



SUBMISSION TEMPLATE

Targeted area of inquiry project proposals

22 September 2017

Project proposal

The purpose of the project proposal is to present the rationale for the project and give the Pierre Elliott Trudeau Foundation the elements it needs to assess the project's adherence to the targeted-area-of-inquiry project criteria (see the [information circular](#) circulated on 25 May 2015) and the project's capacity to fulfill its objectives.

Executive summary (maximum 250 words): A resume of the most vital aspects of the proposal: the need, the project, the objectives, and the methods

Statement of need (maximum 1 page): Description of the problem and the need of measures to address it. What issue drives your project's research and/or engagement? Why is this issue important to Canada and the world? How does it relate to a Pierre Elliott Trudeau Foundation targeted area of inquiry?

Objectives (maximum 1 page): Description of the project – its goals and the approach proposed to achieve them. What are the project's objectives and its desired impact? Whom will the project benefit? What is the evidence base/the research component?

Methods (maximum 5 pages): Description of the actions proposed to achieve the objectives, and identification of a timeline

Evaluation (maximum 1 page): Indicators to measure the project's results and effectiveness, and methods of measurement along a timeline

Partnerships (maximum 1 page): Discussion of the partnerships developed or envisaged: their role and their contributions, whether financial or in kind

Knowledge dissemination strategy (maximum 1 page): Discussion of how the project will share its findings as per the project's objectives; intended audience

Foundation community engagement (maximum 1 page): Discussion of how the project proposes to involve the Pierre Elliott Trudeau Foundation community

Two official languages (suggestion 1 paragraph): Discussion of how the project proposes to communicate in both of Canada's official languages

Budget (maximum 3 pages): Itemized list of income and expenses that identifies amounts needed per Pierre Elliott Trudeau Foundation fiscal year (1 September to 31 August); discussion of whether the project is scalable

Pitch document (maximum 2 pages): A hand-out that summarizes the project and could be used to enlist the participation of partners, funders, and the public at large. The pitch document should be written in accessible language and should explain the link between the project and the Pierre Elliott Trudeau Foundation area of inquiry to which it relates.

Where to submit

Project proposals may be emailed to Jennifer Petrela, Director, Public Interaction Program, The Pierre Elliott Trudeau Foundation, 600 - 1980, rue Sherbrooke ouest, Montréal (Québec) Canada H3H 1E8, jpetrela@trudeaufoundation.ca.