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 our consultants, we will make every effort to accommodate prospective clients.**

Please keep in mind that the project must not exceed **a total of** **1-3 hours** **per week**. Consultants will be completing a rigorous schedule of academic and professional development work, and project timelines should consider the multiple responsibilities of PGI consultants. 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 2023**. Projects typically have a duration of 6 months and must be completed **by April 28, 2024**.

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

**Please return this form by email to** **publicgoodinitiative@gmail.com** **by August 26, 2023.**

Thank you 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 **Christina Winger at (519) 614-4520 or Dechen Tenzin at (416) 553-9823** or reach us **via email** at**publicgoodinitiative@gmail.com****.**



**Instructions**: Please be as clear and specific as possible in your responses. Questions are meant to guide your responses and ensure that all the necessary details have been provided in the right-hand column.

| **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] |

| **PROJECT INFORMATION** |
| --- |
| **Project Description***What is the problem that your organization is trying to solve?* *Why is it an important problem? What will the lasting impact of the project be?**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?*  | [Please provide a description of the project expected to be completed by consultants][maximum 500 words] |
|  |
| **Research and Analysis Required***Will students be required to collect 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] |
| **Deliverables Expected***How will the deliverables be used in the organization? Who is the target audience of the deliverable?* *For example: “Analysis of a data set due by project mid-point, a presentation (deck, infographic, etc.) to the Board by end of project.”*  | [Please provide a description of what you expect to be delivered to you throughout the scope of the project] |
| **Proposed Timelines***Are there any deliverables required mid-point? Include suggested deadlines for both mid-point and final deliverables. Please be aware that projects should begin mid-October and can end no later than April 28, 2023* | [Please identify the organization’s preferred start and end date] |
| **Resources to be Provided***Will they have access to a printer? A workspace? An in-house information specialist?* | [Please detail the resources that will be available to the students] |
| **Project Impact***How will this project help your organization achieve its goals, mission, and mandate?* | [approximately 150 words] |

| **CONSULTANT INFORMATION** |
| --- |
| **Number of Consultants Required***Typically teams of 3-4.* | [Please indicate a number]  |
| **Expected Hours, per week***Typically 1-3 hours.* | [Please indicate a number] |
| **Expected Engagement***Online? In-person? hybrid? Frequency of meetings?* | [Please describe your expected frequency and type of engagement with consultants] |
| **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.* | [Please provide the name and title of a first contact at 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] |
| **First Contact’s Email** | [Enter text] |
| **Second Contact’s 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] |

| **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. an 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.* | [If yes, please indicate here] |
| **Ethics Board Approval***In order to carry out the project, will consultants be required to obtain ethics board approval for any research components?*  | [If yes, 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 two to*** ***three weeks of the application closing date (August 26, 2023).***