Agents of Change Proposal Guide 2023-2024

Foreword

Thank you for your interest in the Agents of Change program. On behalf of the Agents of Change team, Calumet and Stong Colleges we look forward to receiving your project proposal.

Please use the following guide to create your proposal. **It is <u>mandatory</u> that your submitted proposal includes ALL sections outlined in this guide.**

Submit your proposal and supporting documents online using the following link:
https://tinyurl.com/AoCApplication23

DEADLINE FOR PROPOSAL SUBMISSION: **MONDAY, JULY 3rd, 2023 AT 11:59 PM**

If you have questions or concerns regarding the application process or the proposal itself, please contact ***Waziha Kabir***, Student Success Coordinator at wkabir@yorku.ca.

Proposal Format Guide

Please use **12 pt. Calibri** and **1'' margin**.

- Each section has been specified with its maximum word count, please follow accordingly.
- The total word count of your submitted document must be **UNDER 2000**, **excluding: Contact and background information**, **Budget**, and **Supporting documents**.

Proposal Checklist:

Before submitting, use the checklist below to ensure that you have completed all the sections required in the proposal. Ensure to include the following sections in your proposal:

1. **Executive Summary** (instructions for this section are on page 3)
2. **Contact and Background Information**
   a. Identification of Group Members
   b. Identification of Community Partners
3. **Project Details**
   a. Opportunity Statement
   b. Detailed Project Description
   c. Evaluation and Success
   d. Sustainability
4. **Project Budget**
5. **Supporting Documents (not mandatory)**

Student Project Toolkit – Curated by Learning Commons @ YorkU

The **Student Project Toolkit** outlines a project's various phases and how to successfully use teamwork, planning, organization, and communication in developing start-up projects. You may use the information on this website to help guide your proposal planning.

1.0 Executive Summary

NOTE: *SKIP THIS SECTION UNTIL YOU HAVE COMPLETED THE REST.* As this section is intended to be the **"hook"** of your idea for decision-makers and funders, we recommend you write it last. Ensure that your writing is concise, engaging and easy to understand.

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

Briefly address the following areas in your summary:

- **Project vision:** Your vision should be *specific, measurable, action-oriented, realistic, and timely* (S.M.A.R.T.). For more information on setting S.M.A.R.T. goals, please refer to this guide.
- **Goals, deliverables, and timeframe**: How will you implement your vision in the months to follow? What projects do you aim to complete during your timeframe?
- **Target population of the project:** Who is the intended demographic for your project? Please justify the need for your initiative with research.
- **Uniqueness:** What makes your project innovative and unique? Ensure your project does **NOT** replicate services on campus. If services are duplicated, does your project complement or expand already existing initiatives?
- **Adaptability:** Does your project demonstrate the flexibility to adapt to changes in donor relations, funding, personnel resources, and service delivery? How you will work around some limitations you can foresee (e.g., many projects had to shift to delivering services online during the 2019-2020 academic year when the COVID-19 pandemic began)? **Please think about this as the nature of work and in-person events has adapted.**
- **Existing resources and required budget**.

Maximum: 300 words.

2.0 Contact and Background Information

Identification of Group Members

Eligibility to apply for Agents of Change:

- A York University undergraduate/graduate student returning for the academic year of 2023-2024 academic year or a Faculty of Health Alum.
- Good academic standing with York University (at least a 5.0 CGPA on the 9-point scale)
- *If applying as a group:*
  - Maximum number of group members is 5.
  - The majority of the team (over 50%) must be from the Faculty of Health (current or former students).

Please include all the contact information for the primary contact for your project and **ALL** group members. If you are applying as a group, specify, who will be your designated primary contact. Please see the example below and complete one for each group member.

Full Name:
Student Number:
Program Major:
Year of Study (for the year of 2023-2024):
YorkU Email address:
Personal Email Address:
Phone Number:

Identification of Community Partners

In this section, describe your community partners. *How will working with each of these community partners advance the goals of your initiative? How will they benefit from your involvement?*

Include the following information:
- Name(s) of community partner
- Website
- Email address (or other means of contact)
  - **If your partner is an organization, please include the contact information of the individual, you will be directly working with within the agency**

If you have not contacted your community partner(s), please list as much information about the organization(s)/individual(s) that you plan to work with.

Please note that your partner can be either on-campus or off-campus. Previous community partners have included:

- Toronto Children's Book Bank
- Mental Health Disability Services at York
- Affiliated student clubs within Faculty of Health (KAHSSO)
- Kennedy House Youth Shelter
- Residence Life
- Black Creek Community Health Centre
- York University faculty and staff members.

If you have trouble finding a community partner, please contact Waziha Kabir at wkabir@yorku.ca.

No word limit.

3.0 Project Details

Opportunity Statement

In this section, please describe the problem or need that your initiative will tackle. Please address the following:

- **List and describe which of the <u>17 Social Determinants of Health (SDOHs)</u> and the<u>17 United Nation Sustainable Development Goals (SDGs)</u> your initiative addresses.**
    - **See Appendix A (Pages 8-10)** for a brief description of the 17 Social Determinants of Health and to learn more about the SDGs.
- **Who is the target population?**
    - *If your project is intended to be in-person (local, provincial, national, or international) in any way*: Identify the location(s) where your initiative will be implemented.
    - *If your project is intended to be virtual or international:* Identify the virtual location(s) or platforms(s) where your initiative will be implemented.
- **What impact does your initiative have on the target population?**
    - What is the anticipated scope of your impact for 2023-2024?
- **What problem does your initiative address?**
- **Has a similar initiative been previously implemented by you or other organizations?**
    - *If yes:* Why do you want to repeat the initiative? Please comment on the success of previous initiatives and the innovative edge of your initiative.
    - If your project duplicates already existing **initiatives on campus**, describe how your project complements or expands these services.

Maximum: 300 words.

Detailed Project Description

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

1) **Primary objectives and goals:**
   o Objectives are general outcomes you would like to see (*e.g., increasing public awareness of an issue*).
   o Goals are more specific and include details such as distributing 500 flyers on campus (goals help you meet your overall objective)
   o **Maximum: 250 words.**
2) **Activities:**
   o How will you meet your objectives and goals?
   o Specify the activities in which you plan to engage, and if applicable, outline the role of your community partner.
   o How will this project take into consideration the limitations due to Covid-19?
   o **Maximum: 250 words.**
3) **Key personnel:**
   o Who will be working on the project?
   o What will be the primary responsibilities of each individual, and how will they support your overall goals and objectives?
   o **Maximum: 250 words.**
4) **Timeline:**
   o Outline exactly when specific events will happen and who will execute them
   o **NOTE**: This item is often completed in the format of a **CHART or GRID.** If your timeline does not fit in this space, submit your timeline as a separate file as part of your application.
   o If you are uploading this document separately, please save it as *"[YOUR PROJECT NAME] – Timeline."*

Evaluation and Success

In this section, please describe how you will evaluate the success and/or difficulties of the project. **What will be the indications that you have met your objectives?**

Maximum: 300 words.

Sustainability

In this section, please describe elements of sustainability in your initiative. **How will you continue to execute your initiative in future years without funding from the Faculty of Health?**

Other Things to Consider for Sustainability:
- Do you expect to expand the scope of your project (e.g., open branches in secondary schools, your servicing can expand to Alberta, etc)?
- Would you be committed to leading or advising this project post-graduation?
- Is transitioning to a registered non-profit organization within your interest?

Note: We expect Agents of Change projects to make an attempt to find and secure alternate sources of funding beyond the Faculty of Health seed funding. It is not mandatory for an Agents of Change project to continue for a second year as an Agents of Change project or to transition to a non-profit organization, however, a transition plan is highly recommended and preferred.

Maximum: 300 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 research by sourcing supplies, talking to contractors, and collaborating with your community partner(s).

Please use **Appendix B (Page 11)** as an outline to structure a full budget. **NOTE**: We expect this level of detail for each task mentioned in your budget. If you need any clarification regarding the details of this sheet, please contact Waziha Kabir at wkabir@yorku.ca.

We recognize that your full budget may be more than $750 worth of available funds but please include all details so we can see a full picture of your project.

By submitting your proposal, you acknowledge that the Agents of Change funding of $750 is not guaranteed but rather represents the maximum amount that can be approved per project based on the proposal. It is important to note that your project may be allocated a lesser amount. If you require additional funding during the program cycle, you can submit a new budget proposal after discussing it with the Agents of Change Team. Please be aware that the review and approval process may take approximately 2-3 weeks for a new budget proposal. We suggest that you outline in your current proposal how you plan to use the entire $750.

5.0 Supporting Documents

NOTE: This section is NOT mandatory.

In this section, add any documents that you believe will support your initiative proposal. Include any documents that emphasize the need for your healthy initiative in the community and/or its feasibility (e.g., research papers, population trends, etc).

DO NOT attach resumes, cover letters or reference letters.

Appendix A

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, immigration, indigenous ancestry, geography, globalization and disability.

Consider the following: Does your initiative address the following?

1. **Income and Income Distribution**
   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 network 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**
   Different gender groups 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 meditated 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. Indigenous Ancestry

Indigenous health is intrinsically linked with the history of European colonization. As a result, Indigenous 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.

15. Immigration

The intersection of immigrant status with other social locations such as gender and race interact with societal conditions, shaped by public policies, to determine adverse health outcomes.

16. Geography

Geography influences health through air, food, water, and environmental pollution and vectors of disease to which communities are exposed. In addition, rural, remote, isolated, northern and urban geographies determine not only physical aspects of the environment but also access to health care, food, education, employment and housing, among others.

17. Globalization

Globalization, by reshaping economic and political rules, has constrained the abilities of governments and communities to create the living conditions that determine health.

For more information regarding the Social Determinants of Health, visit:
https://www.thecanadianfacts.org/The_Canadian_Facts-2nd_ed.pdf

United Nations Sustainable Development Goals

York University has aligned the *University Academic Plan 2020-2025* with the *United Nations Sustainable Development Goals* (UN SDGs); a framework that calls on member countries to take urgent action in seventeen areas that are critical to ensure peace and prosperity for people and the planet. For more information, please visit: https://www.yorku.ca/uap2020-25/answering-the-call/.

Appendix B

Task/Activity	Detailed Cost		Personnel	In-kind Funding	Total Revenue		Total Expenses	Balance
Write down the overall activity.	Break down the activity in terms of components of their costs.		Mention the individual who is responsible for this task (if applicable).	Include a value for your time/efforts, or other donations you have received.				
		Total Estimated Cost			Secure Funding Indicate the funds you are requesting from other sources.	Agents of Change Funding Indicate the funds you are requesting from the Faculty of Health.		
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 @ $15.00/hour	$150.00	A. Stypka	$150.00 (A. Stypka)			$150.00	
Total		$402.50		$190.00	$150.00	$62.50	$402.50	In-kind Funding + Total Revenue - Total Expenses = 0

Figure 1. Budget Sheet Outline

Amount: For the 2023-2024 Agents of Change Cycle each project can request **up to $750**.

Explanation: 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 (TDSB) 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.