, 4 to 6, 7 to 9, and so forth)
	* provide a clear description and a feasible timeline for each activity
	* check that the activities in the work plan are in line with the expenses in your budget detail template

Include the following activities in your work plan.

* + - Translate the research report and executive summary.
		- Edit the executive summary to ensure it is written in plain language.
		- Format the research report and executive summary to ensure it is accessible.
		- Submit your research report and executive summary to Accessibility Standards Canada in both official languages.
		- Make the research report publicly available online in an accessible format in both official languages.

These activities are necessary to meet the program requirements. All deliverables are due on or before the end date of the project.

Here is a **simplified** example of a work plan with a quarterly timeline.

Months 1 to 3:

* Plan project activities
* Conduct an ethics review
* Form the project team
* Build data collection tools

Months 4 to 6:

* Send online surveys to participants (aim 150 participants)
* Collect data from surveys
* Begin analyzing data

Please provide your answer in the blank space below.

1. Activity location
2. Will any project activities take place somewhere other than your organization’s location? Please provide your Yes or No answer in the blank space below.
3. If yes, list the activities and where they will take place. Please provide your answer in the blank space below.

#### D. Project participants and intersectionality

To inform your research, your project must involve:

* + people with disabilities, people with lived experience, or both
	+ experts with disabilities
	+ other subject matter experts and organizations

Your answers in this section will help us determine how your project will meet this requirement.

The number of people that you estimate in this section represent goals you intend to reach. If your project is funded, you will need to collect, record, and report on this data. This must be done both during your project and at the end.

This means you will need to give everyone involved in your project the opportunity to state whether they are a person with a disability and their intersecting identities (refer to Table 3). This needs to be considered in your project planning.

1. Number of people involved in your project
2. How many people do you estimate will be involved in your project? Provide a total number only; do not provide long-form answers. Please provide your answer in the blank space below.

This number should include everyone involved in the planning, design, and delivery of your project. For example:

* + staff and members of your research team
	+ your partners
	+ members of advisory committees
	+ research participants (such as for surveys and focus groups)

Please provide your answer in the blank space below.

1. Out of the total number provided above, how many do you estimate will be people with disabilities? Provide a total number only. Please provide your answer in the blank space below.
2. What roles will people play in your project? How will people with disabilities be involved in those roles?

Estimate the total number of people, including people with disabilities, that will be involved in your project. For people with disabilities, provide details on their roles and responsibilities. Please provide your answer in the blank space below.

**Table 2: Role and responsibilities of people with disabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project role** | **Total number of people in this role (estimate)** | **Number of people with disabilities in this role (estimate)** | **Responsibilities and activities of people with disabilities in this role** |
| Member of the research team |  |  |  |
| Member of an advisory committee |  |  |  |
| Survey or focus group participant or other similar role |  |  |  |
| Other roles directly involved in project planning, design and delivery (for example, project lead, partner, staff members not on the research team) |  |  |  |

1. People with disabilities must be able to make a meaningful contribution throughout the project and in their particular role in the research. How will you ensure this happens? Please provide your answer in the blank space below.
2. Is a person with a disability acting as the project lead? Please provide your Yes or No answer in the blank space below. If yes, please provide details.
3. In addition to people with disabilities, we encourage you to involve diverse groups of people (intersectionality) in your project. This is to promote inclusiveness in accessibility research. Some groups are often (and historically have been) underrepresented. Consider the needs of these groups. Think about this early in your planning. Note that a person can belong to multiple groups. This is known as intersectionality.

The following table lists different groups. Estimate the number of people from each group that you plan to involve in your project. This should include people that will perform the project roles listed in Table 2. Please provide your answer in the table below.

**Table 3: Intersectionality and diversity**

|  |  |  |
| --- | --- | --- |
| **Category** | **Involved in your project? (yes/no)** | **If you answered yes, estimate the number of people in this group you plan to involve** |
| Women |  |  |
| Visible minorities (defined by the *Employment Equity Act* as “persons, other than Aboriginal peoples, who are non-white in colour”) |  |  |
| Indigenous (First Nations, Métis, Inuit) |  |  |
| Newcomers to Canada, such as:* permanent residents (including people who have received "approval-in-principle" from Immigration, Refugees and Citizenship Canada to stay in Canada)
* refugees (protected persons)
* temporary residents (including student, worker, or temporary resident permit holders)
 |  |  |
| Seniors (aged 65 and older) |  |  |
| Youth (aged 29 and younger)  |  |  |
| 2SLGBTQI+ individuals (two-spirit, lesbian, gay, bisexual, transgender, queer, intersex, and those who identify as sexually or gender diverse) |  |  |
| People living in official language minority communities (a community where a person’s preferred official language is not the majority language) |  |  |

1. Is your project designed to benefit or involve people living in official language minority communities? “Involved” means:
	* actively reaching out to them to gain their perspective when collecting data for your project (for example, through environmental scans or surveys)
	* recognizing that their official language may give them a specific perspective and taking this in consideration in your project
	* ensuring they will benefit from your project findings

This is not a requirement for funding. If your answer is no, we will still consider your application. Please provide your Yes or No answer in the blank space below.

1. Accessibility Standards Canada has certain obligations under the *[Official Languages Act](https://laws-lois.justice.gc.ca/eng/acts/O-3.01/index.html)*. These duties extend to the projects we fund. Please explain how your project will meet each of the following requirements. Make sure any activities related to this are included in your work plan.
[Learn more about federal support for official language minority communities](https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/public-services/support-official-language-minority-communities.html).
2. Publicly announce the project and publish the project findings in English and French. Please provide your answer in the blank space below.
3. Actively offer project-related services to the public in English and French. Please provide your answer in the blank space below.
4. Make all public project-related documents or other information available in English and French. Please provide your answer in the blank space below.
5. Encourage members of both English- and French-language communities to take part in the project. Please provide your answer in the blank space below.
6. Consider the needs of official language communities when providing services related to the project, Please provide your answer in the blank space below.

#### E. Expected results

This funding program requires that you share the research findings and information, best practices, and tools related to accessibility barriers and standards. Your answers in this section will help us determine how your project will meet this requirement.

1. Explain the outcomes you expect your project to deliver in the short, medium, and long term.

For example:

* + What changes will this project bring about?
	+ How will we know the project was a success? How will these results improve the lives of people with disabilities?
	+ What results could you expect to see related to your expertise in this sector? For example: “We will produce data related to (gap). This gap has not previously been explored in the field of (specific research field).”
1. Short-term outcomes (impacts during the project). Note: these are external outcomes as a result of your project happening. You should not list project activities, steps, or milestones. Please provide your answer in the blank space below.
2. Medium-term outcomes (immediate impacts shortly after the project’s completion). Please provide your answer in the blank space below.
3. Long-term outcomes (lasting results from the project’s findings). Please provide your answer in the blank space below.
4. An output is a product or service that will emerge from the project and its findings. Other than the research report, what outputs do you expect your project to produce, other than the research report? For example:.
	* recommendations or best practices you will put forward
	* knowledge resources or summaries you will develop
	* networks you will establish that will be useful beyond the project

Please provide your answer in the blank space below.

1. How will you measure the results of the project activities? Explain what indicators you will use to collect and measure your data. Indicators can be qualitative or quantitative.

For example, qualitative data could include participants’ ideas on how to address barriers. Quantitative data could include the number of:

* + focus groups conducted
	+ survey respondents
	+ engagements by type
	+ groups of people engaged (such as experts, stakeholders, people with disabilities)
	+ responses to activities

Please provide your answer in the blank space below.

1. Does this project relate to the work your organization does? Please provide your Yes or No answer in the blank space below. If yes, explain how it is connected.
2. Project activities must include the **translation and dissemination** of knowledge.
“Translation of knowledge” means gathering, using, and sharing the knowledge, findings, and other information from your project and putting it into action in the real world.
“Dissemination of knowledge” means distributing the project findings, so they reach many people or organizations. It includes how you will share your project research, information, best practices, and tools related to accessibility barriers and standards.
The purpose of these activities is to help make the research useful and available to diverse stakeholders. It will also help ensure that standards development processes are informed by sound evidence.

Explain how you will apply and disseminate knowledge, in addition to publishing your research report. Please provide your answer in the blank space below.

1. In addition to your research report, what other types of documents or materials will you publish? List the total number by publication type and provide details. Please do not include the research report in this table. Please provide your answer in the table below.

**Table 4: Publications**

|  |  |  |
| --- | --- | --- |
| **Type of publication** | **Estimated number**  | **Details (for example, the name of a conference or journal)** |
| Peer-reviewed articles |  |  |
| Non–peer reviewed articles |  |  |
| Technical papers |  |  |
| Reports (other than the research report) |  |  |
| Videos |  |  |
| Presentations or speeches at conferences or workshops |  |  |
| Websites |  |  |
| Materials produced in alternative formats or styles, such as:* American Sign Language, Langue des signes québécoise or Indigenous sign language
* e-text
* plain language
 |  |  |
| Other |  |  |

#### F. Project partners and collaborators

Partnerships are collaborative arrangements between the funding recipient and another organization or individual. Partners must not be a member of your organization. Partnerships can include both financial and in-kind contributions. (You will be asked to list these contributions in the “Budget Detail Template.” You will also be asked to state how much Accessibility Standards Canada funding will be allocated to your partners.)

Partners can include:

* + other research organizations with complementary mandates
	+ entities that specialize in certain aspects of research (for example, data collection, surveys and focus groups, specialized software development, financial aspects)

Partners, collaborators, and stakeholders can be:

* + people with disabilities
	+ members of the disability community
	+ other experts or organizations in the disability field or other fields

**Supporting program objectives**

This funding program seeks to work with different people and organizations across Canada to move accessibility research forward. It also seeks to create a national network of accessibility expertise. The purpose of partnerships and collaborations is to help form that network. The program also seeks to:

* + ensure this network includes the participation of people with disabilities in the research agenda
	+ involve other experts, and organizations to inform the research

Your answers in this section will help us determine how your project will help fulfill these objectives.

Your partnerships should engage stakeholders in different sectors and/or disciplines:

* + **Sectors** can include, for example, transportation, the built environment, and communications.
	+ **Disciplines** refer to fields of expertise (for example, anthropometrics, architecture and engineering when applied to accessibility or universal design).
1. To ensure the funded research findings are put into action, projects must **develop partnerships, create collaborations, and engage stakeholders across sectors and/or disciplines.** Explain how you plan to choose, reach out to and engage partners, collaborators, and stakeholders in your project. List the sectors and disciplines of your project partners. Explain how those sectors and disciplines will best benefit your project. Please provide your answer in the blank space below.
2. Describe your partnerships and collaborations.

List all the partners you have engaged, or plan to engage, for the project. **For each partner**, indicate:

1. the type of organization and their name
2. whether they are a national disability organization
3. their active roles and responsibilities in contributing to the project
4. the expertise they bring to the project
5. how they will encourage the establishment of a national network of accessibility expertise
6. how they will encourage the participation of people with disabilities in research activities

Be sure to respond to each part of this question for each partner. Please provide your answer in the blank space below.

### Part 3: Financial details

All amounts in this section must correspond to the amounts in your completed budget detail template.

1. Indicate the total amount of project funding you are requesting from Accessibility Standards Canada. List the amount requested per fiscal year and the total amount. For the purpose of this program, a fiscal year starts on April 1 and ends on March 31 of the following calendar year. Please provide your answer in the table below.

**Table 5: Funding requested from Accessibility Standards Canada**

|  |  |  |  |
| --- | --- | --- | --- |
| Fiscal year 1 | Fiscal year 2 | Fiscal year 3 | Total amount requested |
|  |  |  |  |

### Part 4: Attestation

For your application to be eligible, you must attest to **all** of the following statements.

* I am the official representative for this application.
* My organization has given me the authority to:
	+ - submit this project proposal
		- enter into contracts and agreements on behalf of the organization
* I certify and warrant for the organization and in my personal capacity that the information provided in this application for funding, and in any supporting documentation, is true, accurate, and complete.
* I have read the program guidelines and understand the program requirements.

Please confirm in the blank space below with Yes or No that you attest all the statements above.

Name of official representative. Please provide your answer in the blank space below.

Position title. Please provide your answer in the blank space below.

Date (mm-dd-yyyy). Please provide your answer in the blank space below.