

Writing a Successful AHIP Project Proposal



IMPORTANT POINTS IN WRITING A SUCCESSFUL AHIP PROJECT PROPOSAL

A limited amount of space has been provided to include information about the project under consideration. If you are unable to complete the application form in the space provided, please attach additional typed information.

The information should be clear, and concise as the Proposal Review Panel will be reviewing applications for content rather than length or size of application.

As many applications will be received, the Proposal Review Panel will not have the opportunity to redirect questions back to the applicant.

IMPORTANT POINTS IN WRITING A SUCCESSFUL AHIP PROJECT PROPOSAL:

All proposals must be typed or in legible handwriting and follow the application format. The Proposal Review Panel will rate the application based on the information provided. All applications must include the following:

- Completed and signed Application Form
- Copy of Certificate of Incorporation, if a non-profit society
- Letter from Community Partners outlining what their contributions will be to the project

If applicable:

- Letter by senior officer of your organization that you are in compliance with the BC Criminal Records Review Act.
- Prioritize your proposals if more than one has been submitted

Community Partners

Applications that clearly demonstrate community partnerships will be given priority.

A community partnership is when two parties contribute to a common project.

Example: ABC Society provides workshops to youth. The City of Victoria donates classroom space in one of their recreation centre for the youth groups.

Need

Is there an identified or demonstrated need for the project?

How has the community determined the need for the project?

Was there a needs assessment completed?

What were the results?

Work Plan

The objectives of the project must be measurable, realistic, timely and achievable by the end of the project.

Each objective or goal should be stated in one sentence.

What are the activities?

The activities must include the target group, when the activity will occur, how long the activity is.

How do the activities link to your outcomes?

Have you developed an evaluation plan?

Work Plan

How will you know if your project has been successful for each of your activities and outcomes?

Which strategic themes will this project address?

Identify how your project will be sustainable if awarded between \$20,000 and \$50,000.

Outputs

For each of your activities, what is the direct output or direct product, when will it occur and what is the length of the activity?

The projected number of participants who will be served. This is an output of the project.

Outcomes

Outcomes are the changes that the project hopes to achieve or the benefits or results of the project.

What difference will your project make to individuals, families or your community?

Outcomes are related to how the participant's knowledge, attitudes, behaviour, value, etc change or differ from participating in the program or activity.

Example:

Project Activity	Outcome
Facilitate 10 workshops on Substance Abuse	Community members will have an increased awareness of the effects of substance abuse
Provide a mentorship program between elders and youth.	Youth and elders will have a better understanding of the traditions and culture of the Coast Salish Nation.

Evaluation

Evaluation is an ongoing process and should start with your proposal and needs assessment.

The number of people participating is important, however, it is more important to know the impact that your activity had with the participants.

Develop a plan on how you will be able to assess whether your project is meeting its projected outputs and outcomes.

Evaluation

Possible evaluation methods are:

- Surveys, questionnaires, and interviews
- Attendance or participant records
- Case studies
- Tests, diaries or journals, and testimonials

Budget

Maximum allocation for administration will be 10% of the total budget, which would include: audit, bookkeeping, utilities, phone, fax, photocopying, management, supervision, rental, materials, etc.

Please note that Elder Honorariums are limited to 5% of the overall budget.

Is the budget reasonable and that major equipment or capital purchases are not eligible for funding.

Also ongoing staff positions, programs and services will not be funded.

Budget

Is other funding being accessed for this project?

Are there any in-kind contributions being provided?

Are the community partners providing any funding or in-kind contribution?

Criteria

The proposal addresses a community health related need or gap in service.

The proposal demonstrates collaboration with other partners (i.e. other Aboriginal organizations, the First Nations Health Authority, Island Health etc).

Addresses one of the six strategic themes of Island Health's Aboriginal Health Plan (see page 2 of application)

Proposals from all regions of Vancouver Island are considered (i.e. north, south, central)

Criteria

Geographical isolation of the community applying for AHIP funding.

The proposal is complete and supporting documentation has been provided.

Has the organization received AHIP funding in the past?

If funding was provided in past, did the organization meet its deliverables and fulfil financial / program reporting requirements?

Is funding available from another source to address this need?

Project vs Program (Brief Description)

Project – a planned piece of work that has a specific purpose and ending

Program – ongoing staff position, ongoing programs