

Proposal Package - Collaborative Granting Process Cycle 4

Complete the Project Proposal form and submit to the Wicahitowin Secretariat by December 16, 2011 by 4:00 pm by email to collaborativegranting@wicahitowin.ca. You will be advised by email when your Project Proposal has been received at the Wicahitowin Secretariat.

Download the Collaborative Granting Guide at www.wicahitowin.ca.

Please note that this proposal and any accompanying documents will be shared with Action Circle participants and funders. You may be asked to provide a 10 minute presentation on your project to the Action Circles.

The proposal template must be used by all organizations and/or agencies submitting to the Wicahitowin Circle's collaborative granting process. All applicants must complete and submit Project Proposal Form by the due date. Late or incomplete proposals will be returned.

Please be aware that, if a funder expresses interest in your project, you may be asked to complete an additional application form.

If you have any questions concerning this form or to request an electronic copy by email, please contact the Collaborative Granting Coordinator at 780-245-5944 or by email at collaborativegranting@wicahitowin.ca

The process and timeline for considering the applications will be as outlined below:

Timelines for CGP Cycle 4

Task	Timeline
Online launch of Cycle 4 with Letters of Intent due by email to collaborativegranting@wicahitowin.ca	November 18, 2011
Proposal writing workshop at the Wicahitowin Secretariat Lower Floor, 10650 – 113 Street. Confirm by email to collaborativegranting@wicahitowin.ca	Please check website for upcoming event.
Proposal workshops at the Wicahitowin Secretariat Lower Floor, 10650 – 113 Street. Confirm by email to collaborativegranting@wicahitowin.ca	Please check website for upcoming event.
Proposals due by email to collaborativegranting@wicahitowin.ca no later than 4:00 pm.	December 16, 2011
Proposal Ranking Committee meets to review proposals and assign proposals for ranking to the appropriate Action Circle Priority's.	January 10, 2012 January 11, 2012
Resource Partner Circle meeting to review submitted proposals and consider Action Circle rankings	January 18, 2012 January 19, 2012
Applicants contacted.	Beginning January 30, 2012
Debrief – Wicahitowin Secretariat staff contact applicants for feedback	Beginning February 6, 2012

PROJECT PROPOSAL

Amount Request through Collaborative Granting Process: \$_____

Applicant Information	
Name of Organization:	
Contact Name/Title:	
Telephone:	
Fax Number:	
Email:	
Mailing Address:	
Project Information	
Name of Project:	
Project Start Date:	
Project End Date:	
1. Organization - Provide a clear statement of your organization's Vision, Mission and mandate.	
2. Project Goals & Objectives - Provide a clear statement on how this project fits within your organizations vision, mission and mandate.	
3. Action Circle Priorities - Clearly identify the Action Circle priority or priorities (to a maximum of two) that your project meets.	
4. Action Circle Priorities – Clearly explain how your project addresses one or two of the Action Circle priorities identified.	
5. Target Group – Describe which target group your project/program will impact.	

6. Barriers to Participation – Describe your plan to reduce barriers.				
7. Cultural Component – Describe the cultural component of your project.				
8. Statement of Need - Describe how your project addresses the needs of Edmonton’s urban Aboriginal community. Present the facts and evidence that support the need for the project using current data where possible.				
9. Community Benefits - Describe how the community will benefit from your project.				
10. Action Plan - Include your proposed activities and timelines, description and location of activities with start and end dates.				
Activity	Description	Location	Start Date	End Date
11. Project Team – Please indicate your project team and their roles and responsibilities.				
12. History of Organization – A clear statement on programs/services that your organization offers. Provide a clear, detailed statement demonstrating your organization’s capacity to offer the proposed program or service.				
13. If this project has been offered before, indicate past successes, changes, and how it was previously funded.				
14. Partnerships and Collaborations - Describe community collaboration(s) and partnerships involved, their roles and responsibilities and include letters of support or agreements. If this program/service already exists in the community, provide rationale on why it should be duplicated.				

15. Measurable Outcomes - Please provide a listing of high priority goals for your project, with corresponding outcome indicators (specific goals with measurable outcomes).	
<i>Goal Example: Goal 1: To provide employment readiness preparation, job training and work placement for unemployed Aboriginal Youth.</i>	<i>Outcome examples for Goal 1: Outcome 1a: Youth attendance is at or above 80% level throughout skill development programs Outcome 1b: Number of successful work placements provided</i>
Goal 1:	Outcome(s):
Goal 2:	Outcome(s):
Goal 3:	Outcome(s):
Goal 4:	Outcome(s):
16. Project Evaluation - Clearly describe how the evaluation of your project will be carried out. If a third party evaluator will be used be sure to include that expense in your budget.	
17. Communication Strategy – How will you share your best practices and accomplishments with the urban Aboriginal community (i.e. Action Circles).	
18. Project Sustainability – If applicable, provide information on future project sustainability.	
19. Fiscal Accountability – Please describe your organizational financial process that ensures fiscal accountability.	

PROJECT BUDGET

Revenue – Please indicate funding sources and contributions. Include Federal, Provincial, municipal, donations and sponsorship revenue.			
Funding Source	Tentative Amount	Confirmed Amount	Funding Total
Applicant's contribution			
TOTAL REVENUE			

In Kind Contributions	Amounts
Applicant's contribution	
Other (Please specify i.e. rent, volunteers)	
TOTAL IN KIND CONTRIBUTIONS	

TOTAL PROJECT REVENUE (Funding Source + In kind contributions)	
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Wage Expenses – Please indicate all project delivery staff and related costs.			
Position Name	Salary	Benefits	Total Cost
TOTAL WAGE EXPENSES:			

Project Expenses – Please indicate all project expenses required to carry out the project. If not applicable enter N/A.		
Expenditure Item	Comments and calculations	Amount
Travel		
Hosting (catering)		
Facilities		
Marketing & Promotion		
Professional fees		
Consulting fees		
Supplies & Equipment		
Training and Development		
Administration		
Honoraria		
Other (please specify)		
Capitol costs (please specify)		
TOTAL PROJECT EXPENSES:		

TOTAL PROJECT EXPENSES (Wages + Project Expenses)	
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