|  |  |
| --- | --- |
|  |  |
| Alberta Immigrant Mentorship Innovation Grant  Project Description  Organization Name: [enter here]   * Use Arial black font, size 12 * Delete all instructions prior to submitting your proposal | |

# Project Need

In this section, please provide the following information:

* Evidence to demonstrate the need for the project
* Why this need cannot be addressed by already existing programs
* Why your organization is well placed to address this need
* How your project will fill the gap
* How your project is going to enhance provincial career mentorship efforts

***Recommended length: 3-4 pages***

# Project Summary

In this section, describe your project and include:

* What you intend to do in this project (e.g. description of activities you intend to provide, including how and when they will be delivered)
* Who will benefit from the project activities
* How your project contributes to the outcomes identified in the call for proposals
* How your project design takes into account intersecting identity factors of the beneficiaries. Examples include gender, age, education, language, culture, income and geography. See Appendix A: Glossary in the application guidelines for details.

***Recommended length: 3-5 pages***

# Ability to Deliver

In this section, provide the following information:

* Roles and responsibilities
  + Provide a list of the positions involved in the project delivery. This should include the position, titles, required qualifications and key responsibilities.
  + Roles identified should align to staffing requests in the budget.
* Overview of your organization
  + Provide an overview of your organization’s mission and goals.
  + Explain your ability to undertake the administrative and financial requirements of the grant agreement.
* Knowledge and experience
  + Describe your organization's and/or your partner's:
    - Expertise in delivering projects that promote or encourage newcomer integration and employment, including career mentorship.
    - Background, knowledge, experience and current capacity to deliver this project.

***Recommended length: 2-3 pages***

# Risk Management

In this section:

* Complete the risk management table:
  + Identify and describe all risks that could impact the success of the project delivery (e.g. How will you deal with sudden interruptions to project activities or public gathering restrictions?)
  + Provide a detailed mitigation plan for your identified risks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify Risk** | **Impact of Risk**  (on beneficiaries, deliverables and outcome) | **Likelihood of Occurrence** (Low, Medium, High) | **Proposed Mitigation Plan** |
|  |  |  |  |
| ...add rows as necessary |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Recommended length: 1-2 pages***

# Appendices

This section is optional and should only contain information relevant to your proposed project (maximum 5 pages).

Combined, the project description and any appendices should **not exceed 20 pages**