Public Health
Agency of Canada

Agence de santé
publique du Canada

Cancer Program –Community-Based Programming

PROPOSAL TEMPLATE

INSTRUCTIONS:

This template is the **required** proposal format, to be completed in full. Please ensure that you follow the instructions below:

- ☐ Type your responses within the boxes of this template when developing your proposal using the same headings and number system.

- ☐ The maximum length for proposals, including the Workplan Template, Evaluation Plan Template, and Budget Templates, is 20 pages, single-spaced in total. The approximate page length is indicated for each section. Please use Times New Roman Font, Size 12.

- ☐ The Proposal Assessment Criteria should be considered in your responses (Guidelines for Applicants: Appendix B).

PROJECT TITLE:
NAME OF SPONSORING ORGANIZATION:
PRIMARY CONTACT PERSON, TITLE AND TELEPHONE NUMBER:

Section 1. Project Relevance and Need -   Up to 2 pages

a) Describe how your project addresses the solicitation priority.

b) Demonstrate the need for your project. Describe why it is important to carry out this work.

c) Provide the evidence to support the need for this project (e.g. research evidence/statistics on your target population and the issue being addressed).

d) Describe how your project complements or adds to other similar initiatives.

Section 2. Project Description
- Up to 2.5 pages

a) Provide a brief description of the proposed project.

b) Provide the objectives of the project.

c) What key activities will you undertake in this project?

d) Describe the target audience(s) for the project (e.g. health practitioners, policy-makers, underserved population).

e) Provide list the geographic location(s) (e.g. Toronto) and sites/settings (e.g. hospital, community-based centre) where the project activities will take place.

Section 3. Expected Results

- Up to 1 page

- Expected results can be viewed as what your project is trying to "change" (e.g. change in awareness levels, change in health behaviours)

a) What are the expected short term (1-2 years) and long term (3+ years) results of this project?

b) How do you see the results of this project affecting the health of individual Canadians?

Section 4. National Scope and Applicability

- Up to1 page

- Results of projects must have national implications and benefits. This can include being national in scope in terms of partners, benefits to the target population, and replicating results in other parts of the country.

a) Describe how the results of your project will have national implications and benefits.

Section 5. Multi-sectoral Partnerships and Collaborations

- Up to 1.5 pages
- Describe your plan for collaboration between practitioners, researchers, policy makers and community organizations.
- Preference will be given to proposals that demonstrate multi-sectoral engagement or involvement. Applicants are strongly encouraged to partner with organizations working in sectors other than cancer. Effective cancer prevention initiatives are enhanced through multi-sectoral responses, involving players such as non-governmental organizations, governments (municipal, provincial/territorial and federal), workplaces, industry, health services, social services, and educational institutions.

a) Indicate the name of the partners you will work with during the project.

b) What is the role and contribution of each partner?

c) Please list here and provide (attach) the letters of support demonstrating partnership commitment to the project.

Section 6. Knowledge Transfer Activities

- Up to 1 page

- Knowledge transfer activities move the products, results, and learnings (best practices and lessons learned) from a project beyond the project team to a range of audiences (e.g. not-for-profit organizations, communities, universities/colleges) who can benefit from this material and/or knowledge. Projects must demonstrate the use and transfer of information and knowledge that expands beyond local or regional areas.

- A knowledge transfer activity is more than disseminating a product or final report. It can

include sharing of lessons learned in workshops and newsletters, developing and sharing fact sheets at events, or posting of tools and information on a web site and sending out notices to existing as well as new audiences.

- Include a description of how you plan to follow-up with your target population(s) to identify how the project results and deliverables are being used.

a) What knowledge products or transfer activities will be developed or conducted as part of this project?

b) How will your project results reach your target population(s) and how do you plan to follow-up?

Section 7. Sustainability Plan

- Up to 1/2 page

- Time-limited project funding cannot be used to sustain the operations of organizations or to carry out ongoing core operational activities that must cease when funding ends.

- A sustainability plan could include:

    - sustaining the issue (e.g. keeping awareness of the issue high on the agenda of all stakeholders including the public, community partners and decision makers);

    - sustaining programs (e.g. using volunteers or integrating one or more related activities such as an awareness campaign, a support group, or educational sessions, into one or more existing organizations who agree to take responsibility for the program once funding ends); and

    - sustaining partnerships (e.g. creating and maintaining productive working relationships and maximizing the benefits of addressing an issue with a diverse group of stakeholders).

a) What aspects of your project will be self-sustaining and describe how they will continue after funding has ended.

Section 8. Work Plan

- Up to 3 pages

- A Work Plan Template is provided as part of the application package

a) **Complete the Work Plan Template outlining the objectives, expected results, activities, products, timelines, and human resources required (e.g. staff, contract workers, volunteers).**

Section 9. Evaluation Plan

Up to 3 pages (2 pages for the Evaluation Plan Template and 1 page for the written description)

- An Evaluation Plan Template is provided as part of the application package

- **Please refer to the "Community-Based Programming Logic Model" to help you align your project's evaluation plan with the "immediate outcomes" of the logic model. The link for the "Community-Based Programming Logic Model" can be found on the ISA website.**

- Please include your own logic model if you have one

- The budget amount you will dedicate to evaluation - typically 5-10% of your total budget should be allocated to cover evaluation and monitoring costs.

- After project activities have finished, many organizations find they still need additional time to carry out evaluation activities. You may want to ensure that you allocate sufficient time (e.g. 1 to 2 months) for evaluation activities at the end of the project, such as collecting and analyzing data, report writing and knowledge transfer activities).

- Note: Successful applicants will be required to complete on an annual basis the new Performance Evaluation Reporting Tool (PERT) developed by PHAC. Sufficient resources and time must be allocated to the collection of related information (up to 2% of budget in addition to the 5-10% above).

a) **Complete the Evaluation Plan Template.**

Helpful tips to complete the template:

Success/Performance Indicators is information that is collected about a particular process or result that indicates whether or not it has occurred. They are a way to count/measure your progress towards achieving your project results, and ultimately your objectives.

Data Collection describes how the information will be gathered. Include the source of the information (e.g. health professionals, project participants) as well as the tool or instrument that will be used to gather the data (e.g. survey or questionnaire, focus group, interview).

b) Provide a written explanation of the evaluation plan for your project.

Section 10. Your Organization
- Up to 1.5 pages
- **Financial administration/management** of your organization may be shown by, for example: the existence of an accountant or bookkeeper on staff, the type of financial-related bylaws for your organization, whether there are formal financial policies and procedures for your organizations, etc.

a) Provide your organization's mandate/vision statement.

b) Describe your organization's key activities and main programs/projects.

c) Outline why your organization is well-suited to undertake the proposed project (e.g. credibility, relevant skills, interest, experience with the target population).

d) Describe your organization's management structure, governance, and capacity to carry-out projects (e.g. staff work experience, financial administration/management, quality control mechanisms).

Section 11. Budget - Up to 3 pages (2 pages for the budget template and 1 page for the written description) - A Budget Template is provided as part of the application package. - Include translation costs, if applicable. - Include other sources of funding, either financial/cash or in-kind. - Include a confirmation letter from your partners if you have either financial/cash or in-kind contributions.
a) Complete the Budget Template.
b) Provide a detailed breakdown and explanation of the budget amounts under each category of the template.