

# PRO BONO Planning & Evaluation SERVICES

Not-for-profits have a positive impact in our communities.

In an effort to further strengthen the not-for-profit sector, Health in Common is providing pro bono planning and evaluation services. Pro bono services can include facilitating stakeholder engagement, developing a strategic plan or evaluating an initiative.

Initiatives with services valued between \$5,000 and \$20,000 with a realistic plan to implement (within one year or less) will be considered. Health in Common allocates 10% of revenue to the provision of pro bono services.

Government departments, individuals, political activities and exclusively religious initiatives are not eligible.

An application outline can be found at [healthincommon.ca](http://healthincommon.ca).

**The deadline for applications is November 29, 2019.**

Applications will be reviewed in December; services for successful applicants will not start before February 1st. The next call for applications is expected in the 2020-21 fiscal year.

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*Health in Common is a not-for-profit organization that provides planning and evaluation services on a fee-for-service basis. Grounded in years of community based experience, Health in Common's knowledge and skills provide a practical, capacity building approach to planning and evaluation.*

If you have questions or need assistance, please contact Cathy Steven.



204 946 1888 (ext. 101)



[csteven@healthincommon.ca](mailto:csteven@healthincommon.ca)

# SERVICES APPLICATION

Before completing this application, please:

1. Confirm your organization meets our [Eligibility Requirements](#)
2. Review our [Values](#) and our [Projects](#) to ensure our [Services](#) match your needs
3. Ensure you have the support of leadership, including the Board of Directors
4. Review [Selection Process and Timeline](#) to ensure it works for you

## Organizational Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Current number of board members \_\_\_\_\_
2. Current number of paid staff \_\_\_\_\_
3. Current number of volunteers \_\_\_\_\_
4. Number of staff, board members and volunteers that are willing and available to participate in the implementation of the proposed project  
\_\_\_\_\_

5. Key decision makers in the organization (e.g. board, staff leadership, committees)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Sector (*Select all that apply*)

- Arts/Culture
- Children/Youth/Family Services
- Disabilities
- Education
- Environment
- Health

- Immigrant Services
- Research/Policy Development
- Skills Development/Training
- Seniors
- Social Justice
- Other \_\_\_\_\_

7. Key Contact – Executive Level

*This individual has the ability to enter into a service agreement for your organization.*

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Length with organization \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Office Address \_\_\_\_\_

Time to work on the proposed project during implementation (recognizing that the work necessary will vary throughout implementation)

1-2 hours/week     3-5 hours/week     1-3 hours/month

8. Key Contact – Leadership Level (board or staff)

*This individual will be accessible during implementation.*

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Length with organization \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Office Address \_\_\_\_\_

Time to work on the proposed project during implementation (recognizing that the work necessary will vary throughout implementation)

1-2 hours/week     3-5 hours/week     1-3 hours/month

9. How did you learn about Health in Common's pro bono service application process?

- Health in Common staff     Health in Common newsletter     Twitter  
 Health in Common client     Online Search Engine     Facebook  
 Other organization's newsletter (please indicate) \_\_\_\_\_

# PROPOSED PROJECT OVERVIEW

— max. 4 pages —

1. Please describe the 'final product' expected.  
*What do you want to have at the end? What objectives will be met? How will Health in Common know their work is done?*
2. Please describe the services requested.  
*What steps will get you to the intended outcome or final product? What would you like Health in Common to do with you?*
3. What change (social, economic or environmental) do you expect as a result?  
*What will change? How will you use the 'final product'?*
4. What is your projected timeframe for the work, including external timelines (e.g. funding report deadline)?
5. Who will be involved in the process, including specific staff, external stakeholders, community members, funders etc.? How will they be involved?

Position and Organization	Internal or External	Role

6. Please describe how this initiative addresses community identified issues.
7. Please outline resources, including staff time, available to support project implementation.  
*How much time will staff allocate to the project? What is your project budget?*

## Required Attachments

1. Organizational Information section completed
2. Proposed Project Overview section completed
3. Eligibility Requirements Checklist
4. Board minutes with motion to approve current organizational plan (operational or strategic)

**Please send completed application by e-mail to [csteven@healthincommon.ca](mailto:csteven@healthincommon.ca),  
no later than Friday, November 29, 2019.**

# ELIGIBILITY

## REQUIREMENTS CHECKLIST

Health in Common's pro bono planning and evaluation services are intended for not-for-profits that cannot afford fee-for-service. To be eligible for Health in Common's pro bono services, your organization must meet the following requirements:

- 1. Non-Profit Incorporation/Charitable Registration**

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Your organization is incorporated as a non-profit organization or registered as a charity in Canada.
- 2. Annual Budget Under \$2 Million**

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Your organization's budget must be \$2 million or less. Organizations with an operating budget under \$2 million that are part of a larger organization (e.g. hospital/university) with a budget over \$2 million are not eligible.
- 3. Human Resource Capacity**

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Your organization must have a Board of Directors and staff/volunteers with the capacity to implement the recommendations or plan resulting from the services provided.
- 4. Manitoba Operations**

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Your organization must operate locally within Manitoba and benefit Manitobans.
- 5. Twelve-Month Project Timeline**

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Your organization must have a project that can be completed in twelve months. While there is an opportunity to engage Health in Common again, we generally advise clients to re-apply after recommendations or plans from the prior engagement have been implemented.
- 6. Project Expenses**

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Your project must not require Health in Common or its volunteers to incur expenses. This excludes general expenses associated with commuting within Winnipeg.
- 7. Engagement Evaluation**

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Your organization must be committed to a pre- and post-engagement evaluation process, including completing a capacity building assessment and participating in follow-up meetings with Health in Common leadership to discuss project success.

*If your organization meets the above eligibility criteria, please review our Client Selection Process and Timeline before applying. If you have questions about your organization's eligibility, please get in touch with Cathy Steven at [csteven@healthincommon.ca](mailto:csteven@healthincommon.ca).*

# SELECTION PROCESS & TIMELINES

Please consult the table below to see if our selection timelines work for you.

STEP	2019-2020	2020-2021
<b>Application Deadline</b>	November 2019	November 2020
<b>Decision</b>	December 2019	December 2020
<b>Service Agreement</b>	January 2020	January 2021
<b>Project Start*</b>	February 2020	February 2021
<b>Project Close*</b>	February 2021	February 2022

\*While projects may not require a full year to complete, implementation must happen within this timeframe.

To submit your project application, please complete and submit [Services Application](#).