

# Agents of Change Project Proposal Guide 2020-2021



**Proposal deadline: *Sunday, July 26<sup>th</sup>, 2020 by 11:59 PM***

Please use the following guide to create your proposal. Your proposal must include **ALL SECTIONS** outlined in this proposal in a separate document.

**Submit your proposal and supporting documents online using the following link:** <https://tinyurl.com/APPLYAgents20>

**Questions:** If you have any questions regarding the proposal and/or application process please contact Abdulkhader Mohammed, Student Success Programs Support Coordinator at [abdulk@yorku.ca](mailto:abdulk@yorku.ca)

## Proposal Format Guide:

- Use 12 pt. Calibri and 1" margin.
- Each section has been specified with its maximum word count, please follow accordingly.
- The total word count must be under 1925, **excluding Contact information, Budget, and Supporting Documents.**

## PROPOSAL CHECKLIST

Use the checklist below to ensure that you have completed all sections required in the proposal before submitting. Before submitting your proposal, please make sure to include the following sections in your proposal:

- ☐ Executive Summary (instructions for this section are on page 2)
- ☐ Contact and Background Information
  - Identification of Group Members
  - Identification of Community Partners
- ☐ Project Details
  - Opportunity Statement
  - Detailed Project Description
  - Evaluation and Success
  - Sustainability
- ☐ Project Budget
- ☐ Supporting Documents (not mandatory)

## 1.0 EXECUTIVE SUMMARY

**SKIP THIS SECTION UNTIL YOU COMPLETE THE REST.**

**We recommend that this section should be written last. It is intended to present your project to decision makers and funders in a way that is engaging and easy to understand.**

In this section, summarize your Agents of Change healthy initiative proposal. The executive summary should be clear, concise and inspiring.

**Briefly** address the following areas in your executive summary:

- Project vision (the vision should be specific, measurable, action-oriented, realistic and timely)
- Goals, deliverables and timeframe
- Target population of the project (justify the need for the healthy initiative)
- How this project is innovative and unique
- How this project takes into consideration the effects of Covid-19 (How will you work around limitations? Will you deliver your services online? Etc.)
- Resources and budget

**Maximum 300 words**

## 2.0 CONTACT AND BACKGROUND INFORMATION

### 2.1 Identification of Group Members

Please remember that in order to apply you must be an undergraduate or graduate student in any year level, in good academic standing with York university, in groups of 1-5 (majority of students in the group must be from Faculty of Health).

Please include all the contact information for the primary contact for your project and all group members. This should include their full names, student number, program major, year of study, email address and telephone number. Please see the example below and complete one for each group member.

Full Name:

Student Number:

Major/Program:

Year of Study:

Email:

Telephone Number:

### 2.2 Identification of Community Partners

In this section, describe your community partner. How will working with this community partner advance the goals of your healthy initiative? How does this community partner benefit from your involvement?

Ensure you give all relevant information, including name, website and contact information of the person you will be working with within the agency. **If you have not contacted your community partner, please list as much information about the organization/individual(s) that you plan to work with.**

Please note this can be an on campus or off campus partner. Previous community partners have included:

- Toronto Children's Book Bank
- Mental Health Disability Services at York
- Head of Stong College, Mazen Hamadeh
- Residence Life
- Black Creek Community Health Centre
- Humanity First Club at York University
- Toronto District School Board

If you have trouble finding a community member, please contact Abdul k. Mohammed at [abdulk@yorku.ca](mailto:abdulk@yorku.ca).

Maximum: 150 words

## 3.0 PROJECT DETAILS

### 3.1 Opportunity Statement

In this section, please describe the problem or need that your healthy initiative will address.

Please address the following:

- Which of the [14 social determinants](#) of health does your initiative address? **Please see Appendix A** for a brief description of the 14 determinants of health and use the link hyperlinked above to find more information about the 2-3 determinants of health that your healthy initiative addresses.
- Who is the target population? Identify the location(s) where your healthy initiative will be implemented.
- What impact does your healthy initiative have on the target population?
- How does your initiative address or solve the problem?
- Has a similar initiative previously been implemented by you or other organizations?

If yes, why do you want to repeat the initiative? (Comment on the success of previous initiatives and the innovative edge of your healthy initiative).

Maximum: 300 words

### 3.2 Detailed Project Description

In this section, give us a detailed overview of your project including your proposed timeline. Ensure you address the following items in this section:

- 1) **Outline your primary objectives and goals:** The objectives are general outcomes you would like to see – such as increasing awareness of an issue. Goals are more specific and include things like distributing 500 flyers (goals help you meet your objective). **This section should be approximately 250 words.**
- 2) **Activities:** How will you meet your objectives and goals? **How will this project take into consideration the limitations due to Covid-19?** Specify the activities in which you plan to engage, and if applicable, outline the role of your community partner. **This should be approximately 250 words.**
- 3) **Key Personnel:** Who will be working on the project? What will be the primary responsibilities of each individual, and how will they support your overall goals and objectives? **This should be approximately 250 words.**

- 4) **Timeline:** Outline exactly when specific events will happen, and who will execute them. This section can often be done in the format of a chart or grid. ***If your timeline does not fit in this space, feel free to upload it as a separate file as part of your application. If you are uploading this document separately please save it as “Timeline”.***

**Maximum: 750 words**

### **3.3 Evaluation and Success**

In this section, please describe how you will evaluate the success and/or difficulties of the project? How will you know you have met your objectives?

**Maximum: 300 words**

### **3.4 Sustainability**

In this section, please describe elements of sustainability in your healthy initiative.

Please address how you will continue to execute your healthy initiative in future years without funding from the Faculty of Health?

**Maximum: 125 words**

## **4.0 PROJECT BUDGET**

Your budget is one of the most important documents you can submit as part of a grant application. It demonstrates that you are able to take your ideas and translate them into concrete actions. Being able to associate a cost with actions shows that you have thought about every step those actions will require, and that you have already done your homework by sourcing supplies, talking to contractors, and collaborating with your community partner. **Please see Appendix B for an example budget.**

Use this outline to structure a **full budget** for your project and include it in your proposal. **We recognize that your full budget may be more than the \$500 worth of available funds but please include all details so we can see a full picture of your project.**

## **5.0 SUPPORTING DOCUMENTS**

**Note:** *This section is not mandatory.*

Provide any documents that you believe support your healthy initiative proposal. Include any documents that emphasize the need for your healthy initiative in the community and/or its feasibility. **DO NOT** attach resumes, cover letters or reference letters.

## APPENDIX A - Social Determinants of Health

Definition of Social Determinants of Health: The primary factors that shape the health of individuals are not medical treatments or lifestyle choices but rather the living conditions and experiences they face. These factors include: income, education and working conditions, social safety network, health services, gender, employment and working conditions, early childhood development, social exclusion, housing, unemployment and job insecurity, food insecurity, food, race and disability.

**Consider: Does your initiative address the following?  
Choose 2-3 only.**

**1. Income**

Income, the primary factor of SDH is correlated with health. The greater the gap between the rich and poor, the greater the differences will be in health outcomes.

**2. Education and Working Conditions**

Lower education levels are linked with poorer health, higher stress levels and lower confidence. Individuals with control over their working conditions are healthier.

**3. Social Safety Network**

Social Safety Networking helps support families, communities, and friends, which increases health. Traditions, customs, cultures and beliefs of communities and families impact health.

**4. Health Services**

Access to health facilities that include prevention management, health promotion and can treat diseases contribute to individual and population health.

**5. Gender**

Genders experience various types of diseases at different ages.

Gender is associated with personality traits, roles, values, behaviours that are in relation to power and influence that society ascribes. Health issues are a function of gender-based social status or roles.

**6. Employment and Working Conditions**

Employment has significant effect on a person's mental, physical and social health. It provides a sense of identity, purpose and opportunities for growth. A great amount of time gets spent at work, thus working conditions significantly impact health.

**7. Early Childhood Development**

Early childhood experiences effect brain development, school readiness and health later in life. Experiences from conception to age 6-7 have the most profound influences on connecting and sculpting the brain's neurons. Positive stimulation in early life improves learning, behaviour and health in adulthood.

## **8. Social Exclusion**

Social exclusion refers to certain groups having limited opportunities or access to participate in society. These groups are typically marginalized and include coloured, women, people with disabilities and immigrants.

## **9. Housing**

Inadequate housing conditions and homelessness are evidently harmful to health. It is a clear indicator of a lack of economic resources and increases the risk of health problems.

## **10. Unemployment and Job Security**

Unemployment leads to material and social deprivation, psychological stresses and the risk of developing health-threatening coping behaviours. Job insecurity entails working part-time, being self-employed and/or having temporary work, without employment protection and health/dental benefits.

## **11. Food Insecurity**

Food insecurity is linked with having an inadequate diet in terms of quality and quantity.

## **12. Race**

Race affects health in numerous forms including, but not limited to, institutionalized racism, internalized racism and personally mediated racism.

## **13. Disability**

People with disabilities experience various societal limitations. Whether the disability is mental or physical, government policies do not always adequately support persons with disabilities potentially leading to limited contributions to society.

## **14. Aboriginal Status**

Aboriginal health is intrinsically linked with the history of European colonization. As a result, Aboriginals face adverse social determinants of health and poor health outcomes. For example, many reserves lack necessities such as water, adequate living conditions and income, thus hindering their health.

References: <http://www.who.int/hia/evidence/doh/en/>  
[http://www.thecanadianfacts.org/The\\_Canadian\\_Facts.pdf](http://www.thecanadianfacts.org/The_Canadian_Facts.pdf)

## APPENDIX B – EXAMPLE BUDGET

Following is an example of a detailed budget, outlining one “task.” We imagine that you will have a number of different tasks.

Please note we expect this level of detail for each task.

Task/Activity <i>Write down the overall activity.</i>	Detailed Cost <i>Break down the activity in terms of components of their costs.</i>		Personnel <i>Who is responsible for this task (if applicable)</i>	In-Kind Funding <i>Here you can attach a value to your time, or to other donations you have received.</i>	Total Revenue		Total Expenses	Balance
		Total Estimated Cost			Secure Funding <i>Use this column to indicate the funds which you are requesting from the other sources.</i>	Agents of Change Funding <i>Use this column to indicate the funds which you are requesting from the Faculty of Health.</i>		
Garden Construction	5 Planter Boxes @ \$12.50/box	\$62.50				\$62.50	\$62.50	
	20 Plants @ \$2.00/plant	\$40.00		\$40.00 (Home Depot)			\$40.00	
	30L of soil @ \$5.00/L	\$150.00			\$150.00 (TDSB)		\$150.00	
	10 hours of labor @ \$15/hr	\$150.00	A. Stypka	\$150.00 (A. Stypka)			\$150.00	
<b>Total</b>		\$402.50		\$190.00	\$150.00	\$62.50	\$402.50	= Total Revenue - Total Expenses = 0

Notice that in reading the budget you can see that A. Stypka will be planting a garden for 10 hours. Aside from the fact that this demonstrates thorough planning, this budget communicates a few other important facts. Firstly, it shows that the project is backed by other partners (Home Depot is donating plants, and the Toronto District School Board is contributing \$150.00 for soil). This alone gives your project credibility. Secondly, despite a total cost of over \$400.00, you are only asking for \$62.50 from the Faculty of Health. That’s akin to telling them “I’ll give you \$400.00 worth of impact for just a \$60.00 investment.” This is the kind of message you want to give your funders.