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Description automatically generated

**THE REGULATORS’ CAPACITY FUND**

**PROPOSAL TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | | |
| Lead Department or Agency | |  | | | | | | | |
| Secondary Department(s) or Agency(ies) | |  | | | | | | | |
| Proposal Title  (English and French) | | E: | | | | | | | |
| F: | | | | | | | |
| 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, * any issues with regulator capacity.   *(max. 150 words)* | | | | | | | | | |
|  | | | | | | | | | |
| **Item 2: Project Overview**  Provide an overview of proposed project activities and implementation approach.  *(max. 200 words)* | | | | | | | | | |
|  | | | | | | | | | |
| **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 stakeholders).  *(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; * minimizing regulatory burden; and, * resilience/recovery.   *(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** | | | | | | | | | |
| **Project Duration** | | ☐1 Year ☐ 2 Years ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Breakdown of funding request by fiscal year** | | **2022-2023** | | | **2023-2024** | | | **2024-2025** | |
| $ | | | $ | | | $ | |
| **Total RCF Funding Request:** | |  | | | | | | | |
| **Approximate funding breakdown by resource, activity or deliverable:** | | *Example text*   * *$100K: advisory services contract* * *$40K: 0.5 FTE for data analysis* | | | | | | | |
| **Departmental Contribution (if any):** | | *Example text*   * *$40K:0.5 FTE for project management* | | | | | | | |
| **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. | | | | | | | | | |
| **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: 9/22] | [Ex: 12/22] |
|  | | |  | | |  | | (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) |