**Identify ‘N Impact Work Plan Template**

**Applications must be submitted online via the Toronto Grants, Incentives and Rebates Portal:** [**http://cot.smartsimple.ca**](http://cot.smartsimple.ca/)

# Instructions

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| 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. o Detail the tools you will use as well as when you will use them. *Examples: Surveys, Focus Groups, Workshop/Event Sign In Sheets.*

## Example

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| **Project Goal/Objective**  | **Timeline and Activities**  | **Expected Measurable Results**  | **Evaluation Tools**  |
| Increase knowledge of strategies to improve mental health for youth in Toronto's North-West community.  Youth feel more connected to their community and practice mental health wellness skills. | January: Recruit 8 youth interested in sitting on the Steering Committee. February-April: Host 4 Steering Committee meetings where youth will plan the event series which will include activities and training that improves mental health in youth.  Committee recruits volunteers for the event series, coordinates activities with community partners, hires a trained professional to facilitate the youth training. Creates pre- and post-surveys to be used for each engagement.May-August: Host workshop and event series.  Each event will have a different thematic focus all related to improving mental health and wellbeing.  Analyse data collected from each activity to determine what youth have learned and to improve future sessions.September: At the end of the series, youth will participate in arts-based evaluation and learning circle.  Steering committee will analyze results to determine effectiveness of the project and knowledge improvements in youth.  | Steering Committee members attend at least 75% of all planning meetings4 youth receive peer mentorship and events planning training75% of youth report increased skills in event planning because of Steering Committee training80% of youth report increased skills learned and practiced for improved mental health and wellness | Steering committee members complete pre-/post- surveysYouth participants complete pre and post surveysYouth participants participate in a focus group at the end of the project and arts-based evaluation methods.  |

# **Work Plan Entry**

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

**Evaluation Tools Project Goal/Objective Timeline and Activities Expected Measurable Results**

(Add Rows)