**OVIN REGIONAL FUTURE WORKFORCE PROGRAM**

PROPOSAL QUESTIONS

Instructions: Fill in **all** sections **carefully**. Provide sufficient details for reviewers to assess the merit of the opportunity. Refer to the Program Guidelines to determine what you should include in each section of the proposal. If you want reviewers to consider supporting documentation, please refer to specific document titles in your answers below and upload these documents in the Attachment – Additional Supporting Documents section. Attachments must be **brief**.

|  |
| --- |
| **APPLICATION DATA**  |
| Project Title  | «Project\_Title»  |
| Application Number  | «Application\_Number»  |

**SECTION 1: BACKGROUND**

1. **Are you a non-profit organization with an Ontario based bank account, post-secondary education institution in Ontario, or school/school board in Ontario?**
2. **Provide a brief description of your organization. Detail your experience running programs for students (please specify the audience segments: Kindergarten – Grade 4, Grade 5-9, Grade 10-12, Post-secondary).**
3. **Please explain why you are the best fit to run the program. Please include how many students your organization has engaged in past programs.**
4. **Please identify your partner(s) and explain why they are well-suited to deliver on the program. Please specify how they will contribute to the program.**

**SECTION 2: PROGRAM DESIGN**

* 1. **How many students will you support through your program? Identify that grade/age range of students you plan to engage (audience segments include Kindergarten – Grade 4, Grade 5-9, Grade 10-12, or post-secondary).**
	2. **State your goals and objectives for your program. Explain how your program will help develop a talent pipeline into the automotive and mobility sector.**
	3. **What delivery methods will you use for your program? (e.g., integrated school programs, after-school programs, camps or other formats).**
	4. **Identify the regions of Ontario you plan to delivery your program in and why (minimum of 2 regions: refer to program guidelines for map of Ontario regions).**
	5. **Outline what type of content you will be focusing on in your program. Explain what makes your program innovative and why you are well suited to create programming for the audience segments, regions, and/or sector.**

**SECTION 3: PROGRAM DEPLOYMENT AND IMPLEMENTATION**

1. **Please provide a detailed work plan for the program with key timelines, milestones and activities listed from April 2023 to December 2023. Please explain how your program will be interactive for students, and what tools you plan to use. \*Please refer to the Key Components section of the Program Guidelines.**

**SECTION 4: PROGRAM LOGISTICS AND ADMINISTRATION**

1. **Please describe your team’s capacity and expertise. Identify the key team members who will be responsible for delivering the programs and why they are qualified to carry out this work.**
2. **Identify the staff members who will represent your organization’s matching contribution to the program. Please detail how they will be involved in every aspect of the program.**
3. **If you are hiring new staff for your program, outline your hiring and training plans.**
4. **What other resources will you use to deliver your program? (e.g., hardware/software, other digital tools, etc.)**

**SECTION 5: EQUITY, DIVERSITY AND INCLUSION**

1. **Please detail your organization’s commitment to equity, diversity and inclusion (EDI). Include an analysis of your past EDI efforts and commitments. This includes existing programs, expertise of team members, and partner organizations.**
2. **Explain how your program will enhance your organization’s commitment to equity, diversity and inclusion. Please include:**
	* + **Which equity-deserving and underrepresented groups you intend to engage;**
		+ **The practices/activities you will undertake to support them;**
		+ **The accessibility considerations you will embed into your program.**
3. **Describe the impact your program will have on the equity-deserving and underrepresented groups engaged. How will you measure this impact?**

**SECTION 6: MARKETING, PROMOTION AND OUTREACH**

1. **Outline your marketing, promotion and outreach strategy. Please specify how you will raise awareness, change perception and promote recruitment among the following stakeholder groups: students, guardians, industry, academic institutions, other local ecosystem partners.**

**\*Please outline the engagement and recruitment metrics you will collect (e.g., # of students participating, # of partnerships within local ecosystem, or other metrics).**

1. **Please detail the marketing and promotion materials you will use to deliver your program.**
2. **Describe how you will embed a program showcase for the OVIN team and its key industry stakeholders.**

**SECTION 7: MONITORING AND EVALUATION**

1. **Please outline your plan to measure program impact and outcomes. Provide clear measurement indicators and detail your data collection strategy for the following outcomes:**
	* + Student engagement in the automotive and mobility sector as a result of the program (including students from equity-deserving and underrepresented groups)
		+ Participant satisfaction with the design and deployment of the program (including participants from equity-deserving and underrepresented groups)
		+ Successful integration of equity, diversity and inclusion considerations into program
		+ Increased awareness of the automotive and mobility sector among students in regions across Ontario
		+ Change in student perception of career opportunities in the automotive and mobility sector as a direct result of participation in the program
		+ Interest in pursuing a career in the automotive and mobility sector by students (including students belonging to equity-deserving and underrepresented groups)
		+ Interest/participation of students (including students from equity-deserving and underrepresented groups) in other opportunities related to the automotive and mobility sector
		+ Successful collaborations facilitated with partners across Ontario to help build a talent pipeline for the automotive and mobility sector

**\*Please include the evaluative instruments you will use**

1. **How will you capture lessons learned and ensure there is continuous improvement throughout the program’s life cycle?**

**SECTION 8: SUSTAINABILITY AND SCALING**

1. **Please outline how you will incorporate sustainability considerations to ensure the longevity of your program. Please include how your program could be scaled in the future if successful.**

**SECTION 9: BUDGET BREAKDOWN  AND JUSTIFICATION**

1. **Please provide a budget and detailed justification of the budget you are requesting for your program. Please include how you plan to spend the funds requested from April 2023 to December 2023 based on OVIN’s flow of funding requirements.**