

Ministry of Children and Youth Services

Application Form Template for the The Local Youth Collective Impact (LYCI) Program

Please complete all sections of this application as applicable, to fulfill the requirements for submitting your project proposal. Use the TAB key to move within and between sections. You may expand boxes within the application form if more space is needed.

PART 1: Project Executive Summary:

Provide a summary of the project (500 words maximum).

PART 2: Project Goal:

Provide a statement about what the project aims to achieve and its anticipated outcomes including potential risks and proposed mitigation strategies (300 words maximum).

PART 3: Proposed Service Delivery Plan

Provide a detailed description of the project, as described in section 4.0 Application Components.

PART 4: Statement of Qualification and Capacity

Provide description of the applicant or group of applicants as described in section 4.0 of the Application Components (300 word maximum for each organization described).

PART 5: Implementation Plan:

Describe the project milestones and expected timelines that the applicant(s) will take to get the project up-and-running and phased-in implementation strategy. If it's easier, attach the timeline as an appendix.

PART 5: Evaluation and Measurement

Identify the data that will be collected to measure how the capacity will have been enhanced by the project completion date. For example, include Stepping Up outcomes and any other relevant outcomes that will help measure the success of this program.

PART 6: Proposed Budget:

Provide a detailed budget with costs associated with the project as an attachment to this application form. Please also describe and itemize other expenditures. For example: identify the number of FTEs to be hired if any, hourly rate, estimated number of hours per week or month, benefits, and cost of any programming supplies (if applicable). Also provide justifications for each budget item.

Please see sections 1.0 Background and 6.0 Costing regarding allowable expenses.

Proposed Budget: An estimate of the level of costs for each program component	
1.Sharing Tools, Resources and Best Practices	
Program supports and administration (e.g. salaries, website development, materials / supplies or one-time purchases)	\$50,000
Funding to develop tools and resources (e.g. the website and coaching supports) as well as other expenditures (e.g. community outreach or creating training materials)	\$450,000
Total	\$500,000

2. Community Projects Granting Initiative	
Program supports and administration	\$50,000
Grants (assuming a volume of approximately of 10 – 12 grants per year)	\$450,000
Total	\$500,000
7.b Please provide justification for each budget general category	

Part 7: Authorization and Certification

On behalf of, and with the authority of the Applicant, I certify that:

- a) The information given in support of this application is true, correct and complete in every respect;
- b) I am aware that the information contained herein can be used for the assessment of funding eligibility;
- c) I understand that the information contained in this application, or submitted to the Ministry of Children and Youth Services at any time, is subject to disclosure under the provincial *Freedom of Information and Protection of Privacy Act*;
- d) I understand that, as a condition of and prior to receiving any funding pursuant to this application, the applicant will be required to execute a transfer payment agreement outlining the terms and conditions relating to any funding and the program to be delivered; and
- e) Notwithstanding that the applicant has submitted a complete application and may have met all the eligibility and rated criteria, I acknowledge and agree that the applicant may not be selected to receive funding or may not receive the amount of funding identified in the proposed budget.

Name of Authorized Signing Officer for the Applicant	Position/Title	Signature	Date (mm/dd/yy)

PART 8: Contact Information:

Provide contact information for the lead applicant and any other contact persons from other partner organizations/ institutions (if applicable).

Lead Applicant:

Contact Person: Margaret Fancy
 Title: Coordinator of Every Kid In Our Communities of Leeds and Grenville
 Organization: Every Kid In Our Communities of Leeds and Grenville
 Street Address:
 City, Province, Postal Code:

Phone:
Fax:
Email:

Partner organizations (if applicable):

Contact Person:
Organization:
Street Address:
City, Province, Postal Code:
Phone:
Fax:
Email:

Contact Person:
Organization:
Address:
City, Province, Postal Code
Fax:
Phone:
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Email:

***Please remember to include 2 letters of reference with your application.**

Please send completed applications by Friday, May 2, 2014 at 5:00pm (EST) via email to: Tsz-Lung Cheung, Senior Policy Analyst, Ministry of Children and Youth Services, Email: Tsz-Lung.Cheung@ontario.ca