

**THE REGULATORS’ CAPACITY FUND**

**PROPOSAL TEMPLATE**

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| **Applicant Information** |
| Department or Agency |  |
| Proposal Title  |  |
| Project Contact (Name and Title) |  |
| Email Address  |  |
| Phone Number |  |
| Proposal Approved By(Name and Title)  |   |
| Date Submitted |  |
| **Proposal Information** |
| **Brief project summary***(max. 2 sentences or 50 words)* |
|  |
| **Item 1: Background**Describe the context for your proposal, including:* background on the current regulatory environment;
* the problem or issue that you are seeking to address; and,
* where there are currently issues with regulator capacity.

*(max. 150 words)* |
|  |
|  **Item 2: Project Overview**Provide an overview of proposed project activities and implementation approach.*(max. 200 words)* |
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| **Item 3: Objectives**Describe short-term and long-term project objectives. *(max. 100 words)* |
|  |
| **Item 4: Partners**Identify any potential project partners (within government or external).*(max. 50 words)* |
|  |
| **Item 5: Risk/Mitigation**Identify anticipated risks and mitigation strategies using the table below. |
| **Risk** | **Probability (high/medium/low)** | **Impact (high/medium/low)** | **Planned Mitigation** |
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| **Item 6: Competitiveness**Describe how the proposal would support consideration or incorporation of one or more of the following in a regulatory regime:* cost competitiveness
* international competitiveness
* innovation; and,
* minimizing regulatory burden.

*(max. 100 words)* |
|  |
| **Item 7: Impact**Describe how this proposal could have lasting benefits for your department’s regulatory capacity, or to the design/administration of your regulatory regime. This includes, for example:* scalability;
* horizontality; and,
* alignment with broader existing priorities or industry strategy.

*(max. 100 words)* |
|  |
| **Item 8: Funding**  |
| **Total 2021-22 CRI Funding Request:** |  |
| **Approximate funding breakdown by resource, activity or deliverable:** | *Example text** *$20K: advisory services contract*
* *$40K: 0.5 FTE for data analysis*
* *$40K: 2 engagement roundtables*
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| **Departmental Contribution (if any):** |  |
| **Any other sources of funding for this project (confirmed or planned):** | *Example text** *In discussions with stakeholder group to match CRI funding*
* *Budget ask planned to request $500K funding for future phases*
 |
| **Total Project Cost:** |  |
| **Item 9:** Describe the proposed project plan, in accordance with the template below. The template can be adjusted to best fit your proposed project.  |

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| --- | --- | --- | --- | --- |
| **Project Task** | **Deliverable** | **Accountability** | **Start Date** | **End Date** |
| **Phase 1:** *[insert brief description of this phase. Example: Contract with university to develop training materials for regulators]* | **(m/y)** | **(m/y)** |
| **Associated Phase 1 Milestones** |
| *[Insert description of milestone. For example: host a workshop with regulators to get input on draft materials]* | *[Example: Summary of Input]* | *[Example: project department, in cooperation with contractor]* | [Ex: 6/20] | [Ex: 9/20] |
|  |  |  | (m/y) | (m/y) |
| **Phase 2:** *[insert brief description of this phase]*  | **(m/y)** | **(m/y)** |
| **Associated Phase 2 Milestones** |
|  |  |  | (m/y) | (m/y) |
|  |  |  | (m/y) | (m/y) |
| **Phase 3:** *[insert brief description of this phase]* | **(m/y)** | **(m/y)** |
| **Associated Phase 3 Milestones** |
|  |  |  | (m/y) | (m/y) |
|  |  |  | (m/y) | (m/y) |