

PARTNERSHIP PROJECT PROPOSAL TEMPLATE

Please submit your completed proposal template to the ministry. If there are multiple projects with similar deliverables, objectives and performance measures you may bundle them together. Please ensure bundled projects are identified separately under key activities in Part 2.

Part 1

Project Name:			
Start Date:		End Date:	

Project Deliverables *(Please provide a brief description)*

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Project Objective *(Please provide a brief explanation)*

Please explain how this project aligns with partnership fund goals and eligibility as outlined in the ministry guidelines.

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Please explain how this project aligns with the RTO business plan and links to pillar(s).

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Please explain the rationale/ need/ demand for this project.

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Please explain if this project supports a new activity or enhances an existing one in the region.

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Project Description <i>(Complete Template on Page 2)</i>	Yes	No
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Are there defined key activities?	<input type="checkbox"/>	<input type="checkbox"/>
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Are there defined RTO and partner roles based on the key activities?	<input type="checkbox"/>	<input type="checkbox"/>
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Are there S.M.A.R.T performance measures?	<input type="checkbox"/>	<input type="checkbox"/>
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Is the RTO the project manager/lead?	<input type="checkbox"/>	<input type="checkbox"/>
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Financial Information	Yes	No
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Are project costs eligible as outlined in the ministry guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
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Are goods and/or services being procured to complete this project (greater than \$5,000)? <i>Where the purchase price exceeds \$5,000, the RTO will, at a minimum, obtain at least three written quotes</i>	<input type="checkbox"/>	<input type="checkbox"/>
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What is the project budget? *A separate budget attachment may be provided for bundled projects*

Total	\$
RTO Contribution	\$
Partner (s) Contribution	\$

Additional Information:	
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Part 2

The template below will be used to amend your transfer payment agreement. Outline all activities being undertaken with partnership funding provided by the Ministry as well as the partnership funding from partners.

<p><u>STRATEGIC FOCUS:</u> <i>List the key areas you will focus your efforts.</i></p>					
<p><u>OBJECTIVE(S):</u> <i>Outline the desired results that the RTO and partner envisions, plans and commits to achieve. Demonstrate its measurable benefits and its anticipated impact(s). Refer to Project Objective Section.</i></p>					
<p><u>PERFORMANCE INDICATORS:</u> <i>Describe how the key activities outlined below will assist the RTO and partner with meeting your proposed objectives, and how you plan to measure your success. Identify all anticipated outputs and qualitative and quantitative performance indicators. Performance measures (or "indicators") typically relate to the objectives and they should be S.M.A.R.T (Specific, Measurable, Attainable, Relevant and Time-Bound). Indicators could include the increase in number of visitors to a selected sample of operators, number of enquiries, % increase in bookings through various marketing modes, etc.)</i></p>					
Key Activities 2014-15	Continued or New Activity	Q1	Q2	Q3	Q4
RTO					
PARTNER (S)					