

2023 Identify 'N Impact Work Plan Template

Applications must be submitted online via the Toronto Grants, Incentives and Rebates Portal: <http://cot.smartsimple.ca>

Instructions

The work plan you provide in the chart is important for the review and assessment of your application. It will also form the basis of our Letter of Understanding and your reporting requirements if your application is successful.

Please read the instructions on how to use a work plan chart before you fill out your project's work plan.

- **Project Goals/Objectives:** What do you want to accomplish?
 - Describe the changes you hope will occur.
 - Use Results or Change Words, such as Improve, Reduce, Enhance, Expand, Decrease, Prevent, Maintain.
- **Timelines and Activities:** How will you accomplish it and when?
 - List the tasks or actions you will do to achieve your project goals and the timeline (date ranges) of when you will start each activity.
 - Use Activity or Action Words. *Examples: Conduct, Deliver, Facilitate, Promote, Train, Provide, Repair.*
- **Measurable Results:** What are the measurable results you anticipate?
 - Identify targets or indicators that will help demonstrate that you are meeting your goal.
 - Use Indicator or Description Words. *Examples: Quantitative Numbers/Percentages (# of volunteers engaged, partners confirmed or participants), Qualitative (perceptions, feelings, attitudes)*
- **Evaluation Tools:** What tools or methods will you use to measure your results?
 - Identify the data collection methods that will help you gather data to determine if you are achieving the results you intend to.
 - Detail the tools you will use as well as when you will use them. *Examples: Surveys, Focus Groups, Workshop/Event Sign In Sheets.*

Example

Project Goal/Objective	Timeline and Activities	Expected Measurable Results	Evaluation Tools
Increase positive interactions amongst diverse intergenerational members in Toronto's North-West community	January: Recruit 4 seniors and 4 youth interested in sitting on the Steering Committee February: Provide 4 event planning training sessions for seniors and youth on the Steering Committee March: Host 6 Steering Committee meetings where the seniors and youth will plan the community events series	Steering Committee members attend at least 75% of all planning meetings 4 seniors and 4 youth receive training 75% of seniors and youth report increased skills in event planning because of Steering Committee training	Steering committee members complete pre-/post- surveys Youth participate in a focus group at the end of the project

Work Plan Entry

- Click the plus(+) button to add rows.
- To delete a row, click the remove button at the end of the row.

Project Goal/Objective	Timeline and Activities	Expected Measurable Results	Evaluation Tools
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(Add Rows)