



DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD NCB PROPOSAL GUIDELINES

When submitting applications to the DTSSAB for funding under the NCB Reinvestment strategy, please ensure to include the following items in your proposal.

- 1) Letter of support from Board of Directors, CAO, Executive Director etc. authorizing the application for funding.
- 2) Agency Background
 - a) Name, address, telephone & fax #s
 - b) Name and position of contact person
 - c) E-mail and web site address
 - d) Date agency established
 - e) Mandate or purpose
 - f) Programs administered by the agency
 - g) Geographical area covered
 - h) Demographics of participants or clients served
 - i) Partnering agencies (if any)
- 3) Project Description
 - a) Purpose of project
 - b) Partnering agencies or groups (if any)
 - c) Problem or issue project exists to address
 - d) Target population
 - e) Benefit to target population and community
 - f) Admission criteria or referral source and process
 - g) Implementation plan and timelines
- 4) Marketing and Promotion
 - a) Media involvement and coverage
 - b) Promotional material to be developed (brochures, fact sheets, newsletters etc.)
 - c) Distribution of promotional material
 - d) How will funding partners be recognized
- 5) Operational and Functional Description
 - a) Staffing requirements and sources
 - b) Volunteer requirements and sources
 - c) Facility, equipment, material or supplies requirements and sources
- 6) Financial Information
 - a) Project budget
 - b) Other sources / amounts of funding applied for
 - c) Community contributions and donations
- 7) Program Monitoring and Evaluation
 - a) Indicators of success
 - b) Evaluation methods
 - c) How will you sustain this program/project in the future