



July 2026

Scope of Work Outline for Facilitators *CQCC October 2026 Workshop Series*

Project overview & goal:

The CQCC is seeking an experienced facilitator to design and deliver a two-part learning series in October 2026 with a focus on accessing federal and provincial grant opportunities and application strategy. The two-part series is open to members of the Supplier Diversity and FAM programs, representing businesses at various stages of growth, from solopreneurs and micro-businesses to medium-sized enterprises.

1. General information:

Proposed dates for workshops:

- Workshop 1: Webinar Wednesday – Wed, October 14, 2026 at 2pm EST
- Workshop 2: FAM Workshop – Thurs, October 22, 2026 at 2pm EST

Delivery:

- On Microsoft Teams hosted by the CQCC

Please note: Sessions delivered as part of this workshop series will be recorded and made available on the CQCC Community Hub.

Project Timeline

- Submission deadline: September 9, 2026
- Confirmation with selected facilitator: September 15, 2026
- Workshop series development phase: September 16 to October 5, 2026
- Submission of final workshop materials: October 9, 2026

Evaluation & Selection Criteria

Proposals will be reviewed by the CQCC programming team based on the following factors:

- **Subject Matter Expertise (60%):** Demonstrated work experience that will support the delivery of the workshops and their content as outlined herein the Scope of Work outline, such as expertise in finances, accessing capital, and grant opportunities.



- **Inclusive Instructional Design (20%):** Ability to clearly differentiate content delivery between an intermediate lecture (Webinar Wednesday) and an accessible, highly interactive peer-review session for diverse business models (FAM Workshop).
- **Actionable Takeaways (20%):** Quality and readiness of practical tools, fillable worksheets, or post-session resources designed to help participants immediately refine and enhance their pitches.

Project Honorarium

- Webinar Wednesday workshop development and delivery: \$500 + tax
- FAM Workshop development and delivery: \$500 + tax

2. Scope of work & deliverables

Session 1: Webinar Wednesday

Topic: Walkthrough of provincial and federal grant opportunities

This session aims to deliver a high-level walkthrough of provincial and federal grant opportunities designed to help fuel business growth. Participants should gain foundational knowledge on navigating government initiatives, finding and assessing different grant options, and developing a strong grant strategy for their business.

Format: This is a 1-hour educational session that provides foundational knowledge around accessing government grant opportunities. The session is led by the Facilitator with minimal attendee engagement, beyond occasional questions in the chat. This session provides an educational foundation upon which the FAM workshop can expand.

Session 2: FAM Workshop

Topic: Practical Grant Review & Application Strategy

Building on the foundations from Webinar Wednesday, this interactive workshop bridges the gap between understanding funding options and executing winning grant strategies. Participants will engage in hands-on application as the session helps participants break down and understand grant requirements, review common application pitfalls, and work through key positioning tactics for provincial and federal funding. Designed for active collaboration and peer exchange, this session should provide practical takeaways to help participants develop a replicable grant application strategy.



Format: This session is a 1-hour interactive workshop where participants can interact both with each other and the learnings from the Webinar Wednesday. This session incorporates opportunities for idea exchange and collaboration, helping attendees to build their skills and their connections with other members of the CQCC.

Content Requirements

- The Webinar Wednesdays and FAM Workshops will be planned together, with one facilitator delivering both sessions with a focus on networking and outreach. This aims to increase the continuity and incentivize the development of the post-session takeaways for both FAM and the Supplier Diversity programs.
- Overview of general provincial and federal grant opportunities and accessing capital, including a focus on applications within the creative industry.
- Content should consider issues present within the 2SLGBTQI+ communities, with attention to intersectional experiences (2SLGBTQI+, BIPOC, disabled, newcomers, etc.).
- The sessions should integrate accessible and inclusive facilitation practices

Deliverables

- The facilitator will develop **two** 60-minute sessions – one for Webinar Wednesday and one for the FAM workshop.
- Sessions will be delivered virtually on Teams, hosted by the CQCC, and recorded.
- A digital presentation is required as visual support.
- Encourage engagement and discussions, especially in the FAM workshop.

Post-Session Deliverables

- Provide a digital copy of slides to be shared with the CQCC membership
- When possible, the facilitator will share any agreed-upon templates, resources, reference guides, etc. That can support continued learning after the session

**** Please note:** the topics outlined above serve as a preliminary framework. The final topics will be agreed upon in collaboration between the CQCC and the selected facilitator. The series must remain focused on understanding your options and accessing capital, with attention to supporting queer professionals, particularly within underrepresented sectors and industries.

If you are interested in submitting a proposal, please provide a brief outline describing how you would implement these preliminary ideas (*one or two pages maximum for both your experience and workshop series proposal*). Proposals should also highlight relevant experience and demonstrated expertise in accessing capital and understanding your financial options.



Please submit your proposal and all supporting materials to vanessa.ntinu@queerchamber.ca by **September 9, 2026**.