

Application Instructions

FSC-CCF Thematic call for projects to support mid-career workers

Application process + timelines

- **Proposals must be submitted in full on the application portal (accessed at www.fsc-ccf.ca) by 4pm EST, May 2, 2019.**
- Questions can be submitted to projects@fsc-ccf.ca and responses will be posted to the FAQ section of the website. The deadline for submitting questions will be April 25, 2019.
- Successful applicants will be notified by the end of May, 2019.
- Projects will launch by June 30, 2019 and must be completed and funds spent by June 30, 2021
- More information and updates can be found on our website at www.fsc-ccf.ca

All project applications attachments are expected to follow all presentation instructions according to the following criteria:

- Indicate the lead applicant organization and page number at the top of each page. All pages in each attachment must be numbered consecutively.
- Use 8 1/2" x 11" (22x 28 cm) paper with margins of at least 3/4" (2 cm) all around
- Use 12-point font or larger. If measured in characters per inch (cpi), it must be no more than 10 cpi. Condensed type is unacceptable.
- Text must be single-spaced with a maximum of six lines per inch.
- Subdivide the attachments according to the numbered sections outlined for each document
- All sections outlined for each attachment are mandatory (unless specified otherwise).
- Diagrams, tables and images may be included within the allowable page limit of each attachment.

Applications will be considered complete when they include the following:

- A. "Request for Information" questions – Excel spreadsheet provided on the application forum

- B. Description of Organizational Capacity – PDF attachment (maximum 4 pages).
- C. Project Description – PDF attachment (maximum 10 pages).
- D. Project Workplan – PDF attachment (maximum 1 page).
- E. Project Budget – Excel spreadsheet provided on the application portal
- F. Signed Acknowledgement Form – PDF form provided on the application forum
- G. Letters of Support, if applicable – maximum two pages per letter uploaded as one PDF attachment. (Proposals submitted with partners must provide letters of support from each partner listed in the proposal which detail the nature of the partnership and what contributions the partner will be making to the proposed project.)

A. REQUEST FOR INFORMATION

Name of lead applicant organization:

Primary contact information (name, title, contact information):

Title of proposal:

Total amount requested (\$):

Proposed start date:

Proposed end date:

Project partners (please list all partner organizations and their role in the project):

Please list the province(s) and/or territory/ies where your proposed project would take place:

B. ORGANIZATIONAL CAPACITY (4 PAGES MAXIMUM – individual section page limits indicated below are recommendations)

- 1) Organizational Mandate – Please provide general information about the lead applicant organization including the organization’s mission, location, date of founding, number of employees and organizational structure. (~ 1/2 page).
- 2) Organizational Capacity – What are the qualifications and capacity of your organization and your partners to execute this project? What relevant experience do you have with similar work? (~ 1 page)
- 3) Relevant Projects – Please list the relevant projects your organization has undertaken in the last 5 years. If your organization is a post-secondary institution; provide 5 of your most relevant projects. Include Project title, Funder, Program name, Start and end dates, brief summary of project.
- 4) Partnership Background – For multi-partner projects or consortiums, please describe your experience working in partnership. (~1 page)
- 5) Evaluative Capacity Building – Please describe how this funding would improve your organization’s existing capacity for evaluation and evaluative thinking (~ 1/2 page)

C. PROJECT DESCRIPTION (10 PAGES MAXIMUM – individual section page limits indicated below are recommendations)

- 1) Project Overview - Provide a brief summary of your project including the challenge your project addresses, your objectives, your approach, and the outcomes you are aiming to achieve. (~1/2 page)
- 2) Relevance and Need – What specific skills development need is your project addressing for mid-career workers? Why is this project needed? Please describe any previous

research or examples that highlight the need your project is addressing (~2 pages)

- 3) Approach – Please describe the specific nature of the activities to be funded. Please explain why the approach is appropriate and how it supports the project objectives. (1 page)
- 4) Team Composition – Please describe the key members of the team, their roles and respective responsibilities. (~1 page)
- 5) Audiences and Equity, Diversity and Inclusion – Please describe the audience(s) that the project is targeting. How will the project benefit these audiences? How will the project create opportunities for under-represented, marginalized and vulnerable groups? How will your project incorporate diverse knowledge, worldviews and experiences? (~1 page)
- 6) Innovation – What makes the project innovative? How will it use new tools or approaches to address an existing need? How is your project different from other projects that are trying to address this opportunity or challenge? (~1 page)
- 7) Anticipated Outcomes – Describe the anticipated outcomes of the project. How will success be measured? Include specific metrics and benchmarks used to assess impact. How will the project outcomes contribute to evidence on what works in skills development? (~1 page)
- 8) Risk Mitigation – What risks are there associated with this project? How will they be addressed? (~1/2 page)

D. PROJECT WORKPLAN (1 PAGE MAXIMUM)

Describe the timeline for executing the proposed project. Charts and tables are strongly recommended to provide a concise overview of project components, milestones and activities.

E. BUDGET TABLE AND JUSTIFICATION

This is an example budget. To complete the budget table, download the Excel files in the application portal.

DIRECT PROJECT COSTS						
Expense Type	Rate or Unit Cost	FTE or No. Units	Total Cost Fiscal Year 1 (Project Start - Mar 31/2020)	Total Cost Fiscal Year 2 (Apr 1 2020 - Mar 31/2021)	Total Cost Fiscal Year 3 (Apr 1/2021 - Project End)	Justification: Briefly justify the need for the proposed budget items, referencing project activities, milestones and deliverables from the project plan. For Personnel and Professional Services provide rates (yearly/monthly/hourly) and duration (FTE, months, hours) and required qualifications/expertise. For Equipment, Materials, and Supplies provide makes and models and suppliers as appropriate. For Travel please provide a breakdown of transportation (air, train, etc.), accommodation, and subsistence.
Personnel and Professional Services						
<i>e.g. Project Coordinator</i>	<i>\$65,000/yr</i>	<i>2.0</i>	<i>\$97,500</i>	<i>\$130,000</i>	<i>\$32,500</i>	<i>Two Full-time (40 hr/wk) Project Coordinators at a rate of \$65,000 per year for two years; Master's degree in relevant field.</i>
<i>e.g. Printing</i>	<i>\$2000/yr</i>	<i>1.0</i>	<i>\$1,500</i>	<i>\$2,000</i>	<i>\$500</i>	<i>Printing costs for communication, activities, and outreach.</i>

Equipment, Materials, and Supplies						
<i>e.g. Laptop Computers</i>	\$1,350	2.0	\$2,700	\$0		<i>Two HP ProBook/Apple Macbook laptop computers for Project Staff associated with the project.</i>
<i>e.g. Software</i>	\$2,000/licence per year	2.0	\$3,000	\$4,000	\$1,000	<i>Licences for software for Project Staff</i>
Travel						
<i>e.g. Transportation to Project Sites</i>	\$350 per trip	20.0	\$2,100	\$3,850	\$1,050	<i>Round trip transportation by train to Project Site for Research Coordinator</i>
<i>e.g. Hotel Accomodation</i>	\$125 per night	20.0	\$750	\$1,375	\$375	<i>Overnight accommodation for Research Coordinator at Project Site</i>
Participant Costs						
Total Direct Project Costs			\$0	\$0	\$0	

Total Cost \$0

IN-KIND CONTRIBUTIONS						
Contribution Type	Rate or Unit Cost	FTE or No. Units	Total Contribution Fiscal Year 1 (Project Start - Mar 31/2020)	Total Contribution Fiscal Year 2 (Apr 1 2020 - Mar 31/2021)	Total Contribution Fiscal Year 3 (Apr 1/2021 - Project End)	Justification: Briefly justify the need for the proposed contributions (as per above)

Personnel and Professional Services						
Equipment, Materials, and Supplies						
Travel						
Other Costs						
Total In-kind Contribution			\$0	\$0	\$0	

Total Contribution \$0

F. ACKNOWLEDGMENT FORM (Please submit a scanned, signed Acknowledgement Form, which must be signed by an authorized signing officer for the organization.)

Acknowledgement and Certification:

In submitting this application, we acknowledge understanding of the following:

- The Applicant has read and understands the information contained in the Application Form and Guidelines.
- The Applicant is aware that the information contained herein can be used for the assessment of eligibility and for statistical reporting.
- The names and addresses of recipients, the amount of awards, and the purpose for which they are awarded is information Ryerson University may make available to the public.
- The information provided in this application is true, correct and complete in every respect. If Ryerson University discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.
- Additional materials other than those requested will not be reviewed by the adjudication committee.
- The Applicant understands any funding commitment will be provided by way of an funding agreement from Ryerson University and will be subject to any conditions included in such agreement.
- Applicants should not take any action, or incur any costs related to the program, that is predicated on receiving funding until an application is approved and all parties have entered into a funding agreement acceptable to Ryerson University.
- The Ryerson University reserves the right to impose whatever conditions it deems advisable as a condition of accepting an application.
- The Applicant is currently in compliance with all applicable laws.
- The Applicant is not in default of the terms and conditions of any, loan or funding agreement with Ryerson University or the Government of Canada.

I, the undersigned, acknowledge that I have the authority to submit this application on behalf of, and to bind, the organization.

Signature: _____

Name: _____

Title: _____

Date: _____