

## Tool

# Proposal Template for Youth Projects

**Cover Page** - Organization Name, Name of the Project, Submitted by, Submitted to, and Date

**Proposal** - Information about you/your organization (mission, mandate, etc)

**Background** - Explain the background of your project: how did you come up with the idea, some similar projects you did in the past, why do you think you can do this project, etc.

**Issue** - Explain the need for this project, present any statistics that confirm the need to create such projects as yours, and explain how your proposal will address the issues in question.

**Project Summary** - In several paragraphs, describe what you are proposing, what you are trying to achieve, what will be the basic elements of your projects and how they are going to be carried out. Basically here you are giving a summary of what you are proposing.

**Project Objectives** - Here you may list in point form major objectives of your project (e.g raising

awareness about violence, establishing a youth advisory committee, designing a youth violence prevention project etc)

**Project Description and Work Plan** - Here you explain basic elements or phases of your proposed work and give timelines for their completion. You need to identify specific activities that will be part of your project, timelines, objectives you are trying to achieve for each activity, and ways to evaluate them. Make sure that you clearly show how undertaking these activities will help achieve previously listed project objectives.

**Project Deliverables** - List concrete results of your project, something tangible that will come out of your project (e.g. newsletter, pamphlet, video, youth committee, youth workshop, project report, recommendations report etc). Make sure these deliverables are relevant to your funder and that they fit into their mandate.

### Project Cost Analyzes

Provide detailed budget for your project.

**Note:** *It is always a good idea to contact your potential funder first and get some advice on how to best package your proposal in order for it to fit their mandate and funding priorities.*



**TOOL****HOW TO APPROACH AN ELDER**

Whereas different communities have their own unique ways of approaching their Elders and incorporating traditional teachings, the following is some general advice provided by the Elder Irene Lindsay who was helping the young women of NWAC's Youth Council on their journey in developing the Violence Prevention Toolkit for Aboriginal girls.

- 1) Bring a pouch of tobacco or a little rock to an Elder as a way to approach them
- 2) Ask if they can meet with you
- 3) Consider Elders as alternatives to other options
- 4) Think about the ways in which an Elder can help
- 5) Give Elders respect and time
- 6) Elder can introduce you to traditional aspects - ask the Elder about traditional ways of dealing with the problem
- 7) Understand the value of Elder in your culture and your community
- 8) There are some things out there - there is an Aboriginal community you should be proud of
- 9) Don't forget - **TRADITIONAL APPROACH WORKS!**

