

Questions and Answers

Thank you for attending our information session and for your interest in this funding opportunity. We appreciate your queries and as promised, I am returning a response and have included comprehensive explanations.

1. Projects Covering Multiple Jurisdictions

Nationwide Projects:

If you have a project that spans across Canada, please identify the primary jurisdiction that will be most focused on in terms of activities and deliverables. Additionally, please detail which other jurisdictions are included and how they will be impacted. This approach helps us understand the breadth of your project while ensuring we maintain our goal of broad geographic representation.

Projects in Two or more Provinces/Territories:

- **Single Application:** If the activities and deliverables are consistent across all jurisdictions, you may find it convenient to apply with a single project proposal. This approach can reduce the operational burden of submitting and managing multiple applications.
- **Multiple Applications:** Alternatively, if you believe that the distinct aspects of each province's activities warrant separate proposals, you are welcome to submit two applications, each focused on the respective province. Please keep in mind that funding is limited, and we may not be able to approve all applications. If you choose to submit more than one application, please ensure that each application can proceed on its own.

2. We received several questions regarding the funding periods and dates, and we would like to provide some clarity on this matter.

- The funding period for any given fiscal year begins on April 1st and ends on March 31st of the following year.
 - The earliest possible date that funding can begin for any project under this call for proposals is April 1, 2025. The latest possible date that funding can be provided under this call for proposals is March 31, 2028.
- Expenses cannot be incurred before the approved start date of any given project. For instance, if your project is approved to start on April 1, 2025, any expenses (invoices) incurred prior to this date, will not be considered valid and cannot be claimed.

3. Explanation of the differences between the Operational and Administration expense categories for the Canadian Family Justice Fund (CFJF):

The [CFJF Terms and Conditions](#) specify Operational expenses to include office supplies, printing, publishing, distribution, promotion, rent, utilities, telephone, insurance, and computer service rentals. Administrative expenses are not strictly defined, but as a capped amount at a maximum of 15% of the total budget. If further clarification is required on applying expenses to the Administration category in your application budget, we are available to provide direct guidance and assistance.

4. Can Interpreter expenses be identified under honorarium expense category?

Interpreter expenses can sometimes be considered as honorariums if they are provided as a token of appreciation for the service rather than a standard fee for professional services. If they are a fee for services, they would be captured as professional fees or contracts.

5. Funding for Lawyers/Advocates

The fund will accept expenses used to support continuing education efforts for professionals and intermediaries on separation and divorce; however, if your project involves providing legal advice or representation to clients through consultations, those expenses are not eligible under the fund.

6. Budget Template:

- A question was raised about the Budget template, specifically why there are two entry selection options for both **Quebec and Ontario**. The budget template should only list one of each, and we have included an updated version in this email. Applications submitted using the incorrect budget document will not be penalized or rejected. Our aim is simply to capture the correct jurisdiction of your project.
- Another budget template question, touched on the "Budget Item" drop-down menu option. There is a choice detailing "**Research minimum 5% of your total allocation**" found as the last selection choice. This does not relate to the Project Component of the CFJF, under which this call for proposals is subject. It has been omitted from the updated Budget template that has been attached.

7. Application Form questions.

Section 2.9 is a requirement for the current Call for Proposals

- It asks applicants to explain how the objectives of sustainable community development will be supported. This aligns with broader goals of fostering long-term positive impacts and resilience within communities.
 - In your application, you might describe how your project:
 - Promotes community resilience by providing ongoing education and resources that empower families and individuals.
 - Encourages collaboration between different community organizations, creating a network of support that extends beyond the project's duration.
- The inclusion of sustainable community development objectives in the application form ensures that CFJF projects not only address immediate family justice issues but also contribute to the broader goal of creating strong, resilient communities capable of supporting their members in the long term.

Section 2.13 Outcomes question, with 3 selection options.

- 2.13 ensures that projects funded by the CFJF are aligned with the fund's goals, have clear and measurable outcomes, and are subject to effective monitoring and reporting. This approach enhances the overall impact and accountability of the funded projects.
- As an example, you might select the outcome "**Increased awareness of family justice issues**" and explain how your project will:
 - Conduct workshops to educate the public on family justice issues.
 - Develop and distribute informational materials to raise awareness.

8. Annual Audit/Reporting

For approved and active projects, there are year end reporting requirements.

- A narrative report template will be provided, to detail successes, challenges and activities of the project for that year.
- Recipients also provide annual Financial Claims reports that detail the expenses as they relate to the activities/deliverables that were approved in the budget of the signed funding agreement.

9. Is the maximum amount per project or per Non-Government Organization (NGO)? For example, if one NGO submitted two applications, could they be approved for up to \$150,000 instead of \$75,000?

The maximum of \$75,000 is available by organization (NGO) and by fiscal year. \$150,000 is above that threshold and is therefore not an available option. This and further details can be found at the [Canadian Family Justice Fund: Terms and Conditions for Contributions](#) webpage.

10. is it possible to see the projects that have been approved in the past?

All approved projects are published quarterly through the proactive disclosure of grants and contributions.

- EN link with search for “Canadian Family Justice Fund” already entered: [Grants and Contributions \(canada.ca\)](#)
- FR link with search for “Fonds Canadien de justice familiale” already entered: [Subventions et contributions gouvernementales \(canada.ca\)](#)

We hope this clarifies the scope of eligible expenses under the CFJF. If you have any further questions or need additional guidance, please do not hesitate to contact us.

Thank you for your interest and participation. We look forward to receiving your proposals and working together to achieve impactful outcomes across Canada.