



Proposal Guidelines

Note that all sections are required to be completed.

The total length of the proposal should not exceed **15 pages** with the addition of Appendix A and B.

Completing the Proposal

Proposal ID:

Please use the proposal ID provided to you by IMII.

Date of Submission:

Enter the date you submit the document to IMII.

Title of Proposal:

Please select a short title that clearly identifies what the proposal is about. This title should be able to be carried throughout the term of a project and should be the same title you used on the Expression of Interest.

Contact Information:

Please provide your full contact information.

Proposal Details:

Proposal Category:

Please select one category from the list on the application that best meets your proposal.

Funding Requirements:

Please note that a minimum of 25% of the overall budget must be provided by the proponent and sources outside of IMII. This can be cash, in-kind of a tangible value, or the raising of funds from other sources for the project. In-kind can represent salaries, resources, materials, or services that provide a direct value to completing the project. Expenses incurred prior to the project will not be accepted.

Please enter the total cash budget required to complete the project, the amount of funding being requested IMII, your organizations' cash contribution, and other anticipated cash contributions (e.g., federal funding program). Enter total in-kind budget, the estimated value required from industry (IMII members), the total in-kind contribution from your organization or supporting organizations.

Project length is the total time to complete the project.



Project Team:

- a) Please discuss the core project team working on this project. Describe capabilities, related experience, resources.
- b) Please discuss any collaborators who are directly partnering with you to deliver this project. Describe capabilities, related experience, resources.
- c) Please describe the supporting organizations that are providing indirect support (e.g., cash, in-kind resources). The commitments are detailed in the Budget and Implementation Plan & Budget Explanation section. Support letters can accompany the proposal as Appendix B.

Project Concept and Methodology:

- a) Executive Summary. The summary is intended to explain the proposal in language that the public can understand. Using plain language, briefly describe the nature of the work to be done. Indicate why and to whom the project/program is important, the anticipated outcomes and how the industry will benefit.
- b) Statement of Need - Please describe the problem your project will address, the population/demographics it will serve, and the relevance to building a diverse and equitable workforce and workplace in industry. Address the percentage of the total provincial audience this project will reach.
- c) Project Description – Describe the project/program and any key innovative approaches you will take with the project.
 - Describe the background information on which the project is built.
 - Discuss the peer or stakeholder reviews and pilot programs if applicable.
 - Describe the benefits and risks to the Saskatchewan minerals industry. Clearly establish the benefits that could be accrued to the industrial partner(s) operations.
- d) Methods and Strategy – Describe the methodology proposed to address the focus of the project and how it will be implemented.
 - Discuss the processes and testing models to be used and resource requirements.
 - Describe the proposed inputs or interactions with industry.
 - Discuss any issues or risks associated to realizing the project scope and deliverables including access to information and external dependencies.
 - Describe the platforms you will utilize. Consider how the program will be delivered and requirements for participants.
 - Describe any support programs offered to participants.



Project Outcomes:

- a) Goals and Objectives - Describe the intended deliverables and main beneficiaries of the project.
 - Describe in detail the objectives of the project and explain how the outcomes will be measured for success.
 - How will the metrics be gathered and what are the target results desired.
- b) Continuity Plan - Describe the continuity plan following the completion of the project. Consider how the program will be incorporated into regular programming for your organization and what is needed to keep the program sustainable.
 - What is the long-term cost and funding options for the continuity and scalability of this project?

Implementation Plan:

IMI projects are to be planned through a Phase approach. Milestones should be entered in a phased approach to ensure activities are aligned with industry needs and expectations. Milestones should be identified to clearly differentiate tasks against a project and to ensure the project is on track. Grouping tasks together is discouraged as it limits project clarity. Only tasks and consumables directly required to achieve the project goal and deliverable should be identified as part of the project objective and costs.

Using the template in the application, list the milestones/deliverables of each phase of the project and the key activity/steps required to achieve them. Indicate the timeline and overall cost for each one. Note that while the template has room for 10 phases, please enter what is appropriate for your project and adjust accordingly. For example:

Phase	Milestone/Deliverable & Activities	Timeline	Cost
1	Project Schedule & Stakeholder Engagement	Month 1	\$5,000
2	Content Design – Programs 1 & 2	Months 2-3	\$8,500

Budget:

In the provided template, enter the amounts planned to be spent for each phase of the project for both cash and in-kind for the term of the project. Please note that 25% of the overall project budget must be provided by sources outside of IMI. Note that your budget must be inclusive of all taxes. IMI does not pay taxes on top of the allotted funding. For academics, please ensure you include your institutions overhead expense in your budget if applicable.



The categories below are examples and should be adjusted to suit the nature of your project:

	IMII Cash	Proponent	Other	Industry In-Kind
Phase 1				
a) Salaries & Benefits	\$2,500	\$1,000		
b) Stakeholder Engagement	\$500			\$1,000
Phase 2				
a) Salaries & Benefits	\$2,500	\$2,000		
b) Design Work	\$2,000		\$2,000	
c)				
d)				

In the Funding Support Provided By section, please provide a detailed list of who is supporting the project and how much they will be contributing for the term of the project.

Proposed Budget Explanation:

Describe each phase of the implementation plan and the costs involved to complete that phase. For Industry In-Kind, ensure an accurate description is provided for services required and time associated with it. Further information is provided below.

Examples are below.

Phase 1:

Salaries and benefits - Give the names (if known), categories of employment and proposed salaries with explicit indication of the non-discretionary benefits. Briefly describe the responsibilities for each position and indicate the percentage of time they will be spending on this phase.

Stakeholder engagement – Hold a meeting with stakeholders and industry members providing their time and expertise. Provide details such as stakeholder engagement meetings (e.g., hours, rate, meeting space), travel costs or equipment needed for delivery. Note these can be broken out into separate categories if appropriate.

Phase 2:

Salaries and benefits - Give the names (if known), categories of employment and proposed salaries with explicit indication of the non-discretionary benefits. Briefly describe the responsibilities for each position and indicate the percentage of time they will be spending on this phase.

Content design - Give a breakdown of the costs and items required to create and deliver programs. Provide details such as stakeholder engagement meetings (e.g., hours, rate, meeting space), travel costs or equipment needed for delivery. Note these can be broken out into separate categories if appropriate.



Other Examples:

Workshops and travel - Provide details on workshops that would be held during the project and any travel costs related to the workshops. Explain briefly how each activity relates to the proposed project.

Marketing – List any marketing needs and costs that are required for the success of your project and tie them into the milestones and deliverables schedule.

Provide a detailed explanation of the in-kind contributions to the direct costs of project. This information will be used to assess the level and nature of the supporting organization's—including the IMII member's (if required)—involvement, the importance of their contribution to the success of the project and an appropriate cost-sharing ratio.

- Salaries for staff: list the specific expertise required, details as to what they will be providing to the project (link to milestones if possible), the number of hours they will devote to the project, and their hourly rate.
- Provision of services: provide details on the services to be provided, the importance of these services to the success of the project and how the cost of providing these services was calculated.
- Other: provide sufficient details on items listed in this category, their importance to the project and the calculation of associated costs.

Appendices:

Appendix A: References

If applicable, list the references used for writing the proposal.

Appendix B: Support Letters

If applicable, attach any additional supporting documentation or support letters.

Applications should be submitted to admin@imii.ca.