

## INNOVATION LAB PROPOSAL TEMPLATE 2023

**Projects must clearly address one or more of the following priorities. Please select those that apply.**

Enhanced or increased employment for jobseekers experiencing disability

Successful transitions from high school to employment for youth experiencing disability

Enhanced public awareness of the benefits to workplaces and hiring practices that are inclusive of individuals experiencing disability

Enhanced profile and uptake of supported employment services

**Projects must also demonstrate one or more innovative approaches to addressing the above priorities. Please select those that apply.**

New technology, or new ways of using existing technologies

New approaches to promoting and providing employment supports

Effective strategies for reaching traditionally under-served populations, such as Northern, rural and minority language communities

Other approaches that you can demonstrate are innovative (a new concept or a new application of an existing concept, program, project or initiative)

### Eligibility criteria:

- Innovations should be designed for the use of the supported employment sector, rather than the profit of a single organization (*e.g. We will fund promising start-up enterprises so long as the model can be shared and replicated elsewhere.*)
- Applications from independent individuals will not be considered
- All applicant organizations must be registered with the Canadian government; but do not have to be CASE members
- Partnerships are encouraged, with a clearly defined lead
- All objectives must be geared towards meaningful and equitable employment outcomes for people experiencing disability
- Proposals should not exceed CAD \$125,000 without prior discussion with the Innovation Lab, they can be up to 12 months, and must conclude before October 31<sup>st</sup>, 2024



Deadline for submission of proposals:

**5 PM EST • May 12<sup>th</sup>, 2023**

Submit **complete proposals electronically** to:  
Joy McKinnon, Innovation Lab Coordinator

[innovation@supportedemployment.ca](mailto:innovation@supportedemployment.ca)

# PLEASE COMPLETE THE FOLLOWING SECTIONS

## SECTION A: CONTACT INFORMATION

Name of organization

Name of key contact

Telephone number

Email address

Mailing address

City

Province/Territory

Postal Code

Physical address

Same as Mailing address

City

Province/Territory

Postal Code



## SECTION B: DESCRIPTION OF ORGANIZATION

### 1. Brief description of your organization:

*(Private/nonprofit, mandate, key activities and programs, target population, geographic reach, how long in operation - Max 300 words)*

### **What added value does your organization bring to the CASE Innovation Lab's efforts to advance workplace inclusion for persons experiencing disability:**

*(For example, relevant experience, expertise, collaborative partnerships, history of innovative practice - Max 300 words)*



Title/Name of the project

Project start date (mm/dd/yyyy)

Project end date (mm/dd/yyyy)

**1- Purpose of the project**

*(What is your project going to do? - Max 80 words)*

**2- Which of the CASE IL priorities does your project address and how?**

*(Projects must address at least one of the priorities listed at the start of this document – Max 400 words)*



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## SECTION C: Continued

### 3- Clearly demonstrate what is 'innovative' about your project:

*(Show how this is something new, or a new application of an existing concept, program, project or initiative – Max 300 words)*

4- Is this a new project?            Yes            No

5- If you selected Yes, to the previous question, please continue to question 5b.  
If you selected No , please answer the following:

a) How does this proposed project build on a past or current initiative?  
*(Max 150 words)*



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## SECTION C: Continued

### 5- Continued

b) What will the CASE IL funding allow you to add to or do differently from the past/current initiative? *(Max 150 words)*

c) What funding sources have supported or are supporting the original initiative?  
*(Max 150 words)*



### 1. Target group or groups

*(What stakeholder groups will you be engaging in your project? For example, employers? Specific sectors? Job seekers experiencing disability? Specific populations of jobseekers experiencing disability, such as youth, Indigenous, newcomers? - Max 200 words)*

### 2. Key activities of the project

*(List the main activities you will be undertaking over the course of your project. Please put your answer in bullet form. - Max 200 words)*



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## SECTION D: Continued

### 3. Will your project activities be local, provincial, regional, or national in scope?

*(Clearly explain the geographic area you plan to include. - Max 150 words)*

### 4. Collaboration

*(List key project partners and for each, explain their role and/or contributions to the project. For example, providing space, staff time, connections to target groups, expertise, funding, sitting on committees. - Max 300 words)*





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## SECTION D: Continued

### 5. Potential challenges

*(Identify any factor/s or issue/s that could challenge the success of your project. For example, challenges related to engaging your target group, working with partners, staff capacity, reaching outside your own location. Explain the potential challenge/s to your project AND how you plan to mitigate or address the issue/s. - Max 300 words)*

### 6. Sustainability

*(Are you planning to continue your project beyond the CASE IL funding period? If yes, explain how you and/or your partners plan to sustain the work. - Max 300 words)*



### 1. Expected outputs – items or events

*(Describe the specific, tangible products that will result from your project activity - such as new materials or resources, websites, apps, training sessions, conferences – and how many of each you expect. Please put your answer in bullet form. - Max 200 words)*

### 2. Expected outputs – number of stakeholders engaged and/or key deliverables

*(How many of each of your specific stakeholder group will you engage? E.g., # employers, # jobseekers experiencing disability. Please put your answer in bullet form. - Max 200 words)*



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## SECTION E: Continued

### 3. Expected outcomes

*(What specific changes will occur for your target stakeholder group/s as a result of your project? For example, a change in knowledge, awareness, skill level, employment status, attitude. Please put your answer in bullet form. - Max 200 words)*

### 4. Measuring change

*(How will you determine if you have achieved the expected outcomes? For example, will you gather feedback through surveys, interviews, focus groups, or collect pre and post data? - Max 300 words)*



## SECTION F: ANTICIPATED PROJECT BUDGET AND REQUEST TO CASE IL

Please provide details on total expenses per category in this section. If you require more space, you can add details in section G. Ensure that you reference the appropriate category.

In part B, please fill in the budget table with funding broken down by source.

### PART A

	Sub-Total(s)	Total
1- Project Staff Salaries • Break down by job title, rather than individual		
2- Benefits (MERC) a) Percentage b) Amount		
3- Project Expenses • Provide details		
4- Project Supplies • Provide details		



**SECTION F: PART A - Continued**

	<b>Sub-Total(s)</b>	<b>Total</b>
5- Professional Services • Provide details		
6- Travel, Meals, and Accommodations • Provide details		
7- Marketing • Provide details		
8- Other Expenditures • Provide details		
	<b>TOTAL OF BUDGET</b>	



## SECTION F: PART B

Insert your category totals from Part A in this summary table. The totals should match the list of expenses in part A.

### PART B

	In-kind contribution*	Cash contribution*	Amount Requested from CASE IL	Total <i>Should be same as previous section.</i>
Project Staff Salaries				
Benefits (MERC)				
Project Expenses				
Project Supplies				
Professional Services				
Travel, Meals, and Accommodations				
Marketing				
Other Expenditures				
<b>Total</b>				

\* Letter of support required to confirm in-kind or cash funds.





**Note that organizations selected for CASE IL funding will be required to:**

- Provide criminal record check for all project staff.
- Complete a project work plan, for which a template will be provided.
- Provide periodic reporting on project progress using the templates provided (financial, narrative, statistical, case study). Disbursements will be issued when all reporting requirements have been met.
- Participate in IL activities, including:
  - ✓ The Innovation Lab Community of Practice (CoP), which is a group of partners that share a vision of employment equity for all. This group comes together periodically to share best practices, brainstorm challenges, develop collaborations, and create new knowledge to advance the supported employment sector and professional practice. Interaction on an ongoing basis is an important part of our joint success. The CoP gatherings will be held virtually and will have a rotating chair.
  - ✓ Supported Employment Essentials training. This is an 8-week, online, credentialed course to ensure best practices are adhered to during the funded period and beyond. It will require up to 40 hours to complete, including a 1-hour, weekly webinar. The project coordinator and/or project lead must attend. Attendance will be fully funded by CASE.
- Sign a contract outlining the expectations and deliverables related to the proposed project

I hereby certify that the information provided in this application is accurate and complete.

Print:

Name

Title/Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Legally binding signature for the organization submitting the proposal)*