

# The Counselling Foundation of Canada

## SAMPLE LETTER OF INTENT FORM

*\*Please note that this Sample Letter of Intent 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 Letter of Intent 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:** Ontario

**Mailing Postal Code:** A1B 2C3

**Registered Charity Number (Canada Revenue Agency Number):** 99999 8888 AA7777

**Year Founded or Incorporated:** 1999

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

**Website:** www.acmeinc.ca

### **Primary Contact Details**

**Senior staff person or your organisation's contact person for this project.**

**Name:** Lisa Anonymous

**Title:** Executive Director

**Email:** lisa@acme.com

**Telephone:** 000-555-1234

**Fax:** 000-555-4321

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

## **Organization Purpose**

**(Your mission, vision, or statement of purpose) UP TO 300 WORDS**

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 (tutoring and mentoring) and job-related services (life skills training, job-shadowing, and mentoring) to young Canadians across the nation. Services are provided in-person and by the internet. We offer specialized programs for those who reside in urban or rural settings. We currently serve about 65,000 clients per year.

## **Population Served**

**(e.g., Youth, Seniors, New Canadians, Aboriginal Peoples...)**

Young Canadians between the ages of 10 and 25 years old in rural and urban settings. We offer specialized programs for females, males, and transgendered individuals.

## **Project Details**

**Project Title (Same as Submission Title):** Supporting Students and School Staff—Pilot Project

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

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

**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

**Estimated 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 these 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

**Which best describes your project's impact?**

Local/Municipal

**Which best describes your project's setting?**

Urban setting

**Statement of the community priorities or issues the project will address. For instance, why you want to undertake this project, what particular needs or purposes it addresses, and what evidence you have that this project is worthwhile (i.e. data provided by government sources, research findings, or a need identified by your organization based upon the work you do). UP TO 300 WORDS**

Violence in the schools affects learning outcomes for students and contributes to poor workplace conditions for school staff. The province's *Green Paper: Violence in High Schools Report* has shed new light on how these conditions negatively affect our society. Firstly, violence in schools creates an obstacle for students to reach their full potential as it decreases classroom attendance (the average suspension for a verbal assault is three days while a physical assault can lead to a minimum one week suspension) and promotes a poor learning environment that leads to less than optimum career outcomes. This report also showed that violence in schools creates a poor work environment leading staff members to take a significantly higher proportion of time off associated with burnout and, all too often, forcing them to find alternative careers. We are proposing to test a holistic intervention model designed to reduce violence in high schools as a means of promoting learning outcomes and improving workplace conditions. We propose to pilot testing our approach in three high schools in the Big City School Board. We have designed a project that brings together various techniques that have been proven to work in their own right. First, students will learn through a three step process to use non-violent conflict resolution techniques instead of turning to violence when facing a confrontation. Second, our project includes a conflict management segment for staff members and caregivers (parents and legal guardians). This will allow them to identify potential sources of conflict that may lead to violence and to defuse violent situations appropriately. These teachings are designed to allow staff and caregivers to support students in using non-violent conflict resolution techniques in the home and at school. Lastly, our project includes instituting the Restorative Justice Model in schools as a means of finding the best solution to incidences of violence for the perpetrators, victims and witnesses. This segment of our approach will help build empathy that contributes to a decrease in violence while providing closure for incidences of violence as a means of avoiding re-occurrences.

**Concise description of the project and a broad overview of the activities to be undertaken (i.e. what you propose to do to address the above priorities or issues) with a brief timeline. UP TO 200 WORDS**

Our Pilot Testing period is planned for July 1, 2012 to June 30, 2014. Approximately 600 students will benefit from this project along with about 100 staff and 100 caregivers. The following activities will occur during this two year period:

- A) Conflict Management Sessions to Students: 3 hour session provided 3 times per school year.
- B) Conflict Intervention Sessions to Staff and Caregivers: 2 hour session provided twice per school year.
- C) Implementation of Restorative Justice Model: 3 hour session provided twice per school year.

D) Track Project Impacts: Throughout the project

- Impact Surveys of students, staff and caregivers (beginning, mid-point and end of project).
- Track violent incidences and disciplinary measures due to violent incidences throughout the project period.
- Track learning outcomes throughout the project period.
- Track human resources indicators throughout the project period.

E) Develop a Project Review Report and Implementation Guide: Over the final three months of the project period.

**What is the expected impact of the project? UP TO 200 WORDS**

Our three-point intervention (Conflict Management for Students; Conflict Intervention for Staff and Caregivers; and instituting the Restorative Justice Model) will promote non-violent conflict resolution in high schools and the home resulting in a drop in violence and better conflict outcomes. We predict that this approach will significantly decrease incidences of violence in the three schools involved in the Pilot Testing. We will track violent incidences throughout the Pilot Testing period and compare the rate to the previous three year period to demonstrate the outcome of our intervention. We will also track human relations related variables related to staff (absences and turnover) to provide a similar comparison. These findings will allow us to make any necessary adjustments to our project model before drafting the Implementation Guide that will be circulated throughout the Big City School Board as we move towards instigating this model board-wide in 2015.