

## Career and Employment Information Services (CEIS) Grant Proposal Content Requirements

**The Following outlines the information required in the body of proposals**

<b>Organization Name</b> <b>City/Town</b> <b>Street Address</b> <b>Postal Code</b>
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1.	Project Name:	
2.	Location(s):	Where the project/program will be delivered
3.	Proposal Term:	Commencement/Duration of project including start and end dates.
4.	Objectives of the Projects:	Provide a description of the project/program including start and end dates. <ul style="list-style-type: none"> <li>What Skills or benefits will participants/attendees gain?</li> <li>How will the project career/employment related?</li> </ul>
5.	Project Partners	<ul style="list-style-type: none"> <li>List the partners involved in the project including identification of a lead partner if there is one.</li> <li>Define clearly each partner's role in the project, e.g. monetary contributions, delivery of project/program components, donations to the project and other in-kind contributions.</li> </ul>
6.	Client/Attendee Profile	<ul style="list-style-type: none"> <li>For what type of participant is the project best suited?</li> <li>Describe the participant minimum eligibility requirements for this program.</li> <li>How many participants will this project support over the term of the project and in what intervals?</li> </ul>
7.	Project Activities	Description of the project/program elements including: <ol style="list-style-type: none"> <li>Timelines of the different elements and description of how the clients move through the elements</li> <li>Description of each of the elements of the project/program</li> <li>Resources implemented to support each of the elements (position titles, number of Full-time Equivalents (FTEs), volunteers, other contributions)</li> </ol>
8.	Expected Outcomes	Detail the benefits or changes for individuals during or after participating in the project.
9.	Financial Requirements	<ul style="list-style-type: none"> <li>Provide a detailed operational budget for the entire project.</li> <li>What portion of the funding is being requested from Alberta Community and Social Services (CSS)? Identify what CSS is paying for.</li> <li>Identify any other funders for this project and the amount they will contribute. Identify what other funders are paying for.</li> <li>Identify the processes that will be in place to ensure financial accountability is achieved, e.g., financial management process, accounting process, etc.</li> </ul>
10.	Authorized Signatures	<ul style="list-style-type: none"> <li>Include the organization's legal name, signature of authorized personnel and contact information.</li> </ul>