**Project Proposal Template**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Lead (name/organization):** |  |
| **Project Team members:** |  |
| **Proposal submission date:** |  |
| **Proposed project start date:** |  |
| **Proposed project end date:** |  |

**Background and Rationale**

Briefly describe the issue this project will address and the background supporting it. For example, will this project address a knowledge gap, a policy gap, a practice gap? What would the proposed project contribute with respect to system transformation related to integrated youth services and stepped care models? Include relevant citations. Acronyms should be avoided or spelled out on initial use.

**Brief project description**

Briefly describe the project providing sufficient information to enable reviewers (e.g., KMb Committee, Leadership Team, Board) to understand the concept, context, objectives, and methods to be employed in the proposed project. Briefly describe the potential local, regional, national, and international applicability of this project and its outcomes. Identify whether or not the project has or requires a Research Ethics Board review.

***Objectives***

List the project objectives (i.e., changes are you planning to target and achieve). These changes may relate to awareness, knowledge, practice, policy, system, other).

List the Knowledge Mobilization objective(s) of the project.

\* Submit a KT plan as an appendix to the proposal. This plan should include how knowledge user engagement will be incorporated into the project. Available KT planning tools include

[The Ontario Centre of Excellence for Child and Youth Mental Health’s Knowledge Mobilization Toolkit](http://www.kmbtoolkit.ca/the-toolkit)

[The Hospital for Sick Children’s Knowledge Translation Planning Template](http://www.melaniebarwick.com/KTTemplateFillable_dl.php)

[The Mental Health Commission of Canada’s Innovation to Implementation](http://www.mentalhealthcommission.ca/English/system/files/private/document/KEC_Innovation_to_Implementation_Workbook_FinalV2_ENG.pdf)

***Target Populations Considered***

Please list various target populations that this project intentionally considers (e.g., Indigenous, ethno-racial, LGBTTIQQ2S, disability, linguistic, rural/remote, youth who use drugs, youth who are street-involved, youth in care, low income, young parents, undocumented youth, etc.). Indicate the extent to which representatives of these populations have been or will be engaged in the project.

***Stakeholder engagement***

Frayme values integrated Knowledge mobilization, which involves those most impacted by the work from the beginning of any project. Frayme values meaningful engagement of our partners, including youth and families. Project teams should be as diverse and representative of the breadth of network as appropriate for the project. Please describe below the ways in which key stakeholder groups have been/will be meaningfully engaged in the project.

|  |  |  |
| --- | --- | --- |
| **Groups engaged** | **In proposal development** | **Throughout the project** |
| **Youth** |  |  |
| **Families** |  |  |
| **Other stakeholders (please specify)** |  |  |

***Deliverables and timelines***

In addition, complete the table below to indicate activities being undertaken, project outputs or deliverables, and timelines.  
**NOTE: In the event that products (e.g., presentations, publications, and knowledge mobilization or implementation tools or resources) are (or are intended to be) created through this project:**

**a) Frayme shall be acknowledged in or included among the authorship of any product resulting from this work, as appropriate; and**

**b) IP and authorship shall be discussed in advance and included in the contract between Frayme and the appropriate signing authority for the successful proposal.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Deliverable(s)** | **Person responsible** | **Completion date** |
| Knowledge mobilization | 1-2 page project summary | Project lead | upon project approval |
|  | 1-2 Frayme webinars |  |  |
|  | Main deliverable(s) (e.g., review, scan) for publication on Frayme.ca |  |  |
| Evaluation | Interim project report (see template) |  |  |
|  | Final project report to Frayme (template attached) |  |  |
|  | Post-project evaluation interview |  | 6-12 months following project completion |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*shaded area indicates required deliverables

**Anticipated Outcomes**

The anticipated outcomes should directly link with the objectives and activities identified above. Anticipated outcomes may be short (0-6 mos), medium (6 mos to 2 yrs), or longer term in nature. Indicate which indicators of project success are you using and how they will be measured.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome**  (link to project and KMb objectives above) | **Indicator** | **How will it be measured and analyzed?**  (e.g., survey, interview, focus group) | **Current Targets** | **Date to achieve target** |
|  |  |  |  |  |
|  |  |  |  |  |

\* include quantitative and qualitative measures, including:

* # partners engaged and methods and degree of engagement
* # participants/target audience members/knowledge users
  + Canadian/international

**Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Description** | **External or internal** | **Likelihood of occurrence**  *(Med, High)* | **Impact**  *(Med, High)* | **Risk Response Description**  *What will be done to lessen the impact or the likelihood?* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Alignment with Frayme**Briefly describe how your project aligns with the network’s vision, mission, values, focus and audiences. Describe the value added by Frayme’s involvement – beyond your organization or partnership.

***Frayme’s involvement in the project (indicate all that apply):***

Project Team lead

Project Team member

Project Funder

**Frayme supports requested:**

Funding (up to $25,000 available per project. Requires detailed budget.)

Logistics (e.g., meeting planning, travel arrangements)

Integrated knowledge mobilization (remember to involve us from the start) (please describe)

Communications support (e.g., posting material on Frayme website, creating/including stories in Frayme newsletter) (please describe)

Involvement (please describe) of

Advisory on Youth Matters

and/or

Family advisory

Access to broader network (please describe)

In-kind support through network partners (please describe the support required)

Other

**Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget items** | **Amount** | **In-kind** | **Notes** |
| Equipment |  |  |  |
| Materials & supplies |  |  |  |
| Travel |  |  |  |
| Meetings  (e.g., room rental, catering, facilitator) |  |  |  |
| Communications  (e.g., translation, marketing, tele- or video-conf) |  |  |  |
| KMb activities  (e.g., product development, webinars) |  |  |  |
| Other  (e.g., honoraria for youth and families) |  |  |  |
| TOTAL Budget |  |
| Total requested from Frayme |  |

Clearly indicate the portion of the budget being

* requested from Frayme
* provided (in-kind or direct financial) by other project partners

\****NOTE:*** Frayme is unable to provide financial support to research activities (other than knowledge syntheses)

**Project Team**

Please describe the project team, highlighting members’ relevant experience, skills, credibility and capacity to lead/implement this project. You are welcome to append members’ CVs.  
**NOTE: A Frayme Leadership Team member must be offered an opportunity to join the project team at the proposal development stage to ensure conceptual contribution to the project and alignment with Frayme vision, mission, and values.**

***Team Member Roles/Responsibilities:***Outline the roles and responsibilities of each member of the project team (whether in kind or paid)

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Organization\*** | **Responsibilities** | **Time allocation** (days) |
| Project Lead |  |  |  |
| Research Coordinator/Assistant |  |  |  |
| Communication Coordinator |  |  |  |
| Knowledge Mobilization Coordinator |  |  |  |
| Administrative Assistant |  |  |  |
| Student/trainee  *(Please add additional rows for each student)* |  |  |  |
| Other |  |  |  |
|  | | | |

\*Specify which resources you request from Frayme

**For office use only**

|  |  |  |
| --- | --- | --- |
| **Date received by Frayme:** |  | |
| **Date reviewed by LT:** |  | |
| **Type:** | Internal  External  Joint | |
| **RFP/RFQ:** | YES  NO | |
| **KMb Comm review:** | Date: | Decision: |
| **Board approval:** | Required:  YES (if over $25K)  NO | Date: |
| Decision: |