

PREPARING PROJECT EXPRESSION OF INTEREST

CONTACT INFORMATION:

Client Legal Name:

Date and Jurisdiction of Incorporation:

Names and titles of principal officers:

Contact Name:

Title:

Phone: () -

Cell Phone: () -

Fax No: () -

Email:

Client Address:

(If mailing address is different, please specify.)

Number of full and part-time employees:

_____ FULL TIME EMPLOYEES

_____ PART TIME EMPLOYEES

Project Address:

(Location/Region where project will be carried out.)

Total Project Costs:

Requested Funding Amount:

Planned Project Start Date:

PLANNED PROJECT END DATE:

DETAILED PROJECT DESCRIPTION:

Maximum one page. Please provide a clear and succinct description of your project. Identify how this project is strategically linked to your goals and its impact on the economy, the community or region

SUMMARY OF ORGANIZATION (Please be brief):

Indicate, if relevant:

- *The type of legal entity (e.g. registered charity; non-profit association etc.)*
- *Mandate and overall goals*
- *Governance structure*
- *Management and staff structure*

Date:

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RELEVANT HISTORY:

Briefly describe the history leading up to this proposal.

PROJECT PARTNERS:

List all partners participating in this project, indicating the nature of their participation. E.g. Financial, in-kind, or other (specify). Include other Government departments if applicable.

Describe how strategic partnering in this project will add value to the proposal, and in what way it capitalizes on existing programs and services of government and non-government and community organizations.

REVENUE STREAM:

Detail any revenue that will be generated from this project, either now or in the future. Add an attachment if necessary.

WILL THIS PROJECT PROCEED IF FUNDING IS NOT AVAILABLE?

Please elaborate: Can this project be funded from other sources? If not, please describe why this project would be considered to be beyond the scope and capacity of your core-funded operations.

PROJECT OBJECTIVES AND ACTIVITIES:

Please identify the key project objectives and in the chart below, identify the project activities milestones and target dates.

Objectives:

Activities (List the activities/milestones (outputs) of this project.):	Milestone Timelines (Please indicate your timelines associated with those milestones.):
1.	
2.	
3.	
4.	
5.	
6.	
7.	

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PROJECT SUSTAINABILITY:

If this project or any follow-on activities will continue beyond the end date, describe your plans for the ongoing financing and management of these activities.

HORIZONTAL IMPACTS:

Please indicate whether the project has an intended major, secondary or minimal impact on each group in the table below. Also, provide a short narrative.

Narrative:

	Major Element	Secondary Element	Minimal Effect
Aboriginal			
Francophone			
Northern Development			
Persons with Disabilities			
Sustainable Communities			
Women			
Youth			

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PROJECT FUNDING:

Provide a detailed budget and timeline of cash flows relative to achieving your stated objectives. Identify each funding source, the relative amounts and the degree that they are pending, firm, or committed. Please use the following tables as appropriate.

PROJECT COSTS	Project Costs
e.g. Salary	
e.g. Travel	
e.g. Operational	
xxx	
xxx	
xxx	
xxx	
xxx	
TOTAL PROJECT COSTS	

PROJECT FUNDING	
Operating Revenue/Working Capital	
Other	
xxx	
xxx	
TOTAL PROJECT FUNDING	

CASHFLOW:

Fiscal Year	Partners	Govn't Assistance	Client Amount	Total
2003/2004				0
1st quarter				0
2nd quarter				0
3rd quarter				0
4th quarter				0
Total Cashflow	0	0	0	0

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PROJECT OUTCOMES:

What are the intended outcomes of your project? What are the broad impacts that you hope your project will achieve? E.g. how will it diversify the economy? How will it build community capacity? How will it facilitate economic transition?

PROJECT INDICATORS:

Please list the activities/outputs, which will give you an indication that the project goals and objectives have been achieved. (These indicators may be direct or indirect).

Eg. Jobs created, program established, participant completion, publication, multi-party agreement, successful event, funding levered, organization developed etc.

Project Indicators	Baseline (where you are starting from)	Target (what you want to achieve)	Target Date

MEASUREMENT AND EVALUATION:

Evaluating goes beyond actually measuring whether the targets were achieved and moves the analysis into the realm of whether the intended outcomes (broad impacts) were achieved. Having established the project indicators, specify how the project will be measured. This could be a form of project reporting, observation/site visit, or other means.