

Addressing Forced Marriages in Canada

LETTER OF INTENT FORM

DEADLINE: October 18, 2013

The *Family Violence Initiative* provides contribution funding under the Justice Partnership and Innovation Program of the Department of Justice Canada to support the development, implementation, testing and assessment of models, strategies and tools to improve the justice system's response to family violence. It also supports projects that raise awareness of family violence in Canada.

The purpose of this Call for Letters of Intent (LOI) is to encourage and support Canadian governmental and non-governmental organizations to develop projects that address the issue of forced marriages in Canada as a form of family violence that crosses ethno-cultural, religious, socio economic and demographic boundaries.

Priority will be given to organizations that have previous experience in this area.

A successful LOI must address at least one of the following objectives:

- the development of information, strategies and tools to promote an understanding of the law as it applies to forced marriages in Canada or of Canadians abroad, including integrating the subject of forced marriages into existing programs and public legal education and information materials;
- the development of strategies, protocols, models and risk assessment tools to improve service and program delivery to potential victims of forced marriages and forced marriage victims in crisis;
- the development of policies and training respecting forced marriages for justice system and child protection officials, educators, and family violence service providers, including guidelines for identifying and reporting forced marriages;
- projects directed to assessing the response of the justice system to forced marriages, including studies on suicide and rates of underage marriages; or
- the engagement of those at risk of early and forced marriages with a view to enhancing knowledge about their needs and their awareness of the law and resources.

A Letter of Intent does not constitute an actual funding application. Rather, it is an outline of a project proposal that includes the following:

- information about your organization;
- a description of the proposed project and activities;

- an explanation of how the project addresses the issue of forced marriage in Canada as a form of family violence by meeting one of the identified above noted objectives; and
- a brief summary of your work plan and budget.

Duration of the project: 24 months maximum

Maximum Funding Available per project: \$150,000 over two years (\$75,000 per year)

The deadline for LOI submissions is October 18, 2013. Late submissions will not be accepted. To submit your letter of intent, please use the attached form.

The review process at this stage is intended to select projects that best fit the LOI funding objectives and criteria. Only selected organizations will be invited to submit a full proposal. Applicants who are invited to submit a full proposal will be given further instructions on submission details at the time of invitation.

Please send your Letter of Intent or Requests for further information by email to:

Ntunga Masozera
Senior Program Analyst
Programs Branch
Department of Justice
Tel 613-948-5915
Fax 613-941-2269
Email: nmasozer@justice.gc.ca



I – YOUR ORGANIZATION

1. In which language do you want to communicate? ☐ English ☐ French

2. Please provide the following information:

Organization Name:

Street address:

Mailing address:

Telephone:

Fax:

E-mail:

Website address:

Contact person:

Title: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Other:

Name:

Telephone:

Position:

3. a) Is your organization incorporated? ☐ Yes → ☐ Federal
→ ☐ Provincial/Territorial
☐ No

b) Please provide your business number: _____

c) Date your organization was incorporated:

4. Your organization is a/an (check one):

Provincial/Territorial/Regional/Municipal Government ☐

Non-profit organization, society or association ☐

Education-related institution or association (e.g. school board, university) ☐

Other (please specify) _____ ☐

5. Describe the primary work of your organization:



II – EXECUTIVE SUMMARY OF THE PROJECT

(Maximum two (2) pages)

- Provide a brief description of the proposed project and expected outcomes.
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III – PROJECT PROPOSAL

(Maximum three (3) pages)

- Describe how the proposed project addresses the issue of forced marriage in Canada as a form of family violence by meeting one of the identified above noted objectives.
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Proposed Project Title:

Project Duration:

IV – PROJECT PARTNERS

Using the format below, please list all project partners and identify the nature of the partnerships

Organization name	Describe the involvement of the partners in this project

V – PRELIMINARY FINANCIAL INFORMATION

a) Provide a preliminary budget summary using the relevant categories below.

Category	Year 1	Year 2	Total
Salaries and benefits			
Office Equipment/Rent/Utilities			
General & administrative			
Professional fees			
Other			
TOTAL			