# Innovation & Transformation Fund

## Call for Proposals

Issued: March 23rd, 2022

Submission Deadline: April 22nd, 2022– 11:59 p.m. CDT

*Innovation is making a difference in the lives of other people, doing our part to repair the world, acting in ways small & big to fulfil our highest purpose. The power to imagine alternatives is key to a liberation we strive for ourselves and for others ~ Dr. Beth Mount, Inclusion Press*

### **Background:**

Abilities Manitoba is a network of agencies that exists to foster excellence in services for people with intellectual disabilities. Our vision is that together we can create a province where all Manitobans value the quality of life of people with intellectual disabilities, and the partnerships between communities, governments, families, and agencies that support them. More information about Abilities Manitoba can be found at [www.abilitiesmanitoba.org](http://www.abilitiesmanitoba.org)

Initially [announced](https://news.gov.mb.ca/news/index.html?item=51111) back in April, the Government of Manitoba is providing funds to Abilities Manitoba to support innovation and transformation that enriches services and support for adults with an intellectual disability. Abilities Manitoba will administer and oversee the dispersal of these funds.

A Steering Committee has been formed that will oversee the selection and approval process.

Proposals supported by the Fund should result in one or more of the following outcomes:

* Improved quality of life for adults with an intellectual disability.
* Increased capacity amongst one or more service providers, sector organizations or community groups to extend and/or expand resources, services and supports to adults with an intellectual disability.
* Improved access to shared resources and training within the sector that will result in long-term and sustainable efficiencies.

**Innovation** requires us to move outside the familiar assumptions and patterns of behavior that have created the current reality and search for new ways to address issues or problems. We must ask what more is possible and what paths exist to arrive at these possibilities.

**Transformation** speaks of metamorphosis and change. Positive change at the individual, organizational and provincial level that builds greater capacity in our systems and practices to be flexible and responsive in supporting people to live meaningful lives of their own design.

The Innovation and Transformation Fund will provide applicants an opportunity to present innovative ideas aimed at building capacity within the sector and improving options, services and outcomes for people receiving services and supports. The fund will support proposals that benefit the sector in a variety of ways including expanded use of technology to support meaningful connections within the community, developing employment opportunities, nurturing valued social roles, improving the quality of life for people with intellectual disabilities and supporting service providers to deliver services that promote rights, inclusion and full citizenship.

The Fund will finance innovative programs, projects and initiatives that will address service gaps, introduce new ways of supporting individuals to meet their personal goals and support service providers and other organizations to innovate the manner in which they deliver services.

### **Eligibility:**

* Applicants must be not for profit organizations or charities.
* Currently actively engaged in providing direct or indirect services, supports and/or advocacy for/with people funded through CLdS
* Must be willing to share resources, learning and results emerging from their funded project with other organizations across the project.
* Organizations can submit more than one project proposal.
* Maximum award is $50,000 per project

### **Timelines:**

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| --- | --- |
| Request for Proposals Issued: | March 23rd, 2022 |
| Question Period ends: | April 4th, 2022 |
| Submissions Due: | April 22nd, 2022 at 11:59 p.m. CDT |
| Approval communicated: | May 18th, 2022 |
| Project End Date: | May 30th, 2023 (final reports due) |

\*Any questions regarding Abilities Manitoba Call for Proposal must be submitted to writing to [submissions@abilitiesmanitoba.org](mailto:submissions@abilitiesmanitoba.org) The deadline for submitting written questions is April 4th, 2022 at 4:59pm Central Daylight Time. A document titled Innovation & Transformation Fund - Call for Proposals Questions and Answers will be posted here <https://abilitiesmanitoba.org/innovation-and-transformation-fund/> . This document will provide a listing of each question asked and the response and will be updated throughout the Questions period. This document will be finalizing no later than April 5th 2022.

In addition, a Zoom session will be held on March 28th at 3 p.m. to allow for in person questions and exchange. This session will be recorded and uploaded to the same page identified above. To attend this session go to <https://us02web.zoom.us/j/81946593443> or dial in at 204-272 7920 (Meeting ID - 819 4659 3443) on March 28th at 3 p.m. There will be one hour for questions. There is no register in advance nor is there a requirement to attend – merely an opportunity if needed.

### **Submission Requirements:**

Project proposals can be using the template found in Appendix A, applicants complete all sections and submit electronically to: [submissions@abilitiesmanitoba.org](mailto:leanne@abilitiesmanitoba.org) prior to the submission deadline. Any incomplete proposal packages will NOT be evaluated. Any additional information outside of what is identified in the template will Not be considered in the review of the proposal.

An organization may submit more than one response to the call for proposals. Each response should be submitted as separate and complete packages.

Collaboration and partnerships between organizations are encouraged and joint submissions will be accepted. However, one lead organization must be identified. This organization will receive communications and funding and will be ultimately responsible for submitting reports and accounting for deliverables and finances.

Completed proposal packages must be RECEIVED no later than April 22, 2022 at 11:59 p.m. Submission received after the deadline will not be assessed. An email confirming receipt from Abilities Manitoba will be sent to the key contact listed in each proposal received for all submissions (emailed or completed online).

### **Review Process:**

The Government of Manitoba is providing these funds to Abilities Manitoba to support innovation and transformation that enriches services and support for adults with an intellectual disability. Decisions related to funding approval and amounts are made by the Innovation and Transformation Fund Steering Committee. The primary role of the Steering Committee is to design and implement the criteria for a transparent approval process. All organization’s projects are evaluated individually, based on priorities determined by the Innovation & Transformation Steering Committee.

Steering Committee Members who are connected to applicants (volunteer or employment relationship) will be excused from the Review Process to ensure there is no real or perceived conflict of interest.

The Steering Committee will evaluate each qualified submission based on the criteria as set out.

* Organizational profile (10 points)
* Project Description (50 points)
* Plan for evaluation (10 points)
* Plan for sustainability (10 points)
* Plan for sharing of results and resources (10 points)
* Budget (10 points)

Total: 100 points

Bonus points will be provided for Rural or Northern Services (up to 5 points)

Larger organizations, in urban or southern areas, have greater opportunities to access additional resources and to work closely with other organizations. This provides recognition to smaller, rural or northern organizations who have additional challenges in accessing resources. Note: Rural settings are towns and municipalities that are not Winnipeg or Brandon. Northern settings are those services offered north of the 53rd Parallel.

#### **Additional Information Requests:**

The Selection committee may request additional information from the organizations to verify, clarify or supplement information provided in its submission or to confirm the conclusions reached in the evaluation, and may include request by the committee for alterations to budget or targeted outcomes. These requests for information may be through email and/or virtual meetings.

Any discussion resulting from this call for proposals will not constitute a legally binding offer to enter into an Agreement on the part of Abilities Manitoba or the organization and there will be no legally binding relationship create with any organization prior to approval being granted and the execution of a written Agreement.

### **Reporting Requirements:**

As already indicated, the project proposal must include a plan for evaluation of the proposed outcomes of the proposal. Successful projects will be required to provide two reports (midterm and final) that will include financial reporting as well as evidence of achievement of outcomes. Success, or achievement of outcomes can be measured in a variety of ways including the completion of formal assessments, surveys and questionnaires and action plan results.

Abilities Manitoba will retain the right to cancel previous grant awards based on the identification of serious concerns related to either the financial management of the awarded amount or a demonstrated inability to meet the outcomes identified in this proposal.

Upon the successful awarding of funding, organizations will receive 50% of the grant money. An additional 25% will be provided upon submission of mid term report and the final 25% will be provided upon submission of a final report.

Successful applicants must attend one project meeting, with all other project participants, to share information about their project and to learn about the other provincial projects. They will also have to take part in a province wide session, at the conclusion of the Innovation and Transformation Fund, to share information and results of their project.

### **Contact information:**

All communication (questions, assistance or submissions) should be sent to: [submissions@abilitiesmanitoba.org](mailto:submissions@abilitiesmanitoba.org)

*Innovation – any new idea- by definition will not be accepted at first. It takes repeated attempts, endless demonstrations and monotonous rehearsals before innovation can be accepted and internalized into an organization. This requires courageous patience.* ~ Warren Bennis

## Appendix A

### Submission Template

Project proposals can be submitted using the template found in Appendix A, applicants complete all sections and submit electronically to: [submissions@abilitiesmanitoba.org](mailto:submissions@abilitiesmanitoba.org) prior to the submission deadline.

All areas outlined in the template below must be completed and be accompanied with:

* Cover Letter signed by the organization’s Executive Director (or delegate) that indicates the organization’s commitment to and knowledge of project proposal.
* Letters of support from all collaborators/partners identified in the project proposal.

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| --- | --- | --- |
| **Organization (Lead):** | Legal Name: | Click or tap here to enter text. |
|  | Address: | Click or tap here to enter text. |
|  | Website: | Click or tap here to enter text. |
| **Primary Contact:** | Name: | Click or tap here to enter text. |
|  | Role: | Click or tap here to enter text. |
|  | E-mail: | Click or tap here to enter text. |
|  | Phone: | Click or tap here to enter text. |

\*All communication about this submission will be sent only to the primary contact identified.

#### **Section 1 - Organizational Profile – 10 points**

A brief introduction and overview of your organization and its partnerships; particularly as they are related to this project. Information of your capability and qualifications to provide the deliverables. Describe how this project is viable. (Limit your response to a maximum of 250 words.)

#### **Section 2 – Project Description – 50 points**

In your submission, please respond to the following sections in order to illustrate your proposed project (limit your responses, in each section, to a maximum of 250 words):

2.1 Describe the proposed project, its scope and key deliverables and action plan.

2.2 What need is this project filling? Describe how this project is innovative, may transform services and increase quality of life for people with intellectual disabilities in Manitoba.

2.3 How will people you serve and their families be involved in or inform this project?

2.4 Who will benefit from this project? Explain the intended impact.

2.5 What barriers can be anticipated and how do you plan to mitigate or eliminate these barriers.

2.6 Who will be involved in the project? Provide details about how proposed partnerships will contribute, how you will align your efforts with work being done by others? Letters of support are required for all proposed partners.

#### **Section 3 – Evaluation – 10 points**

How will the project success be tracked, monitored, and evaluated? (250 words)

#### **Section 4 - Sustainability – 10 points**

How will the results of the project be sustained or maintained after the proposed work is done. What lasting difference will the project create? What is your plan to transition to a more sustainable funding source for this work? (250 words)

#### **Section 5 – Sharing results – 10 points**

How will the results and resources developed be shared with others across Manitoba? (250 words)

#### **Section 6 – Proposed Budget – 10 points**

Please provide a detailed budget (attached separate document) that provides the following information:

* Staff or Consultant costs – please be detailed regarding job function, role
* Related benefits costs
* Travel costs if applicable
* Project costs – not otherwise identified.
* Administrative costs – (may not exceed 5% of eligible costs)
* Total amount requested from Innovation & Transformation Fund
* Any in-kind contributions or other sources of revenue that will be utilized to fund the project work.

All figures must be in Canadian funds. No request can exceed $50,000 per project.

#### **Section 7 – Location of Services – Bonus points**

Please indicate where organizations head office is located:

Please describe the scope and type of rural or northern services you provide, if any. Note: Rural settings are towns and municipalities that are not Winnipeg and Brandon. Northern settings are those services offered north of the 53rd Parallel

#### **Attachments:**

Cover Letter signed by the organization’s Executive Director/CEO (or delegate) that indicates the organization’s commitment to and knowledge of project proposal.

Letters of support from all collaborators/partners identified in the project proposal.

Budget documents