

Basic Template for HSIF Project Proposals

Section A: General Information

A1. Project Title

State the title or name of the project. This should include a short summary of what the proposal is about.

A2. Recipient

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| <i>Identify the legal name of the organization, community, or group that is leading the submission of this proposal and will be the recipient of the HSIF funding through a contribution agreement with Health Canada.</i> |
| Name of Organization: |
| Address: |
| Contact Name: |
| Title: |
| Telephone: |
| Fax: |
| e-mail: |

A3. List of Key Partnering Organizations

Identify each of the key project partners involved in the project (respective role(s) and contribution(s) will be asked at a later stage in the template).

A4. Funding Requested

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| <i>Identify the funding amount requested from HSIF and other sources of funding, if any.</i> |
| Funding Requested from HSIF (by fiscal year): |
| Other Funding Sources and Amounts: |
| Total Project Budget (by fiscal year): |

A5. Duration of Project

Identify the proposed start and end date of the project. Please keep in mind that the start date will depend on the formal acceptance of the proposal and the timing of the signing of the contribution agreement (which can take up to 6-8 weeks following approval).

A6. Overall Objective(s) of the Project

Provide a clear and concise statement of objective(s) for the project.

Section B: Project Information

B1. Executive Summary

Provide a concise summary of the project, the issue to be addressed and expected results and outcomes.

B2. Project Description

- *Provide a brief description identifying the specific situation, opportunity, problem, issue, or need that the proposal addresses, including the background and context which may include previous integration efforts funded by HSIF or AHTF.*
- *Explain why this issue or need is identified as a priority for the proponent and its partner organizations, as well as for the target population.*
- *Describe the “before and after” picture you envision as a result of this project.*
- *If proposed project is related to a previous HSIF-funded initiative, provide information on the effectiveness of the previous project and explain how the proposed project and its partners are prepared to build upon the previous project and are ready to implement a sustainable integration arrangement that will measurably increase access to health services for the target population.*
- *Identify the role(s) and contribution(s) of each key project partner. The proposal should clearly demonstrate that all partners have offered concrete, informed support for the proposed initiative. Support can be demonstrated by co-authoring the proposal, offering to contribute financially or some form of tangible in-kind support or providing personnel from their organization to work on the project team.*
- *Describe the partners' capacity and readiness to implement the proposed project (refer to project personnel's project management experience, existing partnerships or arrangements to build upon, etc.).*
- *Identify any key challenges or risk factors that may affect the project and indicate how they will be addressed and mitigated.*
- *Identify a credible and demonstrable approach to measuring increased access to, and/or quality of, the health services as a result of the project, i.e., a “key performance indicator(s)”.*
- *Outline a sustainability plan for the proposed project. Note any projected new operational or infrastructure costs that will be needed to sustain the proposed integration arrangement or process.*

B3. Work Plan

Please outline the proposed work plan for the initiative/project that includes, at a minimum, the planned activities and their corresponding outputs along with timelines and lead(s) for each item.

B4. Budget

Please outline planned budget in line with the above work plan using the template below. Note that the HSIF will support only those costs that are directly related to implementing the proposed initiative and not the ongoing costs associated with maintaining the integration arrangement once it has been completed and implemented.

| Cost Category | Fiscal Year | Total |
|---|--------------------|--------------|
| Personnel <i>(includes the cost of salaries and benefits for the project team, including project manager, research and technical assistants, other support staff as well fees paid to contractors/consultants who work on the project)</i> | | |
| Supplies & Services <i>(expendable office materials, printing, telephone, photocopying, postage, computer services, equipment rental and repair costs)</i> | | |
| Professional Fees <i>(legal and accounting services associated with the project)</i> | | |
| Travel & Accommodation <i>(project-related travel expenses such as private vehicle mileage, air, train or bus fares, meals, accommodation and per-diem costs – all within federal Treasury Board guidelines)</i> | | |
| Equipment & Office Rental Cost <i>(purchases of minor office equipment and furniture, information and communication equipment costs, rent and utilities costs if not provided in-kind, free of charge or through another program)</i> | | |
| Communication & Dissemination <i>(partner or stakeholder engagement costs, conference and meeting costs – not travel portion, advertising, promotion and translation expenses, and dissemination of the results of the initiative, knowledge transfer and/or knowledge translation costs)</i> | | |
| Training & Staff Development <i>(must be directly related to the project)</i> | | |
| Other <i>(provide details)</i> | | |
| Total | | |