



**BUSINESS  
+ HIGHER  
EDUCATION**  
ROUNDTABLE

Creating  
opportunity  
through  
collaboration.

# Request for Proposals

## APPLICATION FORM

### Application Instructions

Please complete the following form and submit it to [wilpartnerships@bher.ca](mailto:wilpartnerships@bher.ca) by **June 15th, 2021 at 11:59 pm ET. Proposals must be clear and concise.**

Please ensure your application includes this form and the Excel spreadsheet containing the budget.

# Project Information

<p><b>Project Title</b></p>	
<p><b>Project Length</b> Please include start and end dates</p>	
<p><b>Project Description</b> 150 words max.</p>	
<p><b>Project Lead</b> Main point of contact for project reporting and communications</p>	<p>First name, Last name: Title: Organization: Email: Phone Number:</p>
<p><b>Catchment Area</b></p>	
<p><b>Collaborators</b> List names of all organizations</p>	
<p><b>WIL Type(s)</b> Based on Appendix A</p>	

<b>Overall WIL Target</b>	
<b>Cost per WIL</b>	
<b>Total Budget Request</b>  Not to exceed maximum of \$250,000	

**Please select the priority area that your proposal aligns with. Select all that apply:**

- Equity, Diversity, and Inclusion (EDI)
- Rural, Remote, and Northern Communities
- Entrepreneurship and Small and Medium Sized Enterprises (SMEs)
- Other

## Quality (30%)

### Outcomes and Objectives

Clearly describe:

- The overall objective of the project.
- The expected outcomes for industry, students, and/or other stakeholders.

## **Project Plan**

Either in this space or in a document in an appendix, provide a detailed project plan with identified dates and milestones for the duration of the project. Include any risks that could arise and their respective mitigation strategies.

## **Experience of Team**

Please indicate the name of all organizations, employers, and/or institutions who will be involved in your project as well as their sector and/or industry. Briefly describe their role and relevant experience (i.e., WIL experience, etc.). Please describe the relationships between the organization and the key stakeholders you will engage for this project.

## **Evaluation Framework**

Either in this space or in a document in an appendix, describe the metrics / indicators you will use to evaluate the project's success and inform improvements. Please note any opportunities you foresee to work with BHER's R&D and evaluation teams to document case studies, success stories, and/or other research and evaluation related outputs.

Note: We will require partners to work with BHER's R&D and evaluation teams to collect relevant data for their project. If you prefer, you may attach a logical model with relevant indicators as an appendix to your submission.

## **WIL Experiences (40%)**

### **Representation**

Describe how your proposed project addresses the specific target population and how it is of value to the target community and/or target industry.

## **Student Experience**

Briefly describe the nature of the WIL experience, how it is meaningful and substantial for the student, and the main skills students are expected to develop. Briefly describe the ways in which students will engage with community / industry partners during their WIL experience.

## **WIL Types and Estimated Number of Experiences**

Please identify and briefly describe the WIL types you will be creating, as noted in Appendix A of the RFP, as well as the number of experiences being created. Please note the specific WIL target for opportunities that will be created during the program period.

## **Budget (20%)**

Using the budget template provided, outline your budgetary requirements. The budget should be sufficiently detailed, logical, and reflective of the uses and amount of funding required for the type of project. Note that the funds awarded are subject to HST.

## Feasibility and Sustainability (10%)

### **Feasibility**

Briefly describe the feasibility of the project as it pertains to the resources required and expected timeliness per your project plan. Explain how you might need to pivot / adjust the project in the COVID context.

### **Stakeholder Engagement Plan**

Briefly describe the plan to engage key stakeholders, including students and employers.

## Sustainability

Briefly describe how you propose to continue the work on this project after the funding has been used.

## Knowledge Transfer Strategy

Briefly describe the strategies that you will be using to build awareness about your project, share knowledge from your project, and how you will communicate the successes.

## Submission of Proposal

When submitting the application please ensure you submit the following: the completed application as a PDF file and the budget as an Excel sheet. Please send the two documents in one email to [wilpartnerships@bher.ca](mailto:wilpartnerships@bher.ca) by no later than **June 15, 2021 at 11:59 pm ET**. You will receive a confirmation email following submission.