

# **The Counselling Foundation of Canada**

## **SAMPLE GRANT APPLICATION FORM**

*\*Please note that this Sample Grant Application Form is based upon an elaborate fictional project (e.g. multiple funding sources, multiple years, several pre-launch activities, numerous activities provided to different audiences in three sites, dual reporting targets, an evaluative component and a few knowledge sharing goals). The information you will provide in the online Grant Application Form may be much shorter as your proposed project may not be this complex.*

### **Organization Details**

**Name of Registered Charity:** ACME Community Organization of Canada Inc. (ACME Inc.)

**Mailing Address:** 99 First Avenue

**Mailing City:** Big City

**Mailing Province:** ON

**Mailing Postal Code:** A1B 2C3

**Registered Charity Number:** 99999 8888 AA7777

**Year Founded or Incorporated:** 1999

**Current Annual Operating Budget:** \$1.6 million

**Website:** www.acmeinc.ca

### **Primary Contact Details**

**Name:** Lisa Anonymous

**Title:** Executive Director

**E-mail:** lanonymous@acme.com

**Telephone:** (000) 555-1234 ext. 123

**Fax:** (000) 555-4321

**Mailing Address (if different from above):** Same as above

## **Organization Funding Details**

What are your organization's current major funding sources and when will this support expire?

- Provincial Grant: \$600,000 from 2011 to 2016
- Big City Foundation Grant: \$375,000 from 2012 until 2013
- Annual Fundraising Events: \$200,000 per year (met yearly since fundraising began in 2002)
- Revenue from program operations: \$385,000 (met yearly since 2009)

## **Project Details**

**Project Title:** Supporting Students and School Staff—Pilot Project

**Length of Project Funding Request:** Two Years

**Project Start Date:** July 1, 2012

**Project End Date:** June 30, 2014

**Amount Requested:** \$81,500

**Grant Amount per Project Year(s):**

**Year One** \$63,210

**Year Two (if applicable)** \$18,290

**Year Three (if applicable)** Not Applicable

**Total Project Budget:** \$170,000

**Additional sources of funding to finance this project, if required? (Indicate the amount and where you have or will seek funding for the additional funds)** \$40,000 (Grant received from the XYZ Community Foundation Inc.) and \$48,500 will be in-kind from ACME Inc.

**Is this funding confirmed?** Yes (all)

## **Executive Summary**

**Please provide a brief description of what you intend to do with this grant.**

In April 2010 the provincial government released the *Green Paper: Violence in High Schools Report*. This report showed how violence (verbal and physical) in high schools impacts academic performance, graduation rates, and career outcomes. This report also mentioned how violence leads to increased educational costs due to staff burnout and turnover. These less than ideal working conditions also cause many education professionals to leave their chosen field.

We have designed an intervention to prevent violence (student-on-student and student-on-staff) in high schools. Our aim is to increase student graduation rates and provide a better work environment for staff so that they can remain in their chosen profession. We want to test this model in three high schools in the Big City School Board. Our model is based on the latest non-violent conflict

management theories that have been proven to help reduce incidents of violence in schools and workplaces.<sup>1</sup> It also includes the implementation of the Restorative Justice Model so that this approach can be used in the schools to cope with the aftermath of violence. We will provide this training to students (600) as well as school officials (100) and caregivers (200) to ensure the greatest success.

## **Organizational Profile**

**Please tell us a bit about your organization’s history, mission, and scope.**

ACME Community Organization of Canada Inc. (ACME Inc.) is a registered charitable organization founded in 1999 with the goal of helping young Canadians (between the ages of 10 and 25 years old) achieve academic and career success. ACME Inc. offers after-school academic support and job-related services to young Canadians across the nation. Services are provided in-person and by the internet. We currently serve about 65,000 clients per year. We are funded through various private and community foundations.

**What are your organization’s most significant accomplishments in the past three to five years related to the funding request?**

- 1) Launched the national “What’s Best for Kids” Conference in 2008. Visit our conference website to learn more about this yearly event: [www.wbk.org](http://www.wbk.org)
- 2) Secured project funding that allowed our organization to grow from 22 employees in 2007 to 105 employees in 2011.
- 3) Our youth workplace program model has won three provincial awards and has been replicated in the U.S.

**Does your organization have any major partnerships or alliances with any other organization(s) in the field?**

ACME Inc. collaborates with the LEADERS FORUM (see [www.leaderforum.ca](http://www.leaderforum.ca)) as part of the “What’s Best for Kids” Conference. We have been collaborating with them since 2008.

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<sup>1</sup> David Black, A Review of Non-Violent Conflict Management Practices. *Journal of Violence*. March 2010.

## **Project Rationale**

**Please describe the challenge(s) that your project will address.**

In April 2010 the provincial government released the *Green Paper: Violence in High Schools Report*.<sup>2</sup> This document shows how violence in high schools affects student outcomes and staff. It is mentioned that schools with the highest degree of violent incidences have a 23% lower graduation rate. Learners in institutions with high rates of violence are 18% less likely to go onto post-secondary education. Violence also affects the budgets of these schools. The *Green Paper* shows that these high schools spend 17% more on staff-related expenses than high schools with relatively little violence. These extra costs include more sick days, paid time off due to burnout, and the costs of staff turnover. The latter is especially detrimental to the education system as it deprives the schools of a seasoned workforce as staff members seek other employment opportunities where they do not have to cope with violence.

## **Goals & Objectives**

**Please describe specifically what you aim to accomplish with your project.**

Our Supporting Students and School Staff Pilot Project aims to test our violence prevention model that provides students an alternative to using violence to resolve disputes. They will learn about and practice non-violent conflict resolution techniques that will steer them away from violent outbursts towards each other and staff members. This model also includes conflict intervention training for school officials and students caregivers to support students in resolving conflicts peacefully.

We understand that our violence prevention model will not lead end violence in high schools. That is why we will provide a mechanism (Restorative Justice Model) to allow those involved in incidences of violence (perpetrators, victims, and witnesses) to find an agreeable resolution to the problem. Doing so will decrease the likelihood that the dispute “flares up” again.

We will gauge the impacts of our model by monitoring incidence rates and asking students, school staff, and caregivers to fill out our Impact Surveys at the beginning, mid-point and end of the project.

## **How is this project innovative compared to existing initiatives?**

Many violence prevention programs are currently in place across the country. For example, our province offers several projects as part of its “Stop the Bullying” campaign.<sup>3</sup> However, our model is the only one that, aside from educating students, also targets staff members and caregivers. Evidence shows that providing training to both groups goes a long way to ensuring that students use non-violent conflict resolution methods.<sup>4</sup> Caregivers will be able to use this approach at home with the kids which we believe will carry over to the school setting. Including the implementation of the Restorative Justice Model will also help students avoid violence as this model helps build empathy that acts as a deterrent to violence while reducing the potential for a past violent incident to reoccur.

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<sup>2</sup> [www.provincialgreenpaper.com/pdf](http://www.provincialgreenpaper.com/pdf)

<sup>3</sup> See the province’s “Stop the Bullying” projects at [www.stopthebullying.ca](http://www.stopthebullying.ca)

<sup>4</sup> David Black, A Review of Non-Violent Conflict Management Practices. *Journal of Violence*. March 2010.

## **Project Description**

Please describe the main activities and timeline of your project. Please also complete the Logic Model Diagram provided at the end of this document.

### **YEAR ONE (1/7/12 to 30/6/13)**

#### **Project Planning**

- Design Curriculum and Project Activities 7/12 to 8/12
- Hiring/Training of Program Assistant 7/12 to 8/12

#### **Provide separate Conflict Management Sessions to female and male students**

- Theoretical Session 9/12
- Modeling Session 11/12
- Follow-up Session 1/13

#### **Provide Conflict Intervention Sessions to caregivers and school staff**

- Theoretical Session 10/12 to 12/12
- Follow-up Session 2/13 to 3/13

#### **Restorative Justice Training and Implementation**

- Restorative Justice Certification 09/12
- Institute the Restorative Justice model in schools 10/12 and 1/13

#### **Track Project Impacts**

- Catalogue incidences of violence during the Pilot Project period (to be compared with rates from the previous three years). 9/12 to 6/13
- Catalogue workplace human resource indicators—absences, sick days and turnover—during the Pilot Project period (to be compare with rates from the previous three years). 9/12 to 6/13
- Impact Survey—Beginning 9/12
- Impact Survey—Mid-Project 6/13

#### **Developmental Evaluation**

- Quarterly Implementation Review 9/12, 12/12, 3/13
- Year-End Report 6/13

### **YEAR TWO (1/7/13 to 30/6/14)**

#### **Provide separate Conflict Management Sessions to female and male students**

- Theoretical Session 9/13
- Modeling Session 11/13
- Follow-up Session 1/14

#### **Provide Conflict Intervention Sessions to caregivers and school staff**

- Theoretical Session 10/13 to 12/14
- Follow-up Session 2/14 to 3/14

### **Track Project Impacts**

- Catalogue incidences of violence during the Pilot Project period (to be compared with rates from the previous three years). 9/13 to 6/14
- Catalogue workplace human resource indicators—absences, sick days and turnover—during the Pilot Project period (to be compare with rates from the previous three years). 9/13 to 6/14
- Impact Survey—End of Project 6/14

### **Developmental Evaluation**

- Quarterly Implementation Review 9/12, 12/12, 3/13
- Year-End Report 6/13

### **Develop Project Review Report and Implementation Guide 1/13 to 6/14**

#### **Who will be primarily responsible for working on this project? Please explain how they are suited to this task (for instance, educational background and/or workplace experience).**

Mary Noname (Bachelors in Social Work, from Big Name University) has been Program Manager at ACME Inc. since 2003. She currently oversees the “High School Learning Program”. Ms. Noname worked with the provincial government from 1998 to 2002 where she helped develop its “Stop the Bullying” campaign.

#### **If you need to hire someone to work on this project, what educational background and/or workplace experience will you be looking for?**

We will hire a part-time (20 hours per week) Program Assistant to support the Program Manager. The candidate will have to have a post-secondary education in a relevant field and a minimum of two years’ experience as front-line staff in the education/learning field.

#### **Do you expect that the project will include any capacity-building opportunities for your organization (for instance, staff members or associated stakeholders will receive professional training as a consequence of this project)?**

The Program Manager and three school staff members (one from each institution) will be certified in Restorative Justice Training by the Canadian Institute of Restorative Justice. They will provide training to other ACME Inc. employees and school staff members to ensure that this knowledge is passed on.

ABC Evaluation Corporation Inc. has agreed to allow our Executive Director to oversee the planning of the Developmental Evaluation as a means of gaining some initial training in this area.

## **Sustainability**

**If your project requires on-going funding after the end of our grant, please explain how you plan to secure this support.**

We expect to seek funding from the provincial government to roll out our project across the entire Big City School Board in September, 2014. We will contact the province's Ministry of Education in September 2012 to discuss our Pilot Project. An application for funding will be submitted to the province in June 2013. We will also request funding from the national "Violence Prevention Program Fund". We expect to apply to the VPPF in May 2013.

## **Project Assessment**

**Please explain what quantitative and/or qualitative impact measurement tools (for instance, interviews, surveys, focus group meetings, access and/or usage analysis...) you will use to gather information to assess your project's effectiveness.**

Four impact measurement tools will be used to assess our project's effectiveness:

- Students will complete *Conflict Management Training—Impact Surveys* at three points in the project (Beginning, Mid-Project, and End of Project);
- Staff and caregivers will complete *Conflict Intervention Training—Impact Surveys* at two points in the project (Mid-Project and End of Project);
- We will track incidences of violence during the Pilot Project period (to be compared with rates from the previous three years);
- We will track workplace human resource indicators—absences, sick days and turnover—during the Pilot Project period (to be compared with rates from the previous three years).

Information gathered will be presented in the Project Review Report.

**If you intend to undertake a formal Developmental, Formative, and/or Summative Evaluation of your project, please explain your process (i.e. who will be responsible for undertaking the evaluation, the timeline of the evaluative process and how will the results of the evaluation will be documented).**

ABC Evaluation Corporation Inc. will be hired to undertake a Developmental Evaluation (DE) that will gauge if this Pilot Project rolled out as expected. We have already been in contact with them in order to get an approximate budget for this activity. (See line item in the Grant Application Budget) The DE research plan will include quarterly assessments in both years of the project. ABC Evaluation Corporation Inc. will provide a report documenting the findings of the DE within two months of completion of the project.

## **Knowledge Transfer**

**We are committed to ensuring that learnings derived from our grants are shared as broadly as possible. Please explain what/where/how you propose to share learnings from your project.**

We will produce a Project Review Report with recommendations at the end of the Pilot Project. This document will be shared with the three schools, the school board, and other project partners.

**Will manuals, training guides or project replication tools be developed as a result of this grant?**

Yes.

**What types of material(s) and how will this content be shared externally?**

We will produce an Implementation Guide to be used to develop the program in other schools. We will post the tool on our website for download. We plan to present our model at the upcoming High Schools Learning Conference (July 2013).

**Will you allow the Foundation and its affiliates to post this information on their websites?**

We will work with the Foundation to showcase Pilot Project materials in a manner that directs people to our website if they are interested in accessing the Implementation Guide.

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