

## Grants to Certified Yoga Instructors

Follow these **three steps** to apply for a grant from YMF:

**Step 1** Read the **Program Guidelines** for details about the purpose of the program, who and what is eligible, grant amount, assessment process and criteria, etc.

**Step 2** Read the **Important Information for Applicants**. If you still have questions about the program or the application process, contact YMF at [info@yogamalafoundation.org](mailto:info@yogamalafoundation.org).

**Step 3** Complete all sections of the attached **application form**. Be sure to use the **checklist** (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

*Yoga Mala Foundation is committed to equity and inclusion, and welcomes applications from diverse teaching backgrounds.*

### Deadlines

**1 November**

**1 March**

If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date.

Yoga Mala Foundation will not accept applications postmarked after the deadline date or incomplete applications.

### Further Information

Contact The YMF at [info@yogamalafoundation.org](mailto:info@yogamalafoundation.org)

Yoga Mala Foundation 5540 Casgrain Ave Montreal Qc H2T 1X2

514.655.3296



## PROGRAM GUIDELINE

<p><b>Mandate of YMF</b></p>	<p>The Yoga Mala Foundation is dedicated to provide an on-going and growing resource dedicated to supporting the development of yoga programs in communities in need. The YMF believes that yoga can be accessible to all people and can serve as a practical, powerful tool in creating health and positive change.</p>
<p><b>Program Objectives</b></p>	<p>Canadian professional yoga teachers are consistently demonstrating excellence, originality and innovation in the enrichment of the health and happiness of their communities. The Yoga Mala Foundation aims at assisting such teachers by providing the support to inspire their work and enhance their skills through the establishment of influential teaching opportunities.</p>
<p><b>Program Description</b></p>	<p>This program offers opportunities to dedicated yoga teachers to develop a specialization as educators by establishing yoga programs that are personal to their professional background while assisting a community in need.</p> <p>Key areas of focus for potential projects include (but are not limited to): Yoga programs for at-risk youth, low income families, seniors, palliative care, rehabilitation, battered women, as well as the establishment of community health programs and public education focusing on health awareness.</p>



<p><b>Applicant Eligibility</b></p>	<p>Yoga-educated and experienced applicants who are committed to developing a sustainable and long-term yoga project where there is an identifiable need.</p> <p>Applications will only be considered if clear measuring devices (surveys, feedback, testimonials) are included, in order to validate the possible effectiveness of the program contents.</p> <p>The proposed project should be a new initiative that the applicant is willing to personally fund to an equal or higher level than the value of the YMF grant. This may include finding other outside sources of funding or investment. The full description should describe the ability to manage the requested grant amidst all project resources needed.</p> <p>The Yoga Mala Foundation will not grant projects that promote one lineage or studio affiliation over others.</p> <p><b>Collaborative creation projects</b>          You can use this grant to work with another certified yoga teacher. There can be only two teachers involved in collaborative development projects, and both must meet the program’s eligibility criteria.</p> <p>Both teachers must create and sign a document to confirm their collaboration. If a grant is awarded, only the applicant identified in part A1 of the form will be responsible for the grant and will be subject to the Grant Terms and Conditions.</p>
<p><b>Project Eligibility</b></p>	<p>You <b>can use</b> these grants:</p> <ul style="list-style-type: none"> <li>• for props required for a yoga program. (mats, blocks, straps, chairs, bolsters)</li> <li>• for teachers salary</li> <li>• facility rental</li> <li>• for promotional materials such as posters etc.</li> </ul> <p>You <b>cannot use</b> these grants for:</p> <ul style="list-style-type: none"> <li>• for transportation costs associated to the program</li> <li>• for expenses that were incurred before the program deadline.</li> </ul>



<p><b>Grant Amount</b></p>	<p>You must round your budget request to the nearest hundred</p> <p>If your application is successful, you may possibly not be awarded the full amount that you request. Maximum available grant amounts will be posted on <a href="http://www.yogamalfoundation.org">www.yogamalfoundation.org</a> 3 months prior to the deadline and may change each fiscal year.</p> <p><b>Other sources of funding</b></p> <p>The YMF may share the funding of a project with other private or public donors or sources, but it will not fund a project that has already received full financial support. In Part C of the application form, you must provide information on other sources of funding that you have applied for, either from an institution or from other private or public sources.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Peer evaluation is fundamental to the Yoga Mala Foundation decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional teachers by their peers.</p> <p>Committee members will also be selected with consideration to fair representation of yoga lineages, gender, generations, Canada’s two official languages, and the cultural and regional diversity of Montreal. New committees are formed for each grant deadline with one member of the YMF board of directors included to maintain consistency with each peer group.</p> <p>Where there are unusual circumstances, the Yoga Mala Foundation may provide the committee with additional evaluations from independent assessors.</p> <p>All decisions of the peer assessment committee are final.</p> <p><b>Assessment criteria</b></p> <p>The Yoga Mala Foundation looks for:</p> <ul style="list-style-type: none"> <li>• Is there an identifiable need and what is the impact made by the said project.</li> <li>• How does this project assist the applicants career development.</li> <li>• How logistic is the proposed project and will the applicant be able to successfully maintain the operations for the said period of time.</li> </ul> <p>The committee’s decision will be based on the general merit of each application, compared with that of all other eligible applications in this competition, and on the availability of funds.</p>



## IMPORTANT INFORMATION FOR APPLICANTS

### **Acknowledgement of receipt**

The Yoga Mala Foundation will send you by email, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of the receipt indicates that the application has been received; it does not confirm the eligibility of your application.

### **Response time**

You will be informed of the competition results by email, approximately **three months** after the application deadline. The YMF does not release results by telephone.

### **Application preparation**

You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The YMF will make eligibility decisions based on the information provided in this application.

It is important to inform the YMF of any changes to contact details.

Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.

### **Format and layout**

You may submit your application by mail.

Note that you **must** submit all your support material online if you apply using the online form. Make sure, before you begin, that you have all the required documentation and support material in the appropriate electronic format. Refer to the application form for details.

For paper submissions, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format 8••• x 11 inches) printed on one side. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.

Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.



<p><b>Personal Information</b></p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The YMF will protect personal information as required by the Privacy Act.</p> <p>The YMF may share information related to applications and awards with officials in other industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>
<p><b>Grant Terms and Conditions</b></p>	<p><b>Tax status</b>  YMF grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p><b>Changes to proposed projects or programs of work</b>  If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the YMF immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key personnel, or to the start or end date) must be approved by the YMF <b>before you carry them out.</b></p> <p><b>Acknowledgement of Yoga Mala Foundation support</b>  You must acknowledge the support of the Yoga Mala Foundation in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final report</b>  You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>



## Grants to Professional Teachers

The information you provide on the next two pages will not be submitted to the peer assessment committee.

### IDENTIFICATION OF APPLICANT (please inform the YMF if your address changes)

Name of applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First and middle names

\_\_\_\_\_  
Year of birth

**Permanent address:**

**Mailing address, if different from permanent address:**

\_\_\_\_\_  
Street address and apartment or suite number

\_\_\_\_\_  
Street address and apartment or suite number

\_\_\_\_\_  
City Province or territory Postal code

\_\_\_\_\_  
City Province or territory Postal code

\_\_\_\_\_  
Telephone (residence) Telephone (business)

\_\_\_\_\_  
Telephone (residence) Telephone (business)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

### DECLARATION

Will you permit the Yoga Mala Foundation to include your name, address and email on its mailing list?  
**(This information will be used for YMF business only, including surveys.)**

Yes  No

In which language do you prefer to communicate with the Yoga Mala Foundation?

English  French

**To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:**

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Yoga Mala Foundation grant in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for YMF grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Yoga Mala Foundation decision.
- I am aware that the Yoga Mala Foundation is subject to Access to Information Act and Privacy Act, as described in the application guidelines.







round your total budget request to the **nearest hundred dollars**. Present a balanced budget for your proposed project. In other words, the total expenses must equal the total revenues.

**Budget**

**Expenses (see the application guidelines for details of eligible expenses.)**

**Salary** for \_\_\_\_ months at \$\_\_\_\_\_ per month (to a maximum of \$1,000 per month for individuals or collaborations) \$ \_\_\_\_\_

**Project expenses**

Equipment costs \$ \_\_\_\_\_

Facility rental \$ \_\_\_\_\_

Promotional materials \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Total expenses** \$ \_\_\_\_\_

**Revenues** (list of funding requested from other sources for this project, if this applies)

Provincial grants (provide details) \$ \_\_\_\_\_

Municipal or regional grants (provide details) \$ \_\_\_\_\_

Personal contribution \$ \_\_\_\_\_

**Grant requested from the Yoga Mala Foundation** \$ \_\_\_\_\_

**Total revenues** \$ \_\_\_\_\_

**NOTE: Please ensure that total expenses equal total revenues.**

**Budget notes:**

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**PART D1 – SUPPORT MATERIAL** The following material is required:

**Curriculum vitae or professional resumé** (maximum of **three pages**) Submit an up-to-date chronological curriculum vitae or resumé describing your professional history including training, teaching history, discography, etc. **Teacher bios are not acceptable.** For collaborative creation requests, both you and the other teacher must submit your curriculum vitae or professional resumé (maximum of **three pages** for each teacher).

**Collaborative creation agreement** For collaborative projects, you and the other teacher must sign a document to confirm that you wish to work together.

**Letter of acceptance** If you plan to study establish a yoga program in an institution such as a school, community centre, shelter, etc, you must send a copy of a letter of acceptance of the program by a representative of the said institution to the Yoga Mala Foundation. You do not need to submit this letter when you apply for the grant, but it will be required if your application is successful. The Yoga Mala Foundation will not release the grant payment until it has received this letter of acceptance.



**PART E – CHECKLIST** Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to write your name on all items.

**You must include the following items in the order shown below.**

- Identification of applicant
- Declaration (an **original signature** is required)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request including summary of project
- Part B – Description of project (maximum of **750 words**)
- Part C – Financial information

Part D1 – Support material

- Curriculum vitae or professional resumé (maximum of **three pages**)
- For collaborations, curriculum vitae or professional résumé of the collaborating teacher
- Collaborative creation agreement, (if this applies, signed by both artists)
- Letter of acceptance by program hosting institution

(does not need to be submitted with the application)

**Mail your application form to the following address:**

**Yoga Mala Foundation** 5540 Casgrain Ave Montreal Qc. H2T 1X2 or by email at [info@yogamalafoundation.org](mailto:info@yogamalafoundation.org)

