

COLLECTIVE  
IMPACT  
PROJECT



Proposal Submission Form

# STAGE 2 / IMPLEMENTING

*December 2021*



## **This document is for neighbourhoods that want to submit a project for the CIP Phase 2, Stage 2 – Implementing, for 3 or 4 years.**

The Implementing stage involves **implementing and testing a small-scale initiative** (in a sector) or **reinforcement of an existing initiative**.

Proposals may be submitted every year until 2025 on the following dates: February 1 / March 29 / October 14.

### **The CIP is an invitation to help everyone think outside the box to work together around shared and locally defined aspirations.**

We invite you to experiment and share what you have learned with us. What worked? What didn't work and why? What did you learn along the way? There are **four expectations** for neighbourhood participation in the CIP:

- > A shift toward adopting the collective impact approach rooted in the 5 collective impact conditions (inclusive commitment, shared aspirations, strategic lessons learned, impact strategy, unifying support structure) (see pages 13 to 20 of the [CIP Guide](#)).
- > A shift toward integrating [Equity, Diversity and Inclusion](#) (EDI) into collective impact conditions.
- > A shift toward a systemic approach.
- > That the initiatives will make a difference for the people primarily affected.

Each neighbourhood will experiment and work at different rhythms around these four aspects depending on their capabilities, resources and priorities.

You and your neighbourhood organizations will have access to support and capacity building resources to help you work on these aspects.

**You will not have to re-submit a proposal each year. You can simply review your existing proposal so that it reflects how your initiative is evolving.**

### **Prerequisites for Stage 2 / Implementing:**

- > A neighbourhood plan that has been or is being adopted
- > The collective prioritization of a desired change worked on through a collective impact process
- > An Implementation plan that includes:
  1. A vision for change (on one page)
  2. Clear intentions to capture lessons learned from Stage 2
  3. A plan for collective strategies for ONE collective impact initiative
  4. A plan to include Equity, Diversity and Inclusion (EDI) in a cross-cutting way

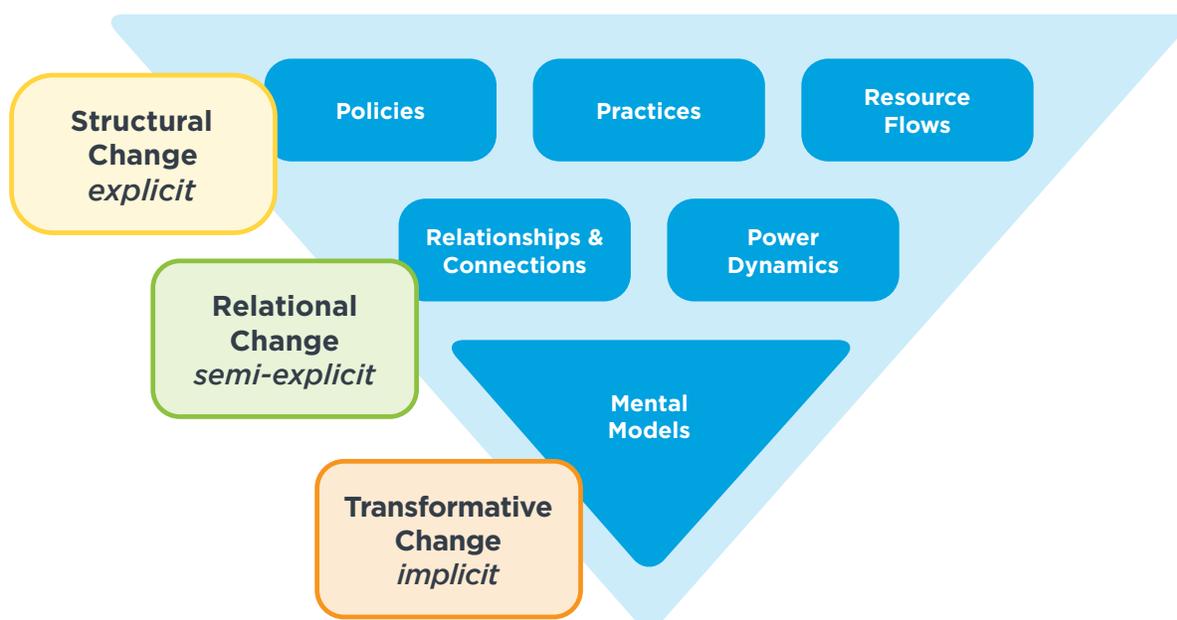


## PROPOSAL ANALYSIS CRITERIA

- > The desired change and proposed initiative have been collectively prioritized
- > The collective impact conditions have been integrated into the proposed initiative
- > The plan to implement the initiative or consolidate an existing initiative is relevant and clear
- > The proposal's innovative nature
- > A systemic understanding of the issue and context
- > Sociodemographic data of the neighbourhood (which will influence the level of funding)

To get inspired, read this article on the six conditions of systems change: [The Waters of Systems Change](#).

## SIX CONDITIONS OF SYSTEMS CHANGE





# FORM TO PROVIDE WITH YOUR PROPOSAL SUBMISSION

## SECTION 1

### CONTACT INFORMATION

**Q1.** Neighbourhood name:

**Q2.** Contact person's name:

**Q3.** Contact person's email:

**Q4.** Contact person's phone:

**Q5.** Lead organization:

## SECTION 2

### NEIGHBOURHOOD PLAN

The CIP builds on the work of neighbourhood roundtables and therefore supports strategies to bring about a desired change that is rooted in the neighbourhood strategic plan and that has been prioritized collectively.

Given the pandemic, it is understandable if some neighbourhoods have not been able to update their plan. In this case, we want to know that you intend to update this plan and when you intend to do it.

If the desired change is prioritized before the neighbourhood plan is finalized, we want to know that the change was prioritized through broad and open engagement and will be included in the neighbourhood plan once it is updated.

Please let us know once the strategic plan is updated.

**Q6.** Please describe where you are in developing or implementing your neighbourhood plan. *Check the current stage*

Plan under development

Plan in the process of being adopted

Plan finalized and adopted

Other



**Q7.** Comments about the neighbourhood plan: When was the neighbourhood plan adopted? How have citizens contributed to its orientations? For plans not yet finalized and adopted, please detail where you are in this process and your next steps. *1000 characters maximum (± 150 words)*

SECTION 3

DESIRED CHANGE

**Q8.** What is the situation you want to transform? *1000 characters maximum (± 150 words)*



**Q9.** What desired change have your community stakeholders prioritized for the CIP, and why did you choose this change for the CIP (i.e. how will CIP support have a larger effect on the neighbourhood)? *1000 characters maximum (± 150 words)*

**Q10.** Who was involved in prioritizing the desired change and selecting the initiative to implement and how were they involved? (Briefly describe the process and the involvement of each stakeholder group.) *1000 characters maximum (± 150 words)*



# IMPLEMENTATION PLAN

## SECTION 4 VISION FOR CHANGE

**Q11.** Please map out your vision for change for the proposed collective effect initiative and provide a diagram of your map. *To be uploaded next page*

The vision for change puts shared aspirations on paper. **Keep this document simple so that it can be used to engage as many people as possible.**

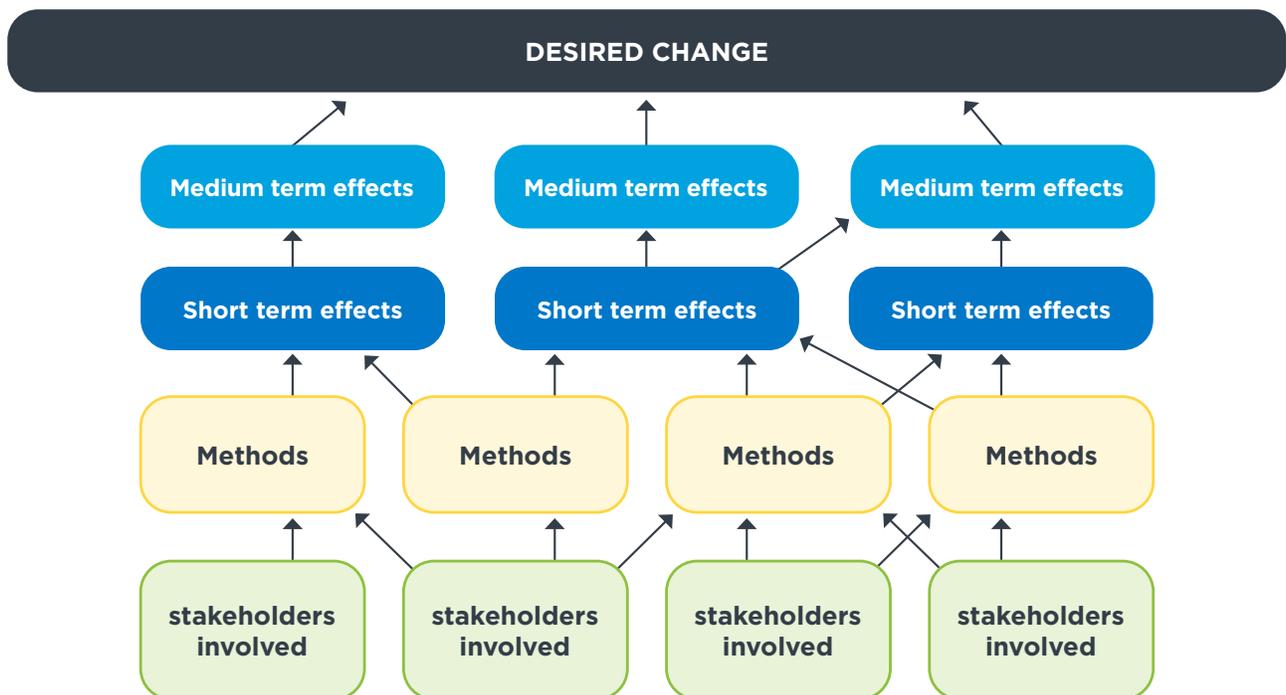
Your vision for change may evolve over time as you learn lessons while working on the CIP initiative.

**Concretely** explain the desired change (5- to 10-year horizon) and the target effects in the medium term (3-5 years) and short term (1-2 years).

The target effects do not have to be quantified and may relate to changes in perception or attitude, changes in practices, the inclusion of specific stakeholders, or effects on the population. Please describe the main methods you intend to use to achieve the desired change (practices and strategies implemented) and the stakeholders involved.

Refer to this diagram as an example. We encourage you to develop yours in your own way.

## VISION FOR CHANGE





**Q11.** Upload your diagram here. *One page maximum*



SECTION 5

PLANNING COLLECTIVE STRATEGIES

**Q12.** Please describe how you will implement each method (collective practices and strategies) to achieve the intended effects throughout your Implementing stage (3 to 4 years). You can enter each target effect on one line and link it to multiple methods and actions. You may review this plan as your initiative evolves. *Only use the number of lines you need and leave the rest empty*

Intended effect (goal)	Strategy/ practice (method)	Planned priority actions	Deadline	Collective impact condition(s) involved (if applicable)



## SECTION 6

## CAPTURING LESSONS LEARNED DURING THE IMPLEMENTING STAGE

The CIP Phase 1 showed the benefit of measuring and learning from short evaluation loops using participatory data collection and analysis aligned with neighbourhood priorities and resources.

The most important thing is to learn from the Implementing stage through learning loops that let you identify **both improvements and setbacks so that you can adjust your strategies and go further.**

We strongly suggest that you focus your evaluation on your priority questions, whether these relate to a collective impact condition, a systemic approach, EDI, population impacts, or any other relevant aspect.

**Q13.** What are the evaluation questions (one or two) that you are trying to address through your Implementing stage? (You can choose your main question(s) each year as part of your short evaluation loops.) Your questions relate to which effect(s)? How do you plan to capture lessons learned (approaches, methods)? *1400 characters maximum (± 200 words)*



**Q14.** How do you plan to use the lessons learned and with whom do you want to share them first?  
*700 characters maximum (± 100 words)*

**Q15.** Tell us about your experience or knowledge of evaluation or the approaches and methods you have used (if any) to capture what you have learned. What are your needs in terms of support? *700 characters maximum (± 100 words)*



SECTION 7

PLAN TO INCLUDE EQUITY, DIVERSITY AND INCLUSION (EDI) IN A CROSS-CUTTING WAY

Consult the [EDI section](#) of the CIP website as a guide to determining your issues and goals.

**Q16.** Please identify the priority Equity, Diversity and Inclusion questions that you will collectively address in the first year of your Implementing stage. Who will be involved in this reflection process and how? *1400 characters maximum (± 200 words)*



## SECTION 8

## BUDGET

**Q17. Estimate the types of support you will need to implement your collective impact initiative.**

For the Implementing stage, support ranges from \$75,000 to \$150,000 per year for 3 years (or beyond as an exception, subject to justification).

Please provide a budget outline and the estimated total per year for the number of planned implementing years. The budget must be approved annually and amended as necessary based on the changes to your initiative.

Support will be adjusted based on different parameters such as the availability of financial resources, sociodemographic context (population size, number of low-income individuals, etc.), the project's systemic nature, etc. *Please insert an image of your budget here.*



After your proposal is received and analyzed, you will get feedback from your advisor to continue the dialogue and adjust your proposal if necessary before the final investment decision is made.

A member of the CIP coordination team may also take part in this feedback step.

In the meantime, do you have any questions or comments?

A large, empty light blue rectangular area intended for questions or comments.

Thank you very much for taking the time  
to submit your proposal.

**We look forward to working together  
to make our collective dreams a reality!**