

Community Development Trust

Note: The following is not an application form but is designed to help those preparing proposals understand what information is required. Proposals must be made to individual government departments and agencies.

Section 1: General Information

1.1 Project Title

1.2 Contact details of person responsible for Project	
Name	
Job Title	
Telephone Number	
E-mail Address	

Section 2: Project Information

2. Statement of Work:

Provide a brief description of the Project.

3. Trust Strategic Principles:

How does the Project align with the Community Development Trust's strategic principles of:

- a. **Local Leadership** - communities must play a leadership role in all initiatives.
- b. **Flexibility** - initiatives must be adaptable, innovative and creative, in order to transform unpredictable challenges into new opportunities.
- c. **Sustainable Economies** - initiatives must reflect social prosperity and sustainable competitiveness.
- d. **Focus on Community Assets** - initiatives must build on existing community capacity and assets.
- e. **Collaborative Approach** - initiatives must acknowledge that governments, business and communities share the responsibility of long-term prosperity.
- f. **Measurable Impact** - initiatives must demonstrate anticipated economic benefits exceed anticipated costs.
- g. **Social Inclusion** - all community members have the opportunity to become engaged and are able to access an initiative's social and economic benefits.
- h. **Balance** - initiatives must recognize that the economy, environment and people are interconnected with sustainable communities.
- i. **Forward looking** - initiatives must be forwarding looking, with investments based on what we know and can predict about the future.

4. Trust Priorities:

How does the Project align with the Trust's priorities:

- a. economic and trade diversification
- b. improved productivity, innovation and training
- c. preparing for and developing community transition plans
- d. helping workers who are facing adjustment challenges

5. Objective:

What are the objectives/overall deliverable of the Project?

6. Deliverables and Scope:

Identify all deliverables the Project will create.

7. Impact:

What is the perceived impact if the Project does not go forward at this time?

8. Critical Success Factors:

What critical factors does the Project rely on for success (i.e. funding approval by {date}, cooperation with other working committees, completion by {date}, resource participation, workloads and schedules...)?

9. Time Frames:

Provide details on when the Project will be completed. Also identify any key dates between start and finish such as progress meeting with sponsors by {date}, community meetings completed by {date}, etc.

Milestone	Proposed date

**Please add more columns if necessary*

10. Budget:

Estimate costs required to complete the Project, and how the dollars are to be expended. Please identify estimates of any ongoing costs that may be required (i.e. maintenance of website) and any other funding sources.

11. Constraints/Risks:

What might occur that could jeopardize the Project (i.e. creeping scope, daily commitments may interfere, loss of focus, external mandates...)?

12. Assumptions:

What assumptions have been made while scoping the Project (i.e. funding will be sufficient, all members will be able to follow through on commitments, external risks will be minimal if any, cooperation from other working committee when required....)?

13. Project Team:

Identify the resources required to successfully complete the Project (if specific person(s) unknown, please identify skill base and background).

Project Lead:

Project Manager:

Project Team Members:

Resources (i.e. Consultant):

14. Attachments:

Please include:

- Completed Deliverables and Scope
- If applicable, letters of Community Support
- If applicable, attach any relevant background information such as confirmation of available (or not available) funding from other sources