



MCIS Language Impact Challenge:

GRANTS POLICY STATEMENT

MCIS Language Solutions is committed to a grants approval process that is accountable, easy to understand, fair, transparent, and reflective of community needs and values.

1. PRINCIPLES

This policy is based on the following principles of:

- (a) Supporting the growth of language advocacy efforts on behalf of newcomer communities reflecting MCIS mission and vision of improving access to critical information and services and connecting people globally through languages. Our primary beneficiaries, individuals with language barriers in need of services and solutions, by having access to critical services/ information about employment, education, health and legal rights increase their own capacity to make informed decisions which, research shows, generates improved sense of safety, community belonging and general well-being.
- (b) Supporting MCIS' commitment to increasing awareness about barriers to language among vulnerable populations while emphasizing the role language access plays in the protection of human rights in one or all of the following areas: 1. emergencies and risks; 2. health and welfare, including specifically local health information as well as group specific health information where it exists; 3. education, including the quality of local schools and choices available to parents; 4. transportation, including available alternatives, costs, and schedules; 5. economic opportunities, including job information, job training, and small business assistance; 6. the environment, including air and water quality and access to recreation; 7. civic information, including the availability of civic institutions and opportunities to associate with others; 8. political information, including information about candidates at all relevant levels of local governance, and about relevant public policy initiatives affecting communities and neighborhoods
- (c) Supporting strategies that positively impact professional language services and solutions, inclusive of training, professional networks, industry standards development, general research and capacity building.
- (d) Supporting partnerships, if any, that will incorporate MCIS' core values of collaboration, respect, quality, accountability and learning.
- (c) Supporting processes that are open and transparent to the public (funds are managed for results and public accountability; all grantees take into consideration economy, efficiency and effectiveness) with clearly defined roles and responsibilities.
- (f) Supporting grant administration in a way that is accountable, sustainable, and responsive to the needs of people with language barriers.

2. ELIGIBILITY

- (a) Restricted to individuals, non-profit/ grassroots community-based organizations, and corporations who take an active role in promotion, preservation and/ or protection of language access as a human right. Organizations, agencies or individuals that do not meet the eligibility requirements are encouraged to consider partnerships with eligible non-profit/ grassroots community-based organizations, individuals or municipal corporations.



- (b) Must have access to the Internet as of September 1, 2017 in order to submit an application and participate in the online aspects of the Challenge;
- (c) Comply with all applicable laws, including anti-discrimination provisions with regard to hiring/employment practices or in the administration of programs and services;
- (d) All funding proposals for grants and contributions must be project specific, with a clearly defined timeline for completion. Meeting the eligibility requirements of this policy does not guarantee approval.
- (e) Grant programs should not be viewed as a source of personal income. Applications that request ongoing salary dollars that have an impact on future years may not be considered, or will be given reduced priority.

The Challenge is void where prohibited by law. MCIS (as defined below) reserves the right to verify eligibility and to adjudicate on any dispute at any time. These rules are binding on you, individually, and/or your Organization. You warrant that you are acting within the scope of your employment, as an employee, officer or director of Organization and that such Organization has full knowledge of your actions and has consented thereto, including the Organization's potential receipt of an Award. You further warrant that your actions do not violate your Organization's policies and procedures.

2. MCIS

Multilingual Community Interpreter Services (MCIS Language Solutions) is a company incorporated under the Laws of Ontario whose principal place of business is at 789 Don Mills Road, #1010, Toronto, Ontario.

3. APPLICATION PERIOD

The Challenge begins at 8:00 a.m. EST on September 1st, 2017 and ends at 11:59 p.m. EST on October 1st, 2017 ("Application Period"). The project should be completed within 11 months period, by September 1, 2018.

4. HOW TO ENTER

To enter the Challenge, visit the Challenge website page located <http://www.mcislanguages.com/social-impact/language-impact-challenge> ("Challenge Site") during the Application Period and follow the instructions for submitting an Application that includes information about you/your Organization and your specific project idea and implementation plan. The Application must meet the "Application Requirements," described below.

LIMIT OF ONE (1) APPLICATION PER ORGANIZATION, EXCEPT IF THE APPLICATION IS BEING SUBMITTED BY A FISCAL SPONSOR ON BEHALF OF A SPONSORED GROUP. Subsequent Applications will be disqualified. All Applications must be received during the Application Period. Applications are void if they are in whole or part illegible, incomplete, damaged, altered, counterfeit, obtained through fraud, or late.

5. APPLICATION REQUIREMENTS

- (a) It must not contain any content, material or element that displays any third party advertising, slogan, logo, trademark or otherwise indicates a sponsorship or endorsement by a third party, commercial entity or that is not within the spirit of the Challenge, as determined by MCIS, in its sole discretion.
- (b) The Application must be complete, and include all required documents
- (c) The Application must be in English include at a minimum:
 - i. Executive summary
 - ii. An outline of the applicant's relevant experience and expertise with language rights advocacy
 - iii. A detailed plan indicating how the Applicant will complete the work required and the corresponding timelines



- iv. A comprehensive list of deliverables and associated timelines for completion
 - v. A detailed budget indicating any additional sources of funding besides the grant provided by MCIS
 - vi. Information on any proposed partnerships (must be supported by Letters of Support from the intended partners)
- (d) It must be an original, unpublished work that does not contain, incorporate or otherwise use any content, material or element that is owned by a third party or entity.
- (e) It cannot contain any content, element, or material that violates a third party's publicity, privacy or intellectual property rights.

6. JUDGING

A team of MCIS stakeholders (2 Board members, 2 employees and external experts -collectively, the "Advisors") will select the top 3 Applications.

The Advisors will evaluate each Application based on the following criteria ("Criteria"):

- (a) **Language Advocacy Impact.**
- (b) **Community Impact.**
- (c) **Innovation.**
- (d) **Applicability.**
- (e) **Feasibility.**

Out of the pool of Applicants, the 3 Applications that receive the highest overall scores will be selected as the finalists ("Finalist(s)"). In the event of a tie, the Application that received the higher score from the Advisors in the category of "Language Advocacy Impact" will be selected as one of the Finalists. In the event an Organization is disqualified for any reason during any phase of the Challenge, the Application that received the next highest total score during the relevant phase will be chosen as the Finalist. The judges will engage in a value based analysis to pick the winning proposal and their decision will be final.

7. AWARD

A team of MCIS stakeholders (Board or Committee members, interpreters, translators, partners, agencies, staff, others) will form a five members selection committee, with the top 3 projects selected as finalists.

The winner will receive \$25,000 funding and - in- kind publicity.

8. INTELLECTUAL PROPERTY RIGHTS

The Applicant retains ownership of all intellectual and industry property rights (including moral rights) in all materials submitted to the Challenge Site or to MCIS or its representatives as part of its Application, including, without limitation, photographs, comments, information, text, video, feedback, creative ideas, suggestions, or other materials (each a "Submission" and collectively, the "Submissions").

All Award Recipients hereby grant to MCIS and its affiliates, partners, and representatives a nonexclusive, royalty free, perpetual, irrevocable, and fully sub- licensable right to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, copy, and display the Award Recipient's Submission, in whole or in part, throughout the world in any form, media, or technology, including all promotion, marketing, publicity, and any other uses thereof, without notice or attribution to you, the Organization, or any other entity or person and without obtaining any further permission or license or making any payment whatsoever, to the maximum extent permitted by law, and you acknowledge that MCIS has no obligation to use your Submission.



Any material an Applicant submits to the Challenge Site or to MCIS or its representatives and partners is not confidential or proprietary and MCIS and its representatives and partners shall be under no obligation to maintain the confidentiality of any content submitted.

All Award Recipients will be required to sign a grant agreement, which will include a provision requiring that any intellectual property rights created with Award funds must be placed and widely disseminated in the public domain, free for any use.

9. PRIVACY

Applicants agree that personal data entered during the registration, including name, mailing address, phone number, and email address may be processed, stored, shared and otherwise used for the purposes of administering and within the context of the Challenge. Applicants also understand this data may be used by MCIS in order to verify identity, postal address and telephone number in the event an Application qualifies for an award. Applicants have the right to access, review, rectify or cancel any personal data held by MCIS in connection with the Challenge by writing to MCIS at the address listed above. All personal information that is collected from the Applicant is subject to MCIS's Privacy Policy, located [here](#).

10. PUBLICITY

By submitting an application, applicants agree that and consent to MCIS and its agencies use of Winner's name and/or likeness to name the Winner for a reasonable time during and after completion of the Challenge without additional compensation in promotional material of MCIS (or its agents) as a Finalists, or Award Recipient of the Challenge without additional compensation, unless prohibited by law. Winner's information may also be transferred to countries outside the country of Organization's incorporation. Such other countries may not have privacy laws and regulations similar to those of the country of Winner's incorporation.

11. WARRANTY AND INDEMNITY

Applicants warrant that their Applications are their/ their Organization's original work and, as such, the Organization is the sole and exclusive owner and rights holder of the submitted Application and that it has the right to submit the Application in the Challenge and grant all required licenses. Each Organization agrees not to submit any Application that (1) infringes any third party proprietary rights, intellectual property rights, industrial property rights, personal or moral rights or any other rights, including without limitation, copyright, trademark, patent, trade secret, privacy, publicity or confidentiality obligations; or (2) is confidential or proprietary information; or (3) otherwise violates the applicable provincial, federal or municipal law.

To the maximum extent permitted by law, each Organization indemnifies and agrees to keep indemnified employees, interns, contractors, and official officeholders of MCIS, or their parent companies, subsidiaries, affiliates ("Challenge Entities") at all times from and against any liability, claims, demands, losses, damages, costs and expenses resulting from any act, default or omission of the Organization and/or a breach of any warranty set forth herein. To the maximum extent permitted by law, each Organization agrees to defend, indemnify and hold harmless the Challenge Entities from and against any and all claims, actions, suits or proceedings, as well as any and all losses, liabilities, damages, costs and expenses (including reasonable attorney's fees) arising out of or accruing from (a) any Application or other material uploaded or otherwise provided by the Organization that infringes any copyright, trademark, trade secret, trade dress, patent or other intellectual property right of any person or defames any person or violates their rights of publicity or privacy, (b) any misrepresentation made by the Organization in connection with the Challenge; (c) any noncompliance by the Organization with these Rules; (d) claims brought by persons or entities other than the parties to these Rules



arising from or related to the Organization's involvement with the Challenge; (e) acceptance, possession, misuse or use of any award or participation in any Challenge related activity or participation in this Challenge; (f) any malfunction or other problem with the Challenge Site; (g) any error in the collection, processing, or retention of entry information; or (h) any typographical or other error in the printing, offering or announcement of any award or Winners.

17. ELIMINATION

Any false information provided within the context of the Challenge by any Organization concerning identity, mailing address, telephone number, email address, ownership of right or noncompliance with these Rules or the like may result in the immediate elimination of the Organization from the Challenge.

18. FINALISTS AND WINNERS

The Finalists will be announced on the Challenge Site on or about October 1st, 2017, and the Winner will be announced on the Challenge Site on or about October 18, 2017.

Appendices:

I. AUTHORITY AND ACCOUNTABILITY

MCIS' Board - The Board shall approve program provisions and any exceptions to this policy.

MCIS' Finance Committee - The Finance Committee approves an annual budget for grants contained within this policy, as well as expenditures additional to those appropriated in the Main Estimates in the event of unplanned needs. The Committee provides its recommendations to the Board.

ROLES AND RESPONSIBILITIES

Directors - The MCIS' Board of Directors is responsible for the administration of the grant and contributions programs. Within their mandate, directors can approve or deny all grant or contribution applications.

Grant Administration Officers - Administration Officers process funding applications, chair working groups, draft acceptance and rejection letters, and ensure payments are made in a timely manner.

II. FINANCIAL CONDITIONS

(a) Prior to the issue of any payment, the recipients shall sign a conditional contribution agreement which contains their project goals and objectives, guidelines for completion timelines and reporting

(b) Grant will be paid in installments as outlined in the terms of the grant contribution agreement. (c) (g) Funding in one fiscal year does not guarantee funding in subsequent years.