In order to best match our consultants with your proposed project, we need detailed information from your organization that indicates a clear vision of what your project seeks to achieve.

Projects **that have a specific policy/research focus** will be selected by a competitive process to ensure that this will be a relevant learning opportunity for our student consultants.

**While we cannot guarantee that your project will be matched with consultants, we will make every effort to accommodate prospective clients.**

Please keep in mind that the project must not exceed **1-3 hours, per consultant, per week**. Typically, clients will be assigned a team of 3-4 consultants, depending on the scope of the project. We welcome multiple projects from the same organization; however, each project must have its own project scope application form.

We have a competitive consultant selection process, designed to ensure that each consultant is highly qualified to meet client expectations and needs. Consultants will be ready to start projects at the beginning of October 2018. Projects typically have a duration of 6 months and must be completed **by April 30, 2020**.

Prospective clients must identify two contacts for the consultant team. Successful projects depend on having clear and open communication between clients and consultants for the entire duration of the project. Our consultants are eager to provide you with excellent quality work and good communication will ensure that projects move smoothly toward the end goals.

**Please return this form by email to** [**clients@publicgoodinitiative.ca**](mailto:clients@publicgoodinitiative.ca) **by 5:00pm on August 16, 2019.**

Thank you again for your interest in working with the Public Good Initiative. We will notify you as soon as possible on the status of your application. If you have any additional questions about the application process, please call **Kelly Husack at 306-536-4554 or Natalie Gdyczynski at 647-654-0492** or reach us **via email** at[**clients@publicgoodinitiative.ca**](mailto:clients@publicgoodinitiative.ca)**.**

|  |  |
| --- | --- |
| **PROSPECTIVE CLIENT ORGANIZATION INFORMATION** | |
| **Organization Name** | [Enter text] |
| **Organization Description** | [Description of what your organization’s mandate, the programs it operates, community members served, etc.] |
| **Division or Department** | [Enter text] |
| **Website** | [Enter text] |

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| **PROJECT INFORMATION** | |
| **Project Description**  ***\*Please be as clear and specific as possible i.e.*** What is the problem that your organization is trying to solve?  Why is it an important problem? What is the lasting impact?  How does the project fit into your organization’s regular operations?  PGI is a student-led organization. Why/how could you benefit from student-run consulting?  How is this project related to research, policy development, or implementation? |  |
|  |
| **Research and Analysis Required**  Will students be relying on collecting field data? Will students be analyzing existing data? If data is not readily available, is that still a useful finding for your organization? Will the research be primarily peer-reviewed, grey literature, or a combination of the two? Which format would you prefer – charts, graphs, briefing notes? | [Please list any research activities expected to be completed by consultants.]  [approximately 250 words] |
| **Final Deliverables Expected** | [A description of what you expect to be delivered to you at the end of the project. Example: a presentation to the Board, a report, etc.] |
| **Proposed Timelines** | [Please identify the organization’s preferred start and end date, keeping in mind projects should begin mid-October and can end no later than April 30, 2020. Are there any deliverables required mid-point? Include suggested deadlines (mid-way and final).] |
| **Resources to be Provided** | [Please detail the resources that will be available to the students. Will they have access to a printer? A workspace? An in-house information specialist?] |
| **Project Impact** | [Be specific about how this project would help your organization achieve its goals, mission, and mandate.]  [approximately 150 words] |

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| **CONSULTANT INFORMATION** | |
| **Number of Consultants Required** | [Typically teams of 3-4] |
| **Expected Hours per Week, per Consultant** | [Typically 1-3 hours] |
| **What the Consultants can Expect** | [A description of expected benefits for the consultant.] |
| **Desired Qualifications & Skills\*** | ☐Business/finance knowledge & skills  ☐Quantitative skills/Statistical analysis  ☐Program evaluation knowledge  ☐Data collection and analysis  ☐Research & writing skills  ☐Knowledge of governance and political acuity  ☐Legal/legislative knowledge  ☐Experience with stakeholder consultation  ☐Social policy knowledge |
| **Desired Qualifications\*** | [Please list any additional skills or experience you are looking for in a consultant.] |
| **PROJECT COORDINATOR CONTACT INFORMATION** | |
| **First Contact Person and Title** | [Who is the person who will liaise with the team? The success of a project is determined in part by whether the team has the consistent communication and information they require so they can make suggestions in areas truly needed by the organization.] |
| **Second Contact Person and Title** | [Please provide the name and title of a second contact at the organization.] |
| **Address** | [Enter text] |
| **Telephone** | [Enter text] |
| **Fax** | [Enter text] |
| **Email** | [Enter text] |
| **OTHER INFORMATION** | |
| [Any further information that you think would help us better understand the needs of your organization and the challenges that your project is trying to address.] | |

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| --- | --- |
| **FOR YOUR INFORMATION:** | |
| **Additional Documents**  Are there any additional documents, reports, and/or tools that may be useful or necessary for consultants to carry out the project (e.g. internal evaluation, organization’s strategic and/or operational plan, relevant legislation, reports, research, etc.)? | [If yes, please list.] |
| **Police Record or Vulnerable Sector Check Requirements**  In order to carry out the project, will consultants be required to obtain a police record or vulnerable sector check? | [If yes, please indicate if the organization will cover the fees associated.] |
| **Ethics Board Approval**  In order to carry out the project, will consultants be required to obtain ethics board approval for any research components? | [Please describe why you believe this project requires ethics approval.] |

*\* Note: this information will be used to help PGI directors with the consultant assignment process. There is no guarantee that the PGI will assign consultants with these specific qualifications and/or skills.*

***Thank you for your interest in working with the Public Good Initiative!***

***Successful applicants will be notified within 2 to 3 weeks of the application closing date.***