



Youth Corps Proposal *Tips and Tricks*

Using the Youth Corps Contribution Policy Guidelines and this Proposal Tips and Tricks page, organizations can plan out their proposal. These are recommendations based on what the Department of Municipal and Community Affairs will be rating each proposal on. It is recommended that all of the below topics are covered in the proposal, but they are meant to be used at the organizations discretion and altered so that they meet the needs of each individual program/project.

Name of Program Recipient/Organization

- Ensure that your application clearly outlines the name of the program/project.
- Include the region(s) the project will take place in
- Include contact information for the person(s) managing the project. Include email, phone numbers, fax and mailing address.
- *A cover page for this information is useful, along with use of head notes and footnotes*

Project Description:

- Title
- Number of communities involved
- Number of youth involved, and age levels
- Subject area focus
- Proposed length of project
- *This is typically done in paragraph format*

Project Objectives:

- What youth needs is this project designed to address? How will the project address these needs?
- Future implications of project, what is the long term plan or vision?

Goals and Measurement Tools:

- What are the goals of the program
- How you will measure the success of the program, and if the goals were met?
 - Include evaluations tools, evaluation timelines, and any other relevant information
 - If you wish to attach the proposed evaluation tool, it is recommended that you attach it as an article at the end of the proposal
- How will you monitor and manage funds, expenses, program success?

Program Support:

- Outline any support you will be receiving from the community government, schools, and other community relationships
- Preference will be given to projects that include partnerships with government, public sector or other community organizations
- 3 letters of support are required for each new project, it is recommended that these are included in the proposal



- 3 testimonial letters are required if applying for multi-year funding. These letters can be from past participants, program leaders, community supporters etc.

Program Leaders and Qualifications:

- Outline who the leaders of the proposed program/project are, what are their qualifications? What will they be doing throughout the project
- How were the program/project leaders chosen? What are their qualifications?
- Include facilitators that will be hired, what will their roles be?
- Is there a code of conduct for the program leaders, or any requirements? List these in this section
 - *Guidelines and standards can typically be found in job descriptions. If you require assistance with a code of conduct, please contact your Regional Recreation Coordinator or the Youth and Volunteer Leadership Specialist*

Proposed Process for Selecting Participants:

- Information on how youth participants will be screened/ chosen
- Include application if there is an application to be filled out.
- Include information on timelines: when will the youth apply, when will they be chosen, when will they be notified and how?

Leadership and Coordination:

- How will the program/project focus on developing and maintaining relationships
- Explain opportunities for mentoring/modeling positive behaviours

Proposed Schedule of Events:

- This can be done in a table, chart or plainly written.
 - If this is a pilot project outline what activities will take place for the duration of the project. Include a description of the activity, and funding requested for that particular activity.
- If this is a multi-year project, outline what activities will take place for the duration of the project (over the full course of the application). Include funding requested each year of the project.

Proposed Budget, if multi-year, provide the budget for each year:

- Include revenue from all funding sources
- Include all expenditures for the entirety of the project and timeline of proposed expenditures
 - I.E Materials and supplies, programming and coordination costs, travel, meals and accommodation costs, staff/facilitator wages, other as necessary