

Appendix A

MI'KMAQ-NOVA SCOTIA-CANADA TRIPARTITE FORUM
Fund for Economic & Social Change

Project Proposal

Start and End Date of Project (projects must begin and end within the current fiscal year.)	Start:	End:
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1.1 Project Title

1.2 Submitting Committee

1.3 Amount Requested From Project Fund

1.4 Organization Administering Project

1.5 Contact details of Project Lead	
Name	
Job title	
Telephone Number	
E-mail address	

2. PROJECT INFORMATION

Describe the Project including the following:

- a) Relevant background information
- b) Description of Project
- c) Objectives and Expected Results (Describe the expected benefits (or end results) that this project hopes to achieve)
- d) Linkages to Committee's Work Plan

3. WORK PLAN

Name each of the project’s key activities, describe what will be done and include the anticipated start and end date of the activity, and indicate what the deliverable will be for that activity (ie draft map, meeting providing direction to consultant, draft report)

	Key Activity	Describe Activity with Expected Start and End Dates	Deliverable
1			
2			
3			
4			
5			
(+)			

4. FINANCIAL REQUIREMENTS

4-A) PROJECT COSTS

List all project costs and describe how each amount was calculated in breakdown of costs (i.e. two meeting room rentals at \$150 each).

Cost Category	Amount	Breakdown of Costs
Professional and technical services		
Salaries		
Meetings		
Travel		
Communications		
Overhead (Administration)		
Other		

4-B) SOURCES OF FUNDS

List all sources of funds that have been identified to support the above project costs, and if applicable the supported activity.

Funding Source	Amount	Supported Activity

4-C) IN-KIND CONTRIBUTIONS

List the source of in-kind contributions, estimated amounts, and the supported activity.

Source Providing In-Kind	Amount	Supported Activity

4-D) CASHFLOW REQUIREMENTS AND PROJECT MONITORING

Cash flow requirements describe when Project Fund money is required to support the project activities. List the cash flow requirements for the project and the proposed milestone to be met at that time. If the project is approved, demonstration that the milestone has been met will need to be provided to the Project Manager. The Project Fund Committee will monitor milestones at quarterly meetings; if milestones are not met it may impact the release of funds for the project.

Month (Date)	Cash flow Requirement	Associated Milestone Required to Release

4-E) ADVANCES

Describe and provide a rationale for any requests for project fund advances.

5. STATUS OF FUNDING REQUESTS

Describe the status of requests for funding outlined above in question #4–B Sources of Funds.

6. EFFORTS TO SECURE OTHER FUNDING

Describe efforts to access other sources of funding not included in the budget.

7. SUSTAINABILITY

Describe any activities that will need to be undertaken after the project is complete. How will this be done?

8. TRIPARTITE FORUM STRATEGIC PRINCIPLES

The Project Fund is expected to close a gap in social and economic outcomes for Mi'kmaq communities and individuals. Describe how your project meets this principle.

9. PROJECT ADMINISTRATION

Provide contact details of the organization responsible for project administration. This will be the organization contracted to administer the project funds.

10. COMMUNICATIONS

Identify any communication requirements, and, if necessary, how the Tripartite Forum Communications Officer will be engaged.

11. RISK MANAGEMENT

Identify any potential risks for the project and how they will be addressed.

12. PROJECT TEAM

Identify the project lead, team members and any resources (ie consultants). Describe the skill base and background of the project team.

13. PROJECT MONITORING AND REPORTING:

A) Updates on Milestones identified in Section 4 – Cashflow and Milestones – to be provided to the Project Manager. Demonstration that the milestones identified for the project have been met need to be provided to the Project Manager. The Project Fund Committee will monitor milestones at quarterly meetings; if milestones are not met it may impact the release of funds for the project.

B) End of project reporting to be provided to the Project Manager must include:

- Brief paragraph providing a summary demonstrating results and outcomes of the project (will be shared with Tripartite Forum membership).
- Financial statement detailing all project costs and sources of funds
- Copies of all project materials developed
- Other reporting requested at time of project approval

**Submission:
Working Committee**

Mi'kmaq Co-Chair _____ Date _____

Provincial Co-Chair _____ Date _____

Federal Co-Chair _____ Date _____

Project Proposal Checklist

To ensure your proposal is complete, confirm it includes the following:

Activity	Complete?
Motion from Working Committee	
Signatures have been obtained from the Committee Co Chairs	
Project Manager has reviewed the proposal and provided feedback	
The Tripartite Forum Communications Officer has reviewed the proposal	
All supporting documents have been attached	
Due diligence has been given in awarding contracts (RFP's, quotes etc.)	
Training opportunities have been offered to all Tripartite Forum partners	
Evidence of community support is provided	
All funding partners are identified	
Due diligence has been given to seeking other funding partners	