



**New Agency Development Fund (NADF)**  
**Call for Proposals (P-11-91)**  
**Information Meeting- Questions and Responses**  
**September 30, 2011**

ELIGIBILITY/FUNDING QUESTIONS:

**1Q. What if some of the clients our agency serves are from outside the York Region, does this disqualify our agency?**

**1R.** New Agency Development Funding must be providing services to York Region residents.

**2Q. Our agency provides the only service of its type in Ontario, would the agency qualify for funding if we provide services for clients who are not York Region residents?**

**2R.** The goal of the funding is not intended to turn clients away, only that York Region residents receive service with NADF Funding.

**3Q. We are new, small agency with a management team but no Board in place, will you recognise the management team as operating the agency?**

**3R.** Yes, as long as there are at least three members on the management team and not more than two of the members are related to each other.

**4Q. If an agency would like to take the lead in York Region with regard to the multi-cultural fabric how does the agency identify with the priority areas in the Call for Proposals?**

**4R.** To be eligible for NADF, an agency must demonstrate the priority area that they fit within as per the eligibility criteria and also include other areas of services provided as a result.

**5Q. Will NADF funding assist our agency through development?**

**5R.** NADF will assist eligible agencies with organizational development and capacity building activities that will help develop the agency. This could include; Incorporation as a not-for-profit, obtaining charitable status, obtaining insurance, Human Resources policies and procedures, Marketing, Financial and Fundraising planning and Board Governance.

**6Q. Is it a requirement to have the agency By-Laws established?**

**6R.** If the agency has not established the By-Laws, the agency must indicate that they are working towards developing them.

**7Q. How do you establish the ineligibility of an organization based on when the agency organized itself, for example if an agency made a decision to form and one year later the agency continues to develop, and then communicates that it is an agency?**

**7R.** In your proposal, tell us when the agency formed as a group and then indicate the date of incorporation, if incorporated. Please note: age of the agency for the purposes of NADF eligibility criteria, includes the period prior to incorporation.

**8Q. Is the date the decision to form an agency considered the date the agency formed?**

**8R.** The date of the decision to form an agency is not always formal and the agency may not be incorporated at that time. However, the age of the agency for the purposes of NADF eligibility criteria, includes the period prior to incorporation.

**9Q. Do you have any reservations with an agency's fundraising strategy?**

**9R.** NADF will provide funding to an agency to develop a fundraising strategy, but not to use the funding to hold fundraising events.

**10Q. A service gap exists in the geographical area where our agency will be based. There is an agency addressing the gap in service and the service is similar but there is a waitlist. Will we qualify?**

**10R.** In your proposal, identify the gap, and that service is not being met and indicate whether there is a possibility of partnership with the existing agency.

**11Q. Our agency is experiencing problems trying to download because of log-in password issues.**

**11R.** Contact Jamie Oakley ([jamie.oakley@york.ca](mailto:jamie.oakley@york.ca)) of Supplies and Services for assistance.

**12Q. Which budget year do you want us to report on, 2011 or 2012?**

**12R.** The current year 2011, if possible. If you are a new agency just starting up, please provide a proposed operating budget for 2012.

**13Q. If our agency is volunteer based and our staff budget is zero – is that acceptable?**

**13R.** Please indicate in the proposal that you are just starting up and provide a proposed operating budget for 2012.

**14Q. In Schedule A, the question "how long the agency has been providing service", and one of the selections is "more than five years". If the agency is more than five years old, wouldn't this disqualify the agency from being eligible for funding?**

**14R.** Yes, an agency must be 5 years old or less at the time of application. This includes years prior to incorporation.

**15Q. When describing the project in our proposal, should it reflect organizational development or program development?**

**15R.** NADF is not a program fund, if your proposal is purely agency/organizational development that is acceptable; program development exclusively is not. The program is still important, but the intention is for the agency to be strengthened to provide programs, and that the agency can progress to receiving funding from other sources.

**16Q. If you chose more than one priority area, is it a requirement to submit more than one proposal?**

**16R.** No, demonstrate in one proposal how your proposal fits both priority areas.

**17Q. If an agency requests a funding amount and only a portion of the request is eligible, will the proposal be ineligible?**

**17R.** Selection Committee will review and make recommendations based on the entire proposal; it is possible for a proposal to receive partial funding.

**18Q. Is it a requirement to include in the budget funding from pending proposal applications in the other sources column?**

**18R.** Please include only confirmed funding from other sources. If funding from another source falls through and you are relying on those sources to complete the project, NADF can only provide an amount up to a maximum of \$45,000.00.

**19Q. Is it a requirement to have an original signature on the Audited Financial Statements?**

**19R.** Please provide a copy of the Audited Financial Statements; we do not require an original signature from the auditor.

**20Q. If an agency receives a fee for service from clients, where should this amount be indicated in the proposal submission package?**

**20R.** Please include fee-for-service funding under 'Other Sources' of the project budget (schedule C) and provide additional details in the proposal information (Schedule B).

**21Q. If the agency request is for more than \$45,000.00 because the need to deliver the project is \$55,000.00 in total, will the proposal qualify?**

**21R.** The maximum amount of funding for each agency is \$45,000. If the project exceeds this amount please provide the other source or anticipated source of funding that will cover the difference along with details in the proposal information (Schedule B).

**22Q. If the agency objective is to complete a strategic plan, are the steps required to do so expected to be detailed? For example, is it required to give details on how we will retain a consultant?**

**22R.** Yes, please include the details in the section of the proposal submission package, under Proposal Information (Schedule B) and the step by step details in the Project Work Plan (Schedule E).

**23Q. Is it possible for flow-through agency to be a church?**

**23R.** Yes, we have worked with agencies that have had churches act as flow agencies in the past.

**24Q. We are required to submit seven copies of our proposal, should this include the first 15 pages of information in the P-11-91 document?**

**24 R.** The first 15 pages of the document are not required as part of the submission package. Please only copy the proposal submission package and other items as indicated on the proposal submission checklist.

**25Q. Does an agency that is not incorporated but applied for incorporation and expects to receive confirmation of incorporation before the end of the year, qualify?**

**25R.** Incorporation is not a requirement for NADF. However, at the time of application unincorporated agencies will require a flow through agency. If the agency is successful at the time of contracting and no longer requires a flow through, it is the option of the agency for the Region of York to contract with them directly.

**26Q. If an agency is not incorporated, would a flow through agency be required?**

**26R.** A flow through agency is required for agencies that are not incorporate, as The Regional Municipality of York can only contract with incorporated entities.

**27Q. Is it required for the flow through agency to be located in York Region?**

**27R.** It is not a requirement for the flow through agency to be located in York Region. However, the flow through must be accessible to the successful agency in order to execute the agreement and to flow the funding.

**28Q. If we are a newly incorporated agency and have zero balances or limited revenue, does the agency still have to submit audited records?**

**28R.** An operating budget can be submitted for 2011 or a proposed operating budget for 2012; both are acceptable.

**29Q. In July 2010, we raised \$3,000.00 and it would cost that amount to pay for an audit. Do we still have to provide audited records?**

**29R.** An operating budget can be submitted for 2011 or a proposed operating budget for 2012; both are acceptable.

**30Q. How many directors are required to be in place at the time of incorporation?**

**30R.** It is a requirement when incorporating that the agency's have three directors in place.

**31Q. Our agency's program runs from September to August, in 2011 do you need the budget for the calendar year?**

**31R.** Please provide the budget for the agency fiscal year, September 2011 to August 2012.

**32Q. If the agency is a not-for-profit and at year end the agency has a surplus in funds, is it a requirement for the agency to return the surplus funds to the Region of York?**

**32R.** If the surplus in funding is due to un-spend NADF funding, the funds must be returned to the Region of York. If the surplus is from other funding sources, it is the responsibility of the agency to reinvest the surplus back into the agency operations.

**33Q. Is it possible for the Project Coordinator be the contact person?**

**33R.** It is possible of the Project Coordinator to be listed in the proposal as the contact person.

**34Q. If an agency already has an account with Supplies and Services to download the document, but cannot log-in, access documents, or forgot the log-in information, what are we required to do? Is it expected that the agency register again?**

**34R.** Please contact Supplies and Services, Jamie Oakley for assistance.  
[jamie.oakley@york.ca](mailto:jamie.oakley@york.ca)

**35Q. In the event that an addendum is issued after the proposal has been submitted, will the proposal be disqualified? Is it the agencies responsibility to follow up?**

**35R.** All agencies that registered on the Supplies and Services Bids and Tenders website will be contacted if there is an addendum issued. It is recommend that agencies submit proposals as close to the proposal call end date as possible. If the proposal was submitted before an addendum is issued; it is the agency's responsibility to re-submit the proposal with initials in the addenda section, acknowledging the addenda. If you register after an addendum is issued, addenda are posted and can be seen at the time of registration. It is the agencies responsibility to be aware and acknowledge any addenda.

**36Q. If at the time of proposal submission we omitted some documents, is it possible to re-submit next year?**

36R. Yes, please re-submit next year. Please be advised that the Region of York staff are not able to contact you for missing documentation.

**37Q. Is it possible for an agency to have more than one contact person? Does the contact person have to be the person listed originally on the proposal, or can that change?**

37R. At the time of application, please provide only one contact person. If this should change please notify The Regional Municipality of York contact person of the change.

**38Q. When does insurance have to be in place?**

38R. Insurance is required at the point of contracting. York Region is unable to contract with an agency until insurance is in place.

**39Q. Can we set up insurance after funding has been awarded?**

39R. Yes, insurance can be set up once confirmation of the award has been given. The cost of insurance can be in your application. If your agency intends to include insurance costs please submit your insurance company's estimate in the budget.

**40Q. Is it okay to have insurance in place, but not secure it until funding has been received?**

40R. It is acceptable to secure the insurance when the agency receives notification that the proposal has been successful.

**41. In order for an agency to confirm that York Region is included in the insurance coverage, what is required?**

41R. When NADF funding has been confirmed and contract negotiations are underway, a Region of York Insurance Certificate form will be sent to your agency for completion by your insurance broker.

**42Q. If insurance coverage is a requirement to obtain funding, is the agency expected to pay for the insurance and then be reimbursed from the Region of York?**

42R. Coverage should be requested for January 2012 onwards, agencies will not be reimbursed and the Region of York will not cover the cost of insurance outside the contract period of January 1, 2012 to December 31, 2012.

**42Q. To obtain an estimate from our insurance form, is it possible to get the Region of York Insurance Certificate form ahead of time?**

42R. The insurance requirements are listed in the document P-11-91, please provide this information to your insurance broker or agent. The Insurance Certificate form will only be provided to successful agencies at the time of contract negotiations.

**43Q. When will agencies be advised if they are successful? Will agencies receive feedback if the agency is not successful?**

43R. It is anticipated that notification will go out to all applicants by the end of November. All applicants successful and unsuccessful will be notified. If your agency is unsuccessful and requests feedback, Region of York staff will call or meet with representatives from your agency.

**44Q Will the funding award be allocated in one lump sum?**

**44R.** The funding award will be divided into instalments and can be tailored to the agency's requirements in consultation with the Senior Program Analyst, NADF.

**45Q. If an agency is not successful, is it possible to attend professional development sessions?**

**45R.** Professional Development sessions are mandatory for successful agencies, and then may be available to other agencies dependant upon space.

**46Q. The Call for Proposals document (P-11-91) has the insurance requirements but does not indicate the WSIB requirements?**

**46R.** Requirement for WSIB will depend on what you are doing, but is not a stumbling block for the requirements of this fund.

**47Q. When requesting Insurance coverage, how long does the coverage need to be for?**

**47R.** It is a requirement of the Region of York for an agency to obtain and maintain insurance coverage during the contract period.

**48Q. How much rent is reasonable?**

**48R.** The cost of rent should not be more than 10-15% percent of total costs.

**49. Is it a requirement for an agency to have an independent facility?**

**49R.** An NADF agency must be establishing as an organization and building capacity in York Region. This could include having an office, a rental unit or sharing a office space or of an already established organization.

New Agency Development Fund  
2009 to 2010  
Frequently Asked Questions  
ELIGIBILITY/FUNDING QUESTIONS:

**1Q: How is Education defined for this process?**

**1A:** Education is defined as a program that is similar to a public school based system.

**2Q: Does apprenticeship training qualify?**

**2A:** Yes, it is considered self- employment development.

**3Q: Do you accept applications for renovations? Buying a building? Computers?**

**3A:** Renovations and purchasing a building are considered major capital expenditures and do not qualify for funding. Computers are considered minor office equipment and are an eligible expense.

**4Q: Do you accept applications from agencies who offer afterschool programs that assist youth who need extra help?**

**4A:** Yes, if the program offers more than the basic school curriculum.

**5Q: Do you accept applications for collaborative programs from a collaborative of agencies? What if the agency representing the collaboration is more than 5 years old but the collaboration itself is not?**

**5A:** Yes, as long as the collaborative body or group is 5 years old or less at the time of application and establishing themselves as separate independent entity.

**6Q: Is there a place to get a list of agencies that receive funding to avoid duplication?**

**6A:** Yes, please go to [www.york.ca/NADF](http://www.york.ca/NADF) but please be advised that duplication refers to not only what the Region funds but refers to what is already available in the community by other levels of government, other funders or other community agencies.

**7Q: If an agency is eligible in 2011, can they reapply next year?**

**7A:** Yes, if the agency is 5 years old or less at the time of application.

**8Q: If two agencies collaborate, how should we list agencies?**

**8A:** In your proposal, list the lead agency as the applicant and clearly indicate who the partner agency is and clearly describe their involvement in the program description.

**9Q: Can two agencies from the same space apply?**

**9A:** Yes, if they are applying for separate funding. It is also helpful to note if any expenses are offset by shared space.

**10Q: Please elaborate on what is meant by program results.**

**10A:** This refers to project deliverables or expected outcomes. For example, if your proposal indicates x number of individuals will be served, at the time of reporting, you will report on the actual numbers who were served by the project.

**11Q. Does it impact an agency negatively when members of the board are outside the province?**

**11A:** If two or more board members live outside the province an explanation may be required. If all the board members live outside the province the agency will have to provide

a very detailed explanation as to how the board functions as this may impact the agency's ability to work effectively.

**12Q: Is a support letter required with the proposal submission?**

**12A:** Support letters are not required. It is expected that the partners in the project have read the proposal and signed off and that the references provided are knowledgeable about the project.

**13Q: Can you spend money before the contract period?**

**13A:** We are unable to pay for costs that occur outside the contract period.

**14Q: Does the parent agency have to be located in York Region?**

**14A:** No, as long as the services will be conducted in York Region, from premises with- in York Region and will benefit York Region residents. Please clearly describe what supports will be provided by the parent agency.

**15Q: Is a charitable organization an incorporated body? How do we know?**

**15A:** An agency could be a registered charity but not incorporated. This information will be included in your charitable documents.

**16Q. Is there a limit on the amount an agency can apply for?**

**16A:** Yes, 45,000 is the maximum per agency.

**17Q: Is there a limit to the number of agencies who will receive funding?**

**17A:** There is a limit to the amount of funding available, not the number of agencies. The maximum amount of funding available under this call for proposals is approximately \$200,000.

**18Q: Is this strictly grant or loan funding?**

**18A:** This is a Call for Proposal request to help build organizational capacity of new and emerging agencies. The funding is not required to be paid back. However, if you do not achieve the goals of the proposal and you are not able to complete the project you will be required to repay the funds that are unspent on the project.

**19Q: What if no one participates in our project?**

**19A:** When submitting your proposal it is expected that a service need/gap has been identified and the goals and objectives of the proposal are realistic and attainable. Once the contract is executed, the project will be monitored through site visits, payment schedules and reporting criteria that are established through the contracting process. If the project is still not able to access the target group, payment may cease or consultation with York Region staff may be required. We will work together to determine the best possible solution to get the project on track.

**20Q: Would an agency that qualified in 2010 and reapplies for the same project in 2011 qualify?**

**20A:** It is possible if the agency can demonstrate need and is less than 5 years old at the time they submit their application.

**21Q: If you receive CDIF funding do you qualify?**

**21A:** If you qualify through the CDIF then you do not qualify for NADF as CDIF is funding for established agencies.

22Q: Is it possible to have feedback on my proposal before it is submitted?

22A: In order to maintain a fair, clear and transparent process, individual proposals cannot be commented on prior to submission.

**23Q: If our agency has received NADF funding before are we required to submit the financial statement again?**

**23A:** As per the Proposal Document, the submission process, proposals package submissions must include all schedules fully completed along with the required attachment. This includes the appropriate financial statements.

INSURANCE QUESTIONS:

**24Q: Are insurance and WSIB costs allowable cost in the budget.**

**24A:** Yes, and they can be included in the budget.

**25Q: Is vehicle insurance and professional liability insurance required?**

**25A:** Vehicle insurance is required if agency staff are using your vehicle for work during working hours. It is not for driving to and from work.

Professional liability is required if the agency has staff that are considered employees that are providing a professional service to your clients.

**26Q: Is health insurance and building insurance included as an insurance cost?**

**26A:** Yes and both costs can be included in your budget.

**27Q: What is the cost of insurance?**

**27A:** Insurance costs range depending on the coverage required. It is recommended that you speak with a broker prior to submitting your proposals to obtain accurate costs and the appropriate coverage. This cost can be included in your budget either partially or fully. The full amount an agency can request in their proposal is \$45,000, which would include this cost.

Please note that "coverage required" means the Region's coverage requirements and any other coverage(s) the Prospective Applicant and their broker or agent deems necessary.

**28Q: If we pay a travelling subsidy to a staff member or volunteer do we need car insurance?**

**28A:** Yes, if they are using their vehicle on behalf of the agency for agency business, you must have vehicle insurance.

The Region's insurance requirements for NADF funding includes Non-Owned Automobile Liability, which is designed to respond to a third party claim against the agency for a loss arising from the ownership or operation of a vehicle registered to someone other than the agency, typically a staff member or volunteer. The Non-Owned Automobile Liability policy will not cover the staff member or volunteer, only the agency itself. By law, the employee or volunteer, as registered owner of the vehicle, must obtain their own insurance policy covering their own vehicle(s). We strongly recommend the agency obtain copies of automobile insurance liability slips, on an annual basis, from all staff members and volunteers who may be driving in connection with their work with the agency to confirm coverage is in place."

If the agency owns or leases its own vehicle(s), it would need to have its own standard Automobile policy.

**29Q: Is Directors and Officers Liability required?**

**29A:** Yes, as this protects and covers the decisions of the Board members.

FLOW-THROUGH QUESTIONS:

**30Q: In a flow-through situation: If the contract period is April 1 and the contract is signed May 1 and in July the new agency becomes incorporated does the contract revert from the flow- through to the new agency.**

**30A:** This does not happen automatically but can be reviewed. In a flow-through arrangement, one agency that meets the NADF registration, financial and board requirements acts as flow-through for another agency that may not meet these criteria but is eligible for NADF. This is necessary because the Region can only contract with registered incorporated not-for-profit agencies, and some newer community agencies are not incorporated.

**Schedule G – Flow-Through Agency**

Use this schedule if you are a non-incorporated or non-registered agency or unincorporated association and are required to have a flow-through arrangement with an existing incorporated entity that is registered agency to receive NADF funding.

Please note that if you are including Schedule G, it must be signed by the flow-through agency.

Please note that is not possible for the Regional Municipality of York to contact you regarding missing or incomplete information, therefore, kindly include as much information as possible.

**31Q: Is the information required for the flow-through/lead agency's board of directors or the new agency's?**

**31A:** Please list all directors for both the flow-through agency (Schedule G) and the new agency (Schedule F).

**32Q: If we are not incorporated and require a flow-through does the flow-through have to be a not for profit? Can a flow through be a for-profit?**

**32A:** It is not a requirement for the flow-through to be a not-for-profit but details of the relationship with the flow-through must be provided.

**33Q: If we are not incorporated but have our paper work submitted for the incorporation should we apply as incorporated?**

**33A:** An agency must be incorporated at the time of application if not; a flow-through is required.

**34Q. If an agency is in the process of becoming incorporated can you apply for funding?**

**34A:** Yes, however York Region can only contract with an agency that is an incorporated entity. Therefore, a flow through may be required.

**35Q: Is the flow-through required to sign off on the proposal submission.**

**35A:** Yes, this is a requirement.

**36Q: Is there an administrative fee required by the flow-through agency? What would a reasonable charge be?**

**36A:** It is possible that there will be an administrative fee requested by the flow-through agency which can be included in your budget. This amount varies. Please note that the maximum amount an agency can receive under the New Agency Development Fund is \$45,000, and would include this cost.

**37Q: What are the evaluation criteria? Who is evaluated the flow-through or the new agency?**

**37A:** Proposals are primarily (but not exclusively) evaluated on the following criteria and any other relevant information that you provide at the time of submission:

- Your agency must be in existence for 5 years or less please note: age of agency includes the period prior to incorporation. (Incorporation is not a requirement).
- Your agency's current and/or potential organizational strength, which includes its governance and finances.
- Your proposal's responsiveness to the priority areas for funding in the Terms of Reference section of this call for proposal request.
- The project methodology – the extent to which the project's activities will achieve the project's objectives and outcomes.
- Your agency's capacity to successfully implement the proposed project within program timeframes.
- The capacity to accurately track and report on contract deliverables.
- Project/program sustainability beyond current funding, if applicable.
- Project costs and budget.
- Demonstrated need for the service in York Region that is provided by the agency.
- Services must not duplicate existing services unless it can be demonstrated that such duplication is warranted and appropriate.

**38Q: How do we complete the schedules when there is a flow-through?**

**38A:** The application is based on the information of both the flow-through and the new agency.

Information about the proposal is from the new agency and what you plan to do.

Information related to the contract- insurance, audited financial statements should come from the flow-through agency.

It is also important to distinguish between the flow-through and new agency on all documents.

Please use the following as a guide:

Schedules:

Schedule A – Agency Information

Schedule B – Proposal Submission

Schedule C – Project Budget

Schedule D – Declaration

Schedule E – Project Work Plan

Schedule F – Agency Directors

Schedule G – Flow-Through Agency Information

Attachments:

Attachment 1 – Audited Financial Statements and/or operating budget for the agency applying for NADF and audited financial statements for the flow-through agency

Attachment 2 – Agency Mission Statement and/or Terms of Reference.

Attachment 3 – Job Description for Project coordinator/Lead and reporting relationships.

Attachment 4 – Copy of letters patent and/or articles of incorporation, if applicable.

Please note that it is not be possible for the Region of York to contact you regarding missing or incomplete information, therefore, please include as much information as possible.

**39Q: We have been incorporated since 1992 in the GTA area, and have been providing community services in that area since then. In 2006, we began new services in York Region. In the last two years, a satellite office has been set up in York Region. We have a parent agency of the satellite office in York Region and all**

**our service materials in York Region are under the name of the parent organization. However, we have a separate address, phone number, e-mail and fax number at the Vaughan site. Are we eligible?**

**39A:** Proposals will be considered from an agency that is located outside of York Region, provided that:

1. the program provides services to York Region residents and any funding received will be used exclusively for the benefit of York Region residents,
2. the agency and its program meet all other NADF eligibility criteria,
3. the project for which funding is requested fits within the priority funding areas of the call for proposal request.
4. if the intent is to open a branch or chapter in York Region as an independent incorporated entity.

Pages 5-9 of the call for proposals document (P-10-130) outline the NADF eligibility criteria and the current Priority Funding areas.

**40Q: We do not have "audited" statements as such, given that our organization is new and working to build capacity so what do we do?**

**40A:** Please submit your agency's annual operating budget.

**41Q: We have letters patent for incorporation with officers' signatures, service areas and mission. We have no SEAL. We were told the seals were for Inc. Charity organizations. Are the incorporation patents enough?**

**41A:** Yes, letters of patent are sufficient; seals are not required.

**42Q: If the NADF application has a flow-through arrangement what information needs to be submitted and by whom, and who completes the schedules?**

**42A:** In a flow-through arrangement, one agency that meets the NADF registration, financial and board requirements acts as flow-through for another agency that may not meet these criteria but is eligible for NADF. This is necessary because the Region can only contract with registered incorporated not-for-profit agencies, and some newer community agencies are not incorporated.

For these types of arrangements, the agency that is acting as the flow-through needs to provide the following:

Schedule G – Flow-Through Agency Information

Attachments:

Attachment 1 – Audited Financial Statements and/or operating budget for the agency applying for NADF and audited financial statements for the flow-through agency

The project details, (Schedules A, B, C and E) and Attachments 2, 3 and 4 should be completed by the agency that will be providing the service in the community; the agency that will be utilizing the NADF funds.

Please note that it is not possible for the Regional Municipality of York to contact you regarding missing or incomplete information, therefore, kindly include as much information as possible.

**43Q: Are For-profit agencies that are applying on behalf of a not-for-profit agency eligible applicants?**

**43A:** Consideration will be given to applications from For-profit agencies that are applying on behalf of a not-for-profit agency. The proposal will have to clearly outline the relationship and the supports provided to the not-for-profit.