

# Investing In People Grant

## Application Form

**Organization Name:**

**Address:**

**City:**

**Applicant Name:**

**Telephone Number:**

**Province:**

**Postcode:**

**Email:**

**How did you hear about the Investing In People grant:**

**What is the title of your initiative or project?** Conference for Women

**What is the mandate or objective of your organization?** \*\*\*\* is an innovative community based service centre that empowers our community through programming based on cultural values.

**What is the recruitment/retention/engagement challenge that you are attempting to address?** Due to economic hard times and being a non-profit organization, employee retention continues to be a concern. Relying heavily on donations and grants and being in the backyard of the oilfield companies, we feel the best way to compete with the salaries available in the area is to offer increased training opportunities and give benefits to our team members in different ways. By understanding their needs and working with them to reach their goals we can retain the amazing staff we have found. The success of our organization is dependent on a committed and passionate staff. We find our staff is more invested in our community and the programming we do when employee training and empowerment is a priority. We also want to help our staff feel connected with other community organizations by inviting them to learn and grow with us. This will help to build important relationships between organizations enabling more opportunities to work together. The training we would like to do is about building leaders, effective communication, conflict management and how to find passion in your work. This training being offered to our employees will help inspire a renewed sense of energy and help us to work together better as a team. Each member of our team brings vital skills to our organization, through additional training we can learn how to best utilize these skills, be confident in our abilities and ensure efficiency through improved communication.

**What is your proposed solution or action to improve organizational capacity?** A top priority of our organization is to build partnerships with other community service providers and businesses. Working closely with the other service providers is essential at this time as funds are more difficult to acquire. Ensuring there is no duplication of service and that we come together to enhance existing programming will make better use of the funds we receive in our community. These relationships take a lot of time and effort but the fruits are worth it. We have formal partnership agreements with over 15 community organizations and many more informal which have enabled us to leverage resources to provide enhanced programs to the community.

One of the ways this training will improve our capacity building is by opening it up to our partner organizations. This training will help us all come together, grow as a community and meet the growing demands of \_\_\_\_\_ in this economy. Training together to improve communication and how we work with one another will assist our programming efforts in the community.

**How much are you requesting (maximum \$5,000) and how would these funds be utilized?**

\$5,000

This training will be open to up to 30 participants. It includes a certificate of completion. All our Staff and Board will take this training as well as 2 participants from each our regions \_\_\_\_\_ and from community partners. The training includes How to Communicate Like a Pro, Conflict Management, Learning to Lead, How to Keep Difficult People from Ruining your Day, How to love what you are doing. The training includes bringing in facilitators to provide a personalized program. Corporate Strategies by SkillPath. The training is customized to our community’s needs, includes multiple delivery systems and breakout sessions and post-training follow up and coaching.

Description	Amount
Facilitators	\$2,000
Course materials	\$2,400
Meals	\$600

**As we cannot accept multi-year program applications, how will you address the sustainability of your proposed solution?** The training includes a variety breakout sessions including ones specifically for management and team leaders. It includes train the trainer principles that each organization can take away with them and provide continually to their teams and new hires. It also includes post-training coaching for 30 days to assist the organizations leaders with implementation of what they have learned and overcoming unforeseen obstacles. Goal setting is a priority during this training to ensure everyone has a plan in place for how to best use this training in their business.

**How will you report to Devon on the outcomes of your funding (i.e. pictures, testimonials, advertising)?** We are very excited about introducing this training to our staff and board of directors. We will be doing pre-training, post-training and 30 days post-training evaluations of participants to see how effective it was. We will include all of this information in a report for Devon and other participants. Quantitative and Qualitative stats are used frequently in our centre’s project planning to enable us to strategically plan how to best use resources and we have found our methods to be very effective. A breakdown of our activities including stats will be provided to you and include some pictures relevant financial documentation on the use of funds. We also will be able to provide official audited financials in June for our fiscal year.

**How can other community organizations benefit from your proposed solution?** We will be opening up this training to other organizations in the community. We have also shared the Devon grants page with other businesses we work with who may benefit from receiving some training.