WAGE Capacity-Building Project

Six-Month Extension Addendum | April - September 2026

Women Focus Canada Inc.

Overview

With continued funding support from Women and Gender Equality Canada (WAGE), Women Focus Canada completed a six-month extension of its organizational capacity-building project.

The extension focused on consolidating previously developed systems, strengthening organizational knowledge, and equipping staff, students, and volunteers with practical training resources to support consistent and sustainable operations.

Key Achievements and Resources Developed

1. Human Resources and Organizational Training

- Customized HR policy resources for non-permanent staff, volunteers, and students.
- Developed self-directed instructional videos, transcripts, and knowledge-assessment quizzes.
- Created training resources covering the Code of Conduct, Diversity, Equity and Inclusion, and Respect in the Workplace.
- Supported organizational learning through a live HR consultant-facilitated information session.

2. Digital Fundraising and CRM Systems

- Standardized and documented digital fundraising procedures and workflows.
- Developed fundraising and grant-writing guides, toolkits, and knowledge-assessment quizzes.
- Created practical CRM guides covering contact management, opportunity pipelines, volunteer onboarding, course setup, and event registration.

- Strengthened knowledge-sharing procedures to support continuity during team transitions.

3. Communications, Information Technology and Cybersecurity

- Developed self-directed learning materials to support the use of WFC's communication and operational systems.
- Strengthened cybersecurity awareness through presentations, training resources, assessments, and staff acknowledgment materials.
- Supported staff and volunteer learning through consultant-led training and accessible reference materials.

4. Organizational Sustainability

The extension helped WFC establish more consistent procedures, retain institutional knowledge, strengthen staff and volunteer readiness, and build a foundation for continuous organizational learning.

Continuing Our Impact

These improvements strengthen WFC's ability to coordinate partnerships, manage resources, engage volunteers, pursue sustainable funding, and support community-focused initiatives advancing women's empowerment, gender equality, and poverty reduction.

Funding Acknowledgment

Women Focus Canada gratefully acknowledges the financial support of **Women and Gender Equality Canada (WAGE)**in strengthening our organizational capacity and long-term sustainability.[1]

[1] *This addendum supplements the WFC Capacity-Building Independent Evaluation Report dated March 31, 2026.*