|  |  |
| --- | --- |
|  |  |
| Settlement, Integration and Language Projects (SILP) Project DescriptionOrganization Name: [enter here] * Use arial black font, size 12
* Delete all instructions prior to submitting your proposal
 |

# Project Need

In this section, please provide the following information:

* Evidence to demonstrate the need for the project.
* Explain why this need cannot be addressed by already existing programs.
* Why is your organization well placed to address this need?
* Explain how your project meets the gap
* Explain how your project is going to enhance provincial settlement and integration efforts

***Recommended length: 3-4 pages***

# Project Summary

In this section, describe your project and include:

* What is it that you intend to do in this project? (e.g. description of activities you intend to provide, including how and when they will be delivered)
* Who will benefit from the project activities?
* Explain how your project contributes to the outcomes identified in the CFP Stream.
* Describe how your project design takes into account intersecting identity factors of the beneficiaries. Examples include gender, age, education, language, culture, income and geography. See Glossary for details.

For Stream 3 projects, in addition to the above bullets:

* Describe the strategy being explored.
* How does it improve the system? In what way(s) is it new or improving on what is known or already done?
* How will you share your learnings?

***Recommended length: 3-5 pages***

# Ability to Deliver

In this section, provide:

* Roles and Responsibilities
	+ Provide a list of the positions involved in the project delivery. This should include the position, titles, required qualifications and key responsibilities.
	+ Roles identified should align to staffing requests in the Budget.
* Overview of your Organization
	+ Provide an overview of your organization’s mission and goals.
	+ Explain your ability to undertake the administrative and financial requirements of the grant agreement.
	+ Describe your Mobius experience and list examples of your Mobius projects (if applicable).
* Knowledge and Experience
	+ Describe your organization's and/or your partner's:
	+ Expertise in delivering projects that promote or encourage newcomer integration.
	+ Background, knowledge, experience and current capacity to deliver this project.
* Commitment to Diversity
	+ If your organization has a formal diversity and inclusion statement, please provide a scan in the Appendix section.
	+ If your organization does not have a formal diversity and inclusion policy, please indicate your commitment to implement projects in such a way that respects diversity, promotes an inclusive society, and supports anti-racism.
	+ For an example, visit: [*https://www.alberta.ca/diversity-inclusion-policy.aspx*](https://www.alberta.ca/diversity-inclusion-policy.aspx)

***Recommended length: 2-3 pages***

# Risk Management

In this section:

* Complete the Risk Management table:
	+ Identify and describe all risks to the success of the project delivery
	+ e.g. How will you deal with sudden interruptions to project activities or enforced social isolation?
	+ Provide a detailed mitigation plan for your identified risks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify Risk** | **Impact of Risk**(on beneficiaries, deliverables and outcome) | **Likelihood of Occurrence** (Low, Medium, High) | **Proposed Mitigation Plan** |
|  |  |  |  |
| ...add rows as necessary |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Recommended length: 1-2 pages***

# Appendices

This section is optional and should only contain information relevant to your proposed project (maximum 5 pages).

Combined, the project description and any appendices should **not exceed 20 pages**