

Contact/ Organizational Information

Please confirm the following and update the information if necessary.

A.1.a Organization Details (Principal Contact)

Organization (institution, department (if applicable))*

Address*

City*

Province (drop-down menu: Please select)*

Postal Code*

Phone ###-###-#### x ###

Website

Charitable registration number (if applicable)

A.1.b. Contact Information (Principal Contact)

First Name*

Last Name*

Title

Email*

Phone* ###-###-#### x ###

A.2. Organizational/Individual Qualifications:

Project title*: **180 characters max.**

Organizational/ individual qualifications and personal profile* **2,600 characters max.**

A.3. Past Projects:

Past Projects and achievements **3,000 characters max.**

Will there be additional partners on this project?

Yes/No

Additional Partners

A.1.c. Organization Details (Additional partners (if applicable))

Organization (institution, department (if applicable))*

Address*

City*

Province* (drop-down menu: Please select)

Postal Code*

Phone ###-###-#### x ###

Website

Charitable registration number (if applicable)

A.1.d. Contact Information (Additional partners (if applicable))

First Name*

Last Name*

Title

Email*

Phone* ###-###-#### x ###

Do you wish to remove this partner?

B. Introduction

B.1. What does this project entail (provide an overview of the project objectives, methodology, overall timeframe, and budget, marketing/dissemination plan, anticipated impact, etc.) 3,000 characters max.

C. Abstract

C.1. Describe how the project connects to the mission, vision and objectives of CERIC and your organization. 3,000 characters max.

D. Describe the need for the project

- D.1. How does this fill a 'gap' in the career development-field? 5,500 characters max.**
- D.2. Summarize the needs that will be addressed by this project. 3,000 characters max.**
- D.3. What information was used to determine the need(s)? 5,500 characters max.**
- D.4. Who are the interestholders? Who is the target audience? 3,000 characters max.**
- D.5. How does the project complement existing work? 3,000 characters max.**

E. Describe the project

- E.1. List the specific goals and objectives for the project and how they will be measured. 3,000 characters max.**
- E.2. Describe any ethical concerns/challenges with the project and how they will be addressed. 3,000 characters max.**
- E.3. What part of the career development field will your project benefit? 3,000 characters max.**
- E.4. Detail the project's proposed activities. 5,500 characters max.**
- E.5. Describe the intended deliverables from your proposal. List in bullet form all of the project deliverables. 3,000 characters max.**
- E.6. Describe how the initiative differs from services/programs already in place. 3,000 characters max.**

E.7. Has this project been funded previously by any other organization? If so, discuss the results of that effort and how this request builds on or continues the previous work. **3,000 characters max.**

E.8. Besides CERIC, what other local/national agencies, organizations or individuals may be potential partners in developing this project? **3,000 characters max.**

E.9. Describe the individual or organization, and the project co-ordinator(s) and their ability to implement the proposal. **5,500 characters max.**

E.10. Clearly articulate what impact(s) this project will have for career counselling. For the field/practice; clients; policy; research (longitudinal and ongoing); and training/employment. **5,500 characters max.**

E.11. How will information regarding the project's outcomes and impact be shared with the career counselling and development community? **5,500 characters max.**

E.12. How will the initiative be promoted and marketed to its intended audience? **3,000 characters max.**

F. Revenue

F.1. Do you plan on developing strategies to generate revenues within the project? If so, describe them and explain how you will deploy them. **3,000 characters max.**

G. Assessment

G.1. Explain how you will know whether the project has achieved success. **5,500 characters max.**

G.2. Explain how outcomes will be measured. **3,000 characters max.**

Please explain what quantitative and/or qualitative measurement tools (eg. interview, surveys, focus groups, access/usage analytics, etc.) you will use to gather information to assess the project's effectiveness.

G.3. If you plan to undertake a formal developmental, formative, and/or summative evaluation, please explain your process. **3,000 characters max.**

Who will be responsible for undertaking the evaluation, the evaluation process timelines, and how evaluation results will be documented and disseminated.

G.4. Describe how issues related to intellectual property will be addressed. **3,000 characters max.**

H. Timeline

H.1. Provide an overview of the timelines involved in the project. **3,000 characters max.**

Please note any dates or timeframes that must be adhered to in order for the project to proceed.

H.2. Show follow-up period **3,000 characters max.**

As it relates to the Learning component of this project.

I. Supporting Documents

Do you have an Ethics Review Committee Report that you would like to include in your project application?

Yes/No

Upload Ethics Report

Do you have any supporting material that would be useful in evaluating your project application?

Yes/No

Upload Supporting Materials

Please Upload CV/Resume

Combine all CV/Resumes into one document.

J. Budget & Letters of Support

Please upload a copy of this project's budget and corresponding cash flow forecast. For your reference, you may download a copy of a [sample budget and cash flow](#).

1. Show how funds will be allocated and utilized.

A clearly stated, itemized budget that includes expenses, in-kind contributions (e.g. staff time, organizational resources) and income from other sources is required.

2. Detail any additional sources of funding (if appropriate).

Is this project contingent on receiving this additional funding?

Please upload a Project Budget

CERIC Partnership Support Amount Requested (\$)

Enter the amount of funding that you are requesting from CERIC

Cash Flow

Please upload a copy of this project's cash flow. For your reference, you may download a copy of a [sample budget and cash flow](#).

Please upload a Cash Flow Statement

Please upload Project Timelines

Letters of Support

Please have your reference provider submit their letters on letterhead, signed and dated. Please do not upload form letters. We recommend you contact stakeholders who would be impacted by the project to speak to the need for, and potential impact of, the project. We may follow up with the reference providers post-project to see if the project actually had the impact that expected or hoped it would have.

Upload Letter of Support #1

Upload Letter of Support #2

Upload Letter of Support #3