**CONCEPT DEVELOPMENT GRANT APPLICATION FORM**

## General Information

|  |  |
| --- | --- |
| Lead Organization |  |
| Primary Contact Name and Position |  |
| Email |  |
| Phone |  |
| Mailing Address |  |
| Number of employees |  |

## Project Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | | |
| Project Duration (months) |  | | |
| Total Amount Requested |  | | |
| If requesting multi-year funding, indicate the annual request for each project year: | Year 1: | Year 2: | Year 3: |
| Location(s) of Proposed Activities: |  | | |

**Is this project expected to involve the undertaking of communications with a public office holder from the Province of Ontario (e.g., elected officials and their staff and/or employees of any ministry, agency, board or commission) in an attempt to influence the development, introduction, amendment, or termination of any legislative proposal, bill, resolution, regulation, policy or program of the Province of Ontario?**   
*This information will be used for TAF’s record-keeping and will have no effect on the grant assessment process.*

Yes  No

## Project Impact (50 points)

## *The responses provided below will be assessed out of 25 points. Separately, TAF’s Carbon and Co-Benefits Quantification Team will calculate the carbon emissions reduction potential of your project and score it out of 25 points. For more information about TAF’s carbon emissions quantification methodology, refer to* [*this report*](https://taf.ca/wp-content/uploads/2019/07/Carbon-Emissions-Quantification-Methodology-July-2019.pdf)*.*

**1a. What is the concept you are seeking to develop or test through this project?**

*We recommend responding in 300 words or fewer*

*Example: We are seeking to identify and validate skills shortages within the building industry that need to be filled in order to decarbonize new and existing buildings in the Greater Toronto and Hamilton Area (GTHA). We will develop a two-year business plan for a learning exchange that would coordinate the delivery of existing education and skills training programs, and would also develop new green construction training programs to address industry needs.*

**1b. If the concept proves viable and is advanced further, how could it ultimately contribute to reducing carbon emissions at scale in the GTHA?***Please include the anticipated timeframe for achieving the overall objective; this may extend beyond the scope and duration of the proposed grant activities.*

*We recommend responding in 300 words or fewer*

*Example: Buildings account for 43% of carbon emissions in the GTHA. Many GTHA municipalities have adopted, or are currently developing, ambitious targets to reduce carbon emissions in new buildings and to retrofit existing buildings. Having a workforce in place with the relevant low-carbon construction and retrofit skills is a prerequisite to achieving the depth and scale of building energy retrofits needed to meet our long-term climate targets.*

**1c. How will the proposed project complement and/or build on, rather than duplicate, related work in the GTHA?** *Consider how the proposed project fits within the current landscape of projects, policies, organizations, etc., and adds value to previous, ongoing and planned initiatives led by others.*

*We recommend responding in 300 words or fewer*

*Example: The learning exchange would connect building industry professionals to existing training programs, coordinate strategies and curricula among training providers, and deliver new training programs where needed. Mohawk College, George Brown College, Canada Green Building Council, and Ontario Building Officials Association each collaborate with building industry stakeholders to deliver skills training and education programs related to net zero and sustainable construction practices. Through this project, we will engage these and other training providers to better understand their current activities, find opportunities for collaboration, and identify training gaps so that new services can be developed and delivered through the learning exchange.*

1. **Project Approach (25 points)**

**2a. In the table below, list the key strategies you will use to develop or test your concept, the activities required to complete each strategy, the outputs/deliverables, and timeframe.**

*Note that the proposed activities and outputs will form the basis of the grant contract, pending approval from TAF’s Grants Committee and Board.*

*While we’ve provided ample room to list project task areas and activities, it is not necessary to complete each row of the table.*

|  |  |  |
| --- | --- | --- |
| **Strategy #1** *Example: Consult with building industry members, trade associations, municipal organizations, and training institutions to identify barriers to market transformation, resources that are currently available, and new services that are needed to address existing skills training gaps.* | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 1.1: |  |  |
| Activity 1.2: |  |
| Activity 1.3: |  |
| Activity 1.4: |  |
| Activity 1.5: |  |
| **Strategy #2** *Example: Develop a two-year business plan for the learning exchange, which proposes a recommended organizational structure and identifies the funding and staff requirements to ensure its successful operation.* | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 2.1 |  |  |
| Activity 2.2 |  |
| Activity 2.3 |  |
| Activity 2.4 |  |
| Activity 2.5 |  |
| **Strategy #3** | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 3.1 |  |  |
| Activity 3.2 |  |
| Activity 3.3 |  |
| Activity 3.4 |  |
| Activity 3.5 |  |
| **Strategy #4** | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 4.1 |  |  |
| Activity 4.2 |  |
| Activity 4.3 |  |
| Activity 4.4 |  |
| Activity 4.5 |  |

2b. How will you determine if the concept being developed or tested through this project is viable and should be advanced further? Where possible, please specify what metrics you will use to assess the project’s viability.

*We recommend responding in 300 words or fewer*

*Example: We will present the learning exchange objectives, event schedule, and programming plan to building industry professionals and representatives from existing training institutions. Through a series of focus groups, these stakeholders will help to validate the proposed approach and ensure that the learning exchange will address their capacity building needs. To advance beyond the concept development phase, we will secure written commitments from at least 10 building industry partners to host training programs through the learning exchange and promote other learning exchange events to their networks.*

## **Clear and Reasonable Budget (10 points)**

## Complete the budget in the accompanying spreadsheet ([link here](https://taf.ca/wp-content/uploads/2020/11/TAF_Grant_Budget_Template_2021.xls)). The budget must:

## Include all sources of confirmed and planned revenue

## Include all project expenses, broken down by the strategies listed above

## Highlight the intended use of TAF funds

## *A clear and reasonable budget should demonstrate that the total funding request is commensurate with the value of work being proposed, and that sufficient and reasonable funds are being allocated to each project strategy.*

## **Project Implementation Capacity (15 points)**

**4a. Who are the core team members and what will their respective roles be?**

*Please ensure that your responses to 4a and 4b include each Team Lead listed in your project plan table (2a). You may add more rows to each table, as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Title** (and organization if different from lead applicant) | **Role in Proposed Project** | **Relevant Skills, Experience, & Qualifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4b. Beyond the core project team, who else will you collaborate with on this project?**

|  |  |  |
| --- | --- | --- |
| **Collaborator** *Name and organization* | **What is their anticipated role and contribution to the project?** | **Have they committed to collaborating?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4c. [ Optional ] In addition to direct project funding, how can TAF support the achievement of desired project outcomes?***TAF will assess its capacity to provide the identified support(s) and discuss this opportunity further with your team, as appropriate.*

Knowledge transfer (i.e. promoting project goals, outcomes and lessons to relevant stakeholders)

Advisory services (i.e. participating on a strategic or technical advisory group; see [here](https://taf.ca/programs/) for the areas in which TAF may be able to offer expertise)

Funding for skills development and training opportunities related to effective project delivery. Training topics could include:

* **Project design and evaluation**  
  *Develop a project plan which defines your intended impact, how you will achieve it, and how you will measure success*
* **Developmental evaluation**  
  *Create a strategy to apply real-time data and feedback to adapt the project as it unfolds (*[*read more*](https://mcconnellfoundation.ca/wp-content/uploads/2017/07/A-Developmental-Evaluation-Primer-EN.pdf)*)*
* **Collective impact** *Work with diverse organizations, often across sectors, to establish a shared understanding of a complex social problem, develop a common vision, and create an action plan to address it with shared measurements and reinforcing activities (*[*read more*](https://www.tamarackcommunity.ca/collectiveimpact)*)*
* **Multisolving**  
  *Design climate solutions which are rooted in social and economic justice and produce multiple societal benefits*
* **Public relations and communications**  
  *Develop strategies to reach intended audiences, engage stakeholders, or effectively share project outcomes*
* **Policy advocacy**  
  *Work with policy makers to advance evidence-based public policy solutions*
* **Any other areas relevant to the proposed project**

Other (please specify in the box below)

**Please provide more detail as to how the area(s) of support selected above would support the achievement of project outcomes:**

## Supporting Documents

**Mandatory:**

* Project budget (please download template and complete)
* Evidence of legal status as a registered charity or not-for-profit organization
* Most recent audited financial statements
* Names and affiliations of Board of Directors

**Optional:**

* Letters of support
* Team member bios, CVs or LinkedIn profiles
* Relevant evidence of project’s carbon reduction potential (to support our Quantification team’s calculations)

**Please email your completed project proposal in Microsoft Word format, along with any relevant attachments from the list above, to** [**grants@taf.ca**](mailto:grants@taf.ca)**.**