

# Building for the Future - Endowment Fund Application



Presented by CCDF and CCPA

## Overview

The *Canadian Career Development Foundation (CCDF)* and the *Canadian Counselling and Psychotherapy Association (CCPA)* have established an endowment program to assist in the advancement of the field of career development. For the purpose of this endowment program, career development is defined as the management of learning and work in order to build a preferred future. Projects must also be consistent with the aims and objectives of both CCDF and CCPA.

Each year CCDF will award a maximum of \$3,500 to a project or projects, which meet the following criteria:

Projects will be assessed according to the extent to which they:

- > are suitable for their target population;
- > demonstrate transportability;
- > demonstrate practical and useful products;
- > are unique/innovative;
- > contribute to the social good.

The following list of project types is intended to be illustrative and is not exhaustive:

- > Seed money for applied research projects;
- > Unique program development projects;
- > Publication of innovative materials;
- > Adaptation of resources which fill identified gaps into the other official language;

Special events or other initiatives which contribute to advancing career development.

## Evaluation Process

All projects will be evaluated based on the following criteria. Agencies that have previously received CCDF or CCPA funding may requalify and submit another request only if the proposed project is new. Please note that the Endowment Fund will not fund conferences.

Criteria	Score
Objectives and intended social impact	10
Originality and uniqueness	15
Practical, useful results	10
Adequacy between the applicant's experience and the targeted issues and client groups	5
Feasibility: <ul style="list-style-type: none"> <li>&gt; Sample</li> <li>&gt; Tools used</li> <li>&gt; Process</li> <li>&gt; Schedule</li> <li>&gt; Use of funds</li> </ul>	40
Project repeatability/transferability	10
Support <ul style="list-style-type: none"> <li>&gt; Financial/technical from other partners</li> <li>&gt; Community endorsement</li> </ul>	10
<b>TOTAL</b>	<b>100</b>

### Note

- > Some projects may be so unique that it is not possible to obtain a partner. In these cases the application should submit a list of those groups, individuals or organizations that have been approached.
- > Partnership in-kind is eligible.
- > Each submission will be independently assessed by members of the CCDF Board Endowment Fund Committee, comprised of representatives from CCDF and CCPA. To be considered a submission must score a minimum of 50% of the points in each category and receive a minimum overall score of 70%. Approvals will be determined by the Committee.

## Timetable

Submissions are accepted until **October 31**. The Endowment Fund Committee will review proposals and make funding announcements in December. Note that awards will be granted according to merit and there will not necessarily be projects approved each year.

## Submission Format

### INSTRUCTIONS:

- Electronic submissions are preferred.
- Applicant must submit a letter of request for support on their letterhead.
- Suggested proposal length is 10-15 pages.
- Applicants must agree to the terms and conditions of the CCDF Endowment Fund contract.

It is suggested that applicants submit their proposal in the following preferred format:

### 1. Applicant Summary Information

- Applicant Name
- Address (*number and street name, city, province and postal code*)
- Telephone
- Fax
- Email
- Web site (if applicable)
- Preferred language of correspondence
  - English
  - French
- Size of Applicant's Organization (*if applicable*)
- What specific area of Career Development does this project involve?
- Goal of Applicant's Organization (*if applicable*).

### 2. Project Title

### 3. Collaborators:

- Key subcontracts, partners or involved parties
- Federal or provincial institutes, universities

- Identify by organizational name and, where appropriate, the key contact person
- ### 4. Proposed/Requested Assistance:
- Totals only to establish scale of activity proposed

Funding Source	Dollar Amount	Percentage
CCDF	\$	%
Other	\$	%
Organization	\$	%
Total	\$	100%

### 5. Organization Background

- Brief description of relevant background
- Anything else that is relevant to describe the organization.

### 6. Previous Support:

- Identify and comment on performance/benefits of previous Research and Development projects and the outcome of those projects. This is aimed at establishing the applicant's ability to successfully complete projects.

### 7. Project Description

#### 7.1 Background

Describe:

- Opportunity or current problem
- Resources already pursued
- Key problem being addressed
- Known solutions, sources and collaborators
- Literature search results (if applicable)

#### 7.2 Objectives

- General overall project objectives.
- Indicate the extent of diversity (target population or geography).
- Indicate the innovation or uniqueness associated with the project. In the case where the project is based on an existing product/process, contrast the existing product/process outcomes against the proposed project.
- Indicate how the project contributes to social good.
- Indicate how the results of the project will be useful and practical.

#### 7.3 Plan of Work

- Describe your proposed solution and strategy to resolve the challenges outlined above.

## 8. Project Team

- Identify and describe the qualifications and experience of the key personnel working on the project. (Include copies of the résumé of each key individual).
- Indicate their specific roles in the key phases and tasks of the project.

## 9. Collaborators Role (as applicable):

- Identify all sub contractors and consultations on their project and outline their contribution and cost.

## 10. Project Schedule

- Planned Start Date: (day/month/year)
- Forecast completion date: (day/month/year)
- Duration of project in months

## 11. Work Schedule and Key Tasks

- Outline the major tasks related to the project and the timeline associated with each task.

## 12. Detailed Budget

## 13. Dissemination Plan

### Send submission to:

Submission should be sent to:

[information@ccdf.ca](mailto:information@ccdf.ca)

**Subject: Building for the Future**

### For inquiries:

For inquiries, contact the CCDF office at:

[information@ccdf.ca](mailto:information@ccdf.ca)

or

**Telephone: (613) 729-6164**

or

**Facsimile: (613) 729-3515**