



GRANTS AND CONTRIBUTIONS IN AID OF ACADEMIC RELATIONS

Unsolicited Proposal Application Form

Please consider every question and request for information below as mandatory.

Applicant Organization: _____

Project Title: _____

Timeline (specify project start and end dates):

Start date (yyyy-mm-dd): _____ End date (yyyy-mm-dd): _____

1. Executive summary (500 words maximum)

Please briefly summarize the project objectives, activities, timeline, total proposed budget and the amount requested from GAC.



2. Project rationale and objective(s)

- a) Project rationale: describe the issue your project aims to address and explain why this issue is important and relevant.
b) Project objectives: list specific and measurable objectives you aim to achieve with this project.

3. Alignment with the Academic Relations Program, the [Government of Canada](#) and [Global Affairs Canada](#) priorities



4. Description of proposed activities

Describe activities you will implement to achieve your project objectives outlined in Section 2 above.

Note: Activities are specific actions that will incur expenditures and require funding.



5. Organizational capacity and expertise

- a) Describe your organization's capacity and expertise to successfully deliver the project.
- b) Describe funding that your organization received in the past, is currently receiving, or is applying for from Global Affairs Canada, whether in the form of a contract or transfer payment.

Important: Provide your organization's proof of legal status (e.g., certificate of incorporation or business registration document) along with financial statements for the past two fiscal years when submitting your application package. Audited financial statements are preferred, if available.



6. Project implementation timeline

Provide a detailed and specific implementation plan including a calendar of activities, deliverables and expenses. For projects focusing on events, include a tentative program.

Note: The timeline must be organized on a fiscal-year basis (April 1 to March 31).



7. Risk management strategy

Identify principal risks associated with project implementation and describe related mitigation strategies.



8. Results measurement strategy

For each objective proposed in Section 2 above, identify key performance indicators (KPIs) and describe data collection mechanisms to demonstrate results.



9. Sustainability plan

- a) If you intend to continue the proposed activities beyond the funding period, how will you ensure their sustainability?
- b) If the activities will not be continued after the project completion, how will you sustain the project's results and impacts beyond the funding period?