

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).

This project is undertaken to provide the motivation, strategies, tools and resources required by local communities to build youth serving collaborations across Ontario.

The project is divided into two areas of focus that over a period of three years will augment and support each other so as to foster increased local collaboration across all sectors that impact on the wellbeing and outcomes of youth across local communities. Both of these will be supported by a website designed to gather, disseminate and celebrate stories and materials that serve to foster local collaboration by providing practical resources including through e-learning software. This website will be supported by Twitter, blogging and whatever other social media is current over next three years.

The first area of focus is the gathering, development and dissemination of tools, examples, plans, research and key resources related to local community collaboration focused on youth. Included in this will be practical and applicable ways to address components of successful collaboration such as:

- collaborative leadership skills and coaching strategies,
- vision, mission, goal examples and processes to develop shared ones
- ways of working together including governance document components and strategic planning processes and tools
- ways to engage full community
- assessment and evaluation of quality of collaboration, of policies, procedures and processes, of outcomes of collaboration as measured by youth outcomes
- communication strategies
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Also included will be story and steps taken by community collaborations and partnerships that address the themes and common outcomes detailed in Stepping Up

The second area of focus is related to the delivery of a community projects grant component that:

- Provides resources, examples, stories that in second and third year can be shared as part of first area of focus
- Focuses on specific targeted aspect(s) of youth related collaboration across local community
- Requires evaluation and reporting in a manner that supports other local collaborations
- Motivate local communities to start or accelerate cross-sector collaboration

Decision as to successful applicants:

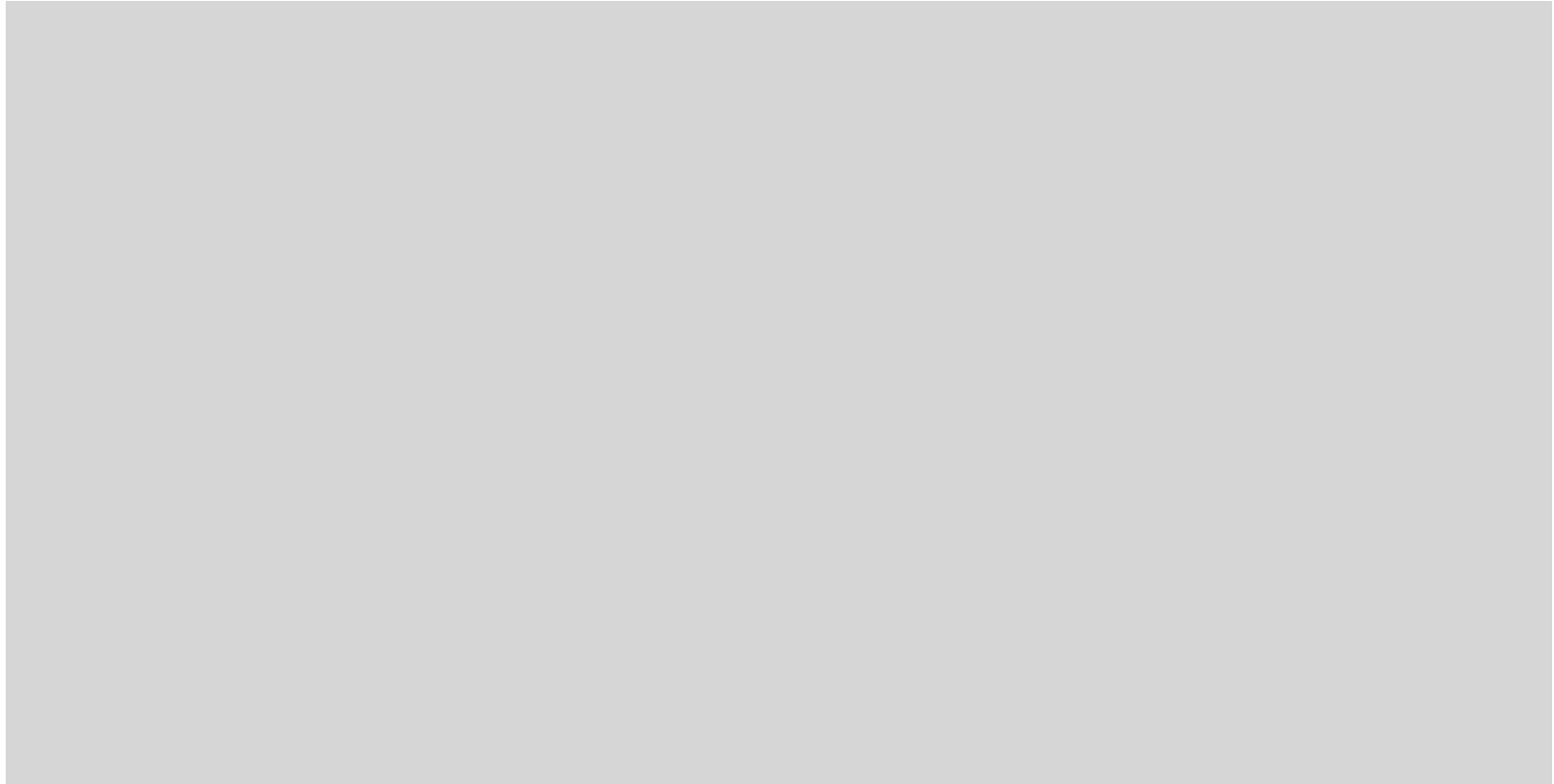
- *will be based on:*
 - *plan to work together on shared projects to improve collaboration through shared measurement tools and resources*
 - *how the project can help inform the work of other local youth collaboratives across Ontario*

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).

Potential Barriers (risks)	Mitigating Strategies
challenges inherent in building the collaborative of partners that will carry out this project	
pressures from Provincial Ministries that fund various sector partners to act in a silo-ed manner not beneficial to the carrying out of project.	
lack of willingness or feelings of inability of community groups or organizations to move toward collaboration due to pressures from funders to follow a more silo-ed course	
limited ability to name leaders for collaborative initiatives within local communities due to sense of lack of resources	
Time pressures for local communities to complete application, planning and evaluation requirements of local community grant	

Natural resistance to change in local communities	



PART 3: Proposed Service Delivery Plan

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

Function	Function components	Production Method
<p>1. The documenting, compiling development and dissemination of knowledge, tools and resources for local youth collaboratives to enable communities to strengthen partnerships and build collaboration across the sectors that support youth.</p>	<ul style="list-style-type: none"> • tools and advice on <ul style="list-style-type: none"> • developing a shared vision; • creating a strategic plan • common agenda, objectives, and outcomes for youth • sharing the common outcomes in <i>Stepping Up</i>; • tools for; <ul style="list-style-type: none"> • best practices, • training opportunities • providing supports for community leaders. 	

Function	Function components	Production Method
<p><i>Dissemination and sharing of tools and resources for collaboration freely accessible to all communities across Ontario.</i></p> <ul style="list-style-type: none"> ▪ <i>E f f e c t i v e l y communicating Detailed strategies to identify and share existing stories from leading communities and existing LYCIs that would benefit other communities and the youth serving sector.</i> ▪ <i>Developing a useful mechanism to share knowledge, tools, and resources for local youth collaboratives (e.g. through a website).</i> 	<ul style="list-style-type: none"> • <i>A website to share: <ul style="list-style-type: none"> ▪ <i>success stories of local community collaboration across the province highlighting their collective impact on targeted areas such as: <ul style="list-style-type: none"> ○ <i>supporting collaborative leadership</i> ○ <i>engaging youth</i> ○ <i>any of priority outcomes</i> ○ <i>embedding of evidence-based practices</i> ○ <i>sustainable leadership of collaboration</i> ○ <i>expansion of collaborative circle</i> ○ <i></i> </i> </i> • <i>one-on-one supports available through Provincial partner organizations and online through social media and e-learning tools for key components of collaboration such as: <ul style="list-style-type: none"> • <i>collaborative</i> </i>	

Function	Function components	Production Method
<ul style="list-style-type: none"> <li data-bbox="302 342 688 1230"> ▪ <i>Details on how community leaders and organizations will be provided with coaching supports and what/how topics will be covered (e.g. collaboration, strategic planning, research and evaluation, and youth engagement).</i> Providing coaching supports for community leaders on key topics (e.g. facilitation, youth engagement, etc.) to strengthen and build broader partnerships, set goals, and develop strategies to improve and align collaboration in the youth serving sector both locally and across the province. <li data-bbox="302 1235 317 1255"> ▪ 		

Function	Function components	Production Method
<ul style="list-style-type: none"> <li data-bbox="302 277 688 456">▪ <i>Includes measures to provide inclusive and culturally appropriate supports for youth-led organizations</i> <li data-bbox="302 464 688 748">▪ Engaging and collaborating with community leaders, individuals, and organizations as well as youth in diverse communities across the province. 		
<ul style="list-style-type: none"> <li data-bbox="302 790 688 932">▪ Giving voice to and leveraging community expertise in the youth serving sector. 		

Function	Function components	Production Method
<ul style="list-style-type: none"> ▪ <i>Outline the proposed structure and plan to implement the community projects grant including proposed granting criteria and considerations. The delivery of a community projects grant component to provide targeted, one-time grants for community projects to help kick-start or accelerate cross-sector community partnerships and collaboration. Evidence on collective impact strongly suggest that working together on shared projects helps to improve collaboration through shared measurement tools and resources. Community projects may include but are not limited to: community asset-mapping</i> 		

Function	Function components	Production Method
<ul style="list-style-type: none"> ▪ Issuing, monitoring, and evaluating the community projects grant (i.e. regionally or through smaller more grassroots and community-driven efforts). 		

The Proposed Service Delivery Plan should be reflective and consistent with the functions of the LYCI Program (see page 5 of the Guidelines) and provide the following:

- *Detailed strategies to develop and disseminate effective tools and resources to support the development of LYCIs across Ontario.*
- *An indication of the capacity to disseminate and share tools and resources for collaboration (i.e. likely through a website and coaching) for LYCI Program across the province.*
- *Detailed strategies to identify and share existing stories from leading communities and existing LYCIs that would benefit other communities and the youth serving sector.*
- *Details on how community leaders and organizations will be provided with coaching supports and what/how topics will be covered (e.g. collaboration, strategic planning, research and evaluation, and youth engagement).*
- *Includes measures to provide inclusive and culturally appropriate supports for youth-led organizations.*
- *Outline the proposed structure and plan to implement the community projects grant including proposed granting criteria and considerations.*

(50 points)

Through the proposed service delivery plan, the applicant's proposal will describe how it will address each of the following functions:

- *Detailed strategies to develop and disseminate effective tools and resources to support the development of LYCIs across Ontario.*
- *An indication of the capacity to disseminate and share tools and resources for collaboration (i.e. likely through a website and coaching) for LYCI Program across the province.*
- *Detailed strategies to identify and share existing stories from leading communities and existing LYCIs that would benefit other communities and the youth serving sector.*
- *Details on how community leaders and organizations will be provided with coaching supports and what/how topics will be covered (e.g. collaboration, strategic planning, research and evaluation, and youth engagement).*
- *Measures to provide inclusive and culturally appropriate supports for organizations including youth-led organizations across the province.*
- *Outline the proposed structure and plan to implement the community projects grant.*
 - *The service delivery proposal must identify its approach, any methodologies and strategies it proposes to use in the course of conducting the work to produce the two components of the LYCI Program*

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).

Milestone	Start Date	End Date	Resources Required	Description of Activities

The Statement of Qualifications and Capacity should outline the following:

- *Details about the applicant or group of applicants (i.e. mandate, history, size/number of employees, key community funders and partners, awards of recognition, and satellite / regional offices).*
 - *The applicant’s knowledge of the youth serving sector and youth issues, particularly for youth in Ontario.*
 - *Experience with local collaboration and creating and sustaining partnerships and networks locally and across the province.*
 - *Experience in the development and dissemination of tools and resources for collaboration.*
 - *The applicant’s ability to reach a range of partners (e.g. municipal government representatives, school boards, the justice system, businesses, faith-based organizations, cultural institutions, community agencies and youth, particularly, youth and families).*
 - *Specialized training and expertise of the applicant (e.g. coaching and one-on-one training).*
 - *A commitment to diversity and responsiveness to cultural diversity and language that aligns with Stepping Up which identifies youth who need more targeted supports and opportunities to ensure they are able to succeed.*
 - *These include: Aboriginal youth, racialized youth, youth in and leaving care, youth with disabilities or special needs, immigrant and refugee youth, Francophone youth, youth living in rural and remote communities, youth from low-income families and youth in conflict / who have been in conflict with the law.”*
 - *Demonstrated ability to administer and monitor the granting program to diverse communities, province-wide.*
- (35 points)**
- *The service delivery proposal will describe what experience the applicant provides matching to the functions of the Program outlined above (10 points).*
 - *The service delivery proposal will describe the skills, education, training, certifications designations, etc., that will be provided that directly match the functions outlines above (10 points).*
 - *The service delivery proposal will describe the applicant’s experience, including a synopsis of the project that directly matches the functions outlines above It will also show capacity for strong local partnerships to provide a range of research and evaluation services, build linkages to support service provider needs across the youth serving sector; and refer smaller-scale and grassroots groups into the Program*

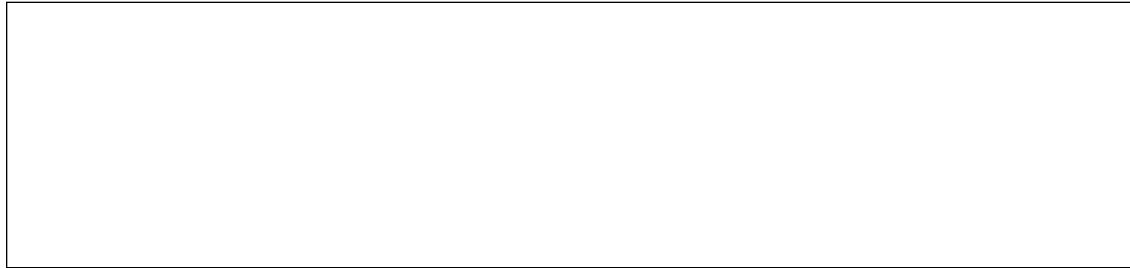
Existing service delivery accountability requirements will apply to the selected applicant that receives funding for the LYCI Program. The selected applicant must adhere to all government program standards and guidelines.

The selected applicant must be capable of managing the service delivery and accounting requirements of the Program and have an effective internal monitoring process that includes quality assurance measures for all aspects of the Program and identifies program, personnel, and fiscal issues.

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.

The implementation plan should describe the project milestones for implementation of the program and expected timelines for a phased-in implementation so that program operation begins in a timely manner.



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.

Outline how the applicant will meet the key objectives of the LYCI Program to help build stronger collaboration between community partners to improve outcomes for youth locally across Ontario. The application should also indicate the capacity and approach to evaluate the success of the program (e.g. aligned with Stepping Up).

The ministry would review the LYCI Program after the first year. The selected applicant would also produce an annual report for each year. This would include a plan to evaluate and measure the applicant's effectiveness and reach in the delivery of the functions of the LYCI Program according to a set of metrics that will be defined through negotiations during the EOI process. These metrics could include, but are not limited to: the number of visits to the LYCI Program website; the number of requests for coaching consultations; number of new local collaboratives; and the number of applicants to the community grants initiative.

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. *Describes anticipated costs associated with the delivery of program services including salaries, website development costs, licensing fees, one-time startup fees, and ongoing expenditures.*

(10 points)

The service delivery proposal must describe the costing strategy for both components of the Program (5 points) and maximizing investment of the proposed community grant initiative of the Program (5 points).

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	



Allowable Budget Expenses

Applicants should include a proposed budget in their application itemizing start-up costs (i.e.: one-time costs) associated with establishing the program as well as regularly occurring costs associated with the maintenance thereof (i.e.: allowable ongoing expenses). As noted in section 5.0, applicants will be judged on their relative ability to invest more in services and minimize fixed / overhead costs.

By way of clarification, Allowable Expenses under the ministry's Program Supports and Administration guidelines:

Program: Costs incurred by the selected applicant for the establishment and maintenance of the program and related program services to which youth serving organizations will have direct access. This includes program supplies used by staff to deliver program services (e.g. room rental, supplies, materials for training, learning and/or life skills supports, printing, telecommunication equipment, etc.).

Purchased Services – Client: Costs incurred by the selected applicant in purchasing professional services for clients (i.e.: youth-focused service providers). This can include licensing and membership fees for academic journal access or standardized evaluation tools.

Salaries and Benefits: Gross salary & wage payments to full-time, part-time, temporary, occasional, summer or other program staff including employer's cost of all employee benefits. This includes mandatory benefits such as CPP, EI, EHT, etc.; benefit plan costs for Group Life AD&D, LTD, Extended Health, Dental, etc.; other benefits such as Workers Compensation.

Travel: Costs incurred by program staff / volunteers as per the Management Board of Cabinet Travel, Meal and Hospitality Expenses Directive as may be amended or replaced from time to time. This would include allowances per km for use of personal automobiles; bus, train, taxi; parking fees; costs of repairing and maintaining vehicles leased or owned by the selected applicant; auto insurance paid by the selected applicant; and other travel related incidental costs including meals, accommodation. The ministry will fund up to the most practical and economical means of travel.

Staff Training: Costs incurred by the selected applicant in the recruitment and education of staff and/or volunteers. This would include the cost of reference materials supplied by the selected applicant to staff/volunteers and other related expenses incurred by the selected applicant including training and equipment.

Allocated Central Administration (no more than 10%): Costs associated with governing and operating an organization directly related to the administration and delivery of the program. They do not include those program administrative functions that directly support service to the client.

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:

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***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@ontario.ca