

Collaborative Funders' Table 3.0 Calgary Youth Employment Initiative Funding Program 2024

Introduction

The desired impact of the Calgary Youth Employment Initiative (CYEI) is to improve employment outcomes among youth and young adults aged 18-29 in Calgary who face barriers to employment. We aim to achieve this impact by supporting youth and young adults to gain and retain employment and by promoting efficiency and effectiveness across the youth employment system to improve employment pathways.

The members of the Collaborative Funders' Table (CFT) guide and fund the initiative. These members include Burns Memorial Fund, the Calgary Foundation, the City of Calgary, JPMorgan Chase Foundation, the RBC Foundation, and the United Way of Calgary and Area.

Funding Opportunity

The CYEI 2024 request for proposals is focused on improving employment outcomes by supporting *bridging* initiatives within the youth employment system in Calgary. Initiatives will enhance (not duplicate) existing services in the community, connecting programs (e.g. pre-employment to workforce development) or sectors (e.g. nonprofit employment service provider to employer). Initiatives can be focused on building capacity, relationships, or collaborations to increase effectiveness and improve employment outcomes for youth and young adults aged 18-29 facing barriers to employment.

Grant Priorities

Funding will support projects that contribute to improving employment outcomes for youth and young adults facing barriers to employment, a group which includes:

- Indigenous individuals;
- Black and other racialized individuals;
- 2SLGBTQI+ individuals;
- Individuals with disabilities;
- Newcomers;
- Individuals who are early leavers from high school;
- Individuals living in low-income households;
- Individuals experiencing unstable housing;
- Individuals transitioning out of or formerly in the care of Children's Services; and
- Individuals having past experiences with the justice system.

For these youth and young adults, barriers often intersect making them more likely to be "Opportunity Youth" - people aged between 18 and 29 who are not in school, training or currently employed.

Projects that focus on any of the following will be prioritized:

- Initiatives aimed at addressing the specific employment needs and challenges faced by youth and young adults from the above groups.
- Bridging: Initiatives aimed at facilitating transitions between pre-employment programming, workforce development programming and employment.
- Collaboration: Initiatives aimed at fostering collaboration between youth-serving agencies and/or facilitating partnerships between youth-serving agencies and employers with the goal of working together to reduce barriers to young people seeking employment.

We anticipate that funded initiatives will align with one or more of the following outcomes:

- Improved access to employment supports/services for youth and young adults facing barriers to employment.
- Increased employment among youth and young adults facing barriers to employment.
- Enhanced partnerships between employers and youth-serving agencies.
- Improved collaboration among service providers offering employment programming to youth and young adults facing barriers to employment.
- Increased collaboration among service providers engaging with youth and young adults facing barriers to employment and those offering employment programming.

Eligibility and Funding Details

To be eligible for the grant, organizations must be:

- Non-profit or charitable organizations registered to operate in Alberta and currently operating in Calgary.
- Experienced in working to support youth and young adult transitions to employment in Calgary.
- Willing and able to engage with the CFT partners and other CYEI funded organizations to advance the field of knowledge around youth employment in Calgary.

Funding **cannot** be used for:

- Operational and administrative costs that extend beyond those directly associated with the proposed project
- Projects delivered outside of Calgary
- Purchase of land or buildings
- Construction or renovation of a building
- Purchase of motor vehicles

Examples of Relevant Initiatives:

- Bridging the gap between an agency offering pre-employment programs and one providing workforce development programs.
- Bridging the gap between employers and an agency/agencies offering pre-employment programs.
- A collaborative initiative to connect a community agency serving a particular demographic of youth and young adults facing barriers with an agency offering employment programming.
- A capacity-building project aimed at enhancing existing youth employment programming's ability to engage more effectively with specific demographics of youth and young adults facing barriers.
- Scaling up or enhancing an existing youth employment program that serves youth and young adults facing barriers.

Funding Amount and Term:

- There is no prescribed grant amount as this will depend on the proposed project. Historically, CYEI grants have ranged from \$10,000 to \$120,000.
- Grants spanning one, two, or three years will be considered. Grant requests should cover the amount of time needed to achieve the project's desired outcome. Grant timelines are assessed on an individual basis.

Application Process:

1. Submission of Letter of Interest (LOI)

- Letters of Interest can be submitted in either a written or oral format.
 - Written LOIs: Submit as a PDF or Word document.
 - Oral LOIs: Submit as a video recording or audio recording. Insert a link in the submission email. Please refer to Appendix A for video/audio guidelines.
- Submit to CYEI@burnsfund.com with the subject line "CYEI LOI".
- **Submission deadline:** On or before **August 9, 2024**.

2. Discovery Call

- Organizations that submit LOIs will be contacted to schedule a discovery call aimed at gaining further insight into the proposed initiative.

3. LOI submission review by CFT

- All organizations that submit LOIs will be notified whether their proposed initiative has been selected to move to the application stage or if it has been declined.

4. Invitation for Grant Application

- Selected organizations will be invited to submit a grant application in early September.
- We anticipate that final grant decisions will be made by the end of October.

Letter of Interest

The Calgary Youth Employment Initiative (CYEI) invites organizations interested in submitting a brief (up to four pages) Letter of Interest (LOI) or a concise (up to ten minutes) video or audio recording. We kindly request that the submissions include the following information:

1. **Organizational Profile:** Provide a brief description of the applicant organization(s), including its mission, founding year, the legal name of the organization, and the name and title of the organization's lead.
2. **Problem Statement:** Provide an overview of current employment programming within the organization, highlighting any challenges or limitations. Outline your envisioned future state of the employment programming, detailing planned improvements or enhancements. Explain why this represents a gap in the youth employment system and why addressing it is crucial. Highlight the distinctive aspects of the proposed initiative compared to other programs addressing similar issues.
3. **Project Description:** Provide a detailed description of the project for which you are requesting funding. Include the project's objectives, goals, target audience, and the potential impact and benefits it will deliver to the target audience. Provide a projected timeline for the project and identify major milestones and deliverables.
4. **Roles/Responsibilities:** Detail the partnerships or collaborations engaged in implementing this work. Include the names, titles, affiliations, and respective roles and responsibilities of involved parties.
5. **Measure of Success:** Define the desired outcomes of the grant, clarifying what will be achieved and how success will be defined and measured within the program.
6. **Budget Summary:** Include a concise budget for the project, outlining the total budget and briefly indicating the allocation of requested funds. A comprehensive budget is not required at this stage.

Appendix A.

Video/Audio Guidelines

Duration

Please keep the video/audio recording to **10 minutes** maximum. This time limit is chosen to be equivalent to the length of space available for written applications.

Assessment Criteria

Evaluation of your video/audio submission will focus on the content rather than the production quality.

Uploading Your Video

To share your video/audio recording with us, upload it to YouTube, then paste the link to the video/audio recording into your LOI submission email to CYEI@burnsfund.com.

To get started uploading your video on YouTube, follow the steps below:

1. Sign into YouTube.
2. Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, messages, apps and notifications.
3. Click 'Upload a Video'.
4. Select the video/audio file you would like to upload from your computer.
5. Before you start uploading the file, choose "**Unlisted**" video privacy setting from the drop-down menu.
6. As the video/audio recording is uploading, you can edit both the basic information and the advanced settings of the video/audio recording. You can have a title up to 100 characters and a brief description. Once the upload is complete, click Next.
7. Set the video privacy setting to **Unlisted**, click **Save**.
8. Copy the link to the video/audio recording provided. Paste the link into your LOI submission email to CYEI@burnsfund.com.

Content

Your video/audio recording should cover the same content as expected in writing.