

OTF Request Work Plan for Operating/Project Requests

Please use this form to tell us about your initiative. The information that you provide in the table is important for the review and assessment of your application. It will also form the basis of our Letter of Agreement, and your reporting requirements, if your application is successful.

Legend:

Activities - list the planned activities which will achieve these outcomes. - TIP: Use "action" words such as conduct, deliver, facilitate, promote, train, provide, and repair. **Resources** - Identify who will be responsible for completing the activities. **Performance Indicators** - TIP: Use numbers and percentages for quantitative indicators. Use perceptions, feelings and attitudes for qualitative indicators.

These are the expected outcomes that you identified in the workplan section of the application. If you wish to revise these, you can do so by closing the workplan and going back to the field in the application form.

The proposed project will build on the successes and learnings of a Trillium-supported project from 2011-2013. It will strive to enhance the activities, build on the momentum generated in the past two years, and move the PPRN further towards sustainability. In the proposed project PPRN would like to further increase community capacity at both the Network level and the Neighbourhood level to effectively reduce poverty. We will achieve this through the development of two complementary initiatives: 1) a Community Education and Engagement program which increases capacity among agencies and individuals to effectively address issues of poverty through a Network approach (including non-traditional partners and people with a lived experience of poverty); and 2) Through a Support to Community Hubs initiative, which will support and enhance coordination of activities and services at both pre-existing PPRN Community Hubs as well as other emerging community sponsored Hubs in both Peterborough City and County.

Expected Outcomes:

- Stronger PPRN capacity for strategic planning, coordination, collaborative action, and engagement.
- Greater community engagement of individuals and agencies in the work of the PPRN.
- Enhanced ability of the community to respond to issues related to poverty in a timely fashion (i.e. changes to Social Assistance benefits, changes to the daily meal program, employment and training opportunities, public policy recommendations, etc...)
- Increased capacity of neighbourhood Hubs to share lessons, develop partnerships, pilot programs, engage their communities and respond to unmet needs.
- Increased likelihood of a sustainable future for the PPRN Network.

Work Plan Year 1

No.	Year	Activities	Resources	Performance indicators
1.	Year 1	To "Increase capacity of the PPRN for effective and coordinated action on poverty reduction": - Use recommendations of November 2012 planning review session and the 2011 work plans to draft a 3-5 year Strategic Plan with a "common agenda", shared measures, and suggested	PPRN Coordinator Planning Committee Steering Committee Communications Committee Member agencies and individuals Website Designer (in-kind)	- A draft 3-5 year Strategic Plan for poverty reduction in Peterborough is created - A set of indicators of success is developed for strategic directions - A system for dissemination of local data and information on poverty-related issues is created. - A system for annual Work Group updates is created and

indicators

- In partnership with local community agencies, coordinate the dissemination of local data and information on poverty-related issues.

- Support special projects, ie. Community consultations, report writing, proposal development, policy recommendations, communication campaigns, etc.

- Create a system for annual Work Group updates to work plans, and reporting on accomplishments

2. Year 1 To "Actively and broadly engage individuals and agencies in the work of the PPRN":

- Increase the capacity of the Communications Committee

- Enhance the existing PPRN website to be more accessible and informative. Include local data, reports, media articles and information on local poverty issues. Provide an opportunity to sign up for on-line updates.

- Create links from the PPRN website to community agencies and links from agency websites to PPRN.

- Continue to build the Friends of PPRN contact list, with a focus on non-traditional partners such as businesses and institutions.

- Develop a plan for a PPRN social media profile to increase community awareness and engagement on poverty reduction.

PPRN Coordinator
Communication Committee
Website support
Member agencies and individuals

approved by the Planning Committee

- Monitor number of recommendations from November 2012 Strategic Planning Session which are implemented and outcomes of these recommendations

- Communications Committee has at least 3 new members
- PPRN website is expanded and revised, with updates to content done weekly
- Links to at least 15 agencies added to PPRN website
- PPRN website is linked from at least 10 community agency web sites
- Friends of PPRN contact list is expanded by 10%
- Provide 12-20 regular updates to Friends of PPRN contact list per year
- A plan is created for developing a PPRN social media profile

3. Year 1 To "Increase capacity of neighbourhood Hubs to share lessons, develop partnerships, pilot programs,

PPRN Coordinator
Hub Support staff
Work Group volunteers
Steering Committee

- A job description and work plan are prepared
- Hub support staff is hired
- 1-3 meetings with existing

engage their communities, and respond to unmet needs":

- Hire Hub support staff
- Based on lessons of previous grant, help to build support among existing Hubs
- Identify and provide support for emerging Hubs
- Offer seed funding for community engagement, needs identification, pilot programs, and evaluation strategies

NIA Work Group
 Additional Community Hub partners, including: Peterborough Family Resource Centre, George Street United Church, Lighthouse Community Project, The Mount Community Centre Project, Peterborough Social Planning Council, George Street United Church, YWCA, United Way, Peterborough Community Social Plan

Hubs are facilitated

- 1-3 emerging Hubs are identified
- Priority activities and services at existing and emerging Hubs that could benefit from enhanced capacity are identified
- A plan is created and implemented for allocation of human and financial resources
- The impact of the PPRN contribution to initiatives (i.e. new services, increased participation in activities, sources of funding, number of community members/organizations engaged) is documented

4. Year 1 To "Foster a sustainable future for the PPRN by implementing the 2012 Fund Development Plan in Stages":

- Create a Sustainability Work Group of the PPRN and a Terms of Reference for them
- Identify PPRN members to represent PPRN at the Chamber of Commerce, GPAEDC and in other business spheres
- Apply for funding from the Community Foundation of Greater Peterborough Leadership Grant
- Apply for funding from the City of Peterborough Community Grant program

PPRN Coordinator
 Steering Committee
 Planning Committee

- Sustainability Work Group is created with a Terms of Reference
- Grant application submitted to Community Foundation of Greater Peterborough
- Grant application submitted to the City of Peterborough

Work Plan Year 2

#	Year	Activities	Resources	Performance indicators
1.	Year 2	<p>To "Increase capacity of the PPRN for effective and coordinated action on poverty reduction":</p> <ul style="list-style-type: none"> - Consult with Work Groups, Planning Committee, and Steering Committee to determine specific goals and outcomes of the Strategic Poverty Reduction Plan - Determine roles and responsibilities for implementation - Share the Plan with the broader community - Evaluate and revise system for annual Work Group updates and reporting 	<p>PPRN Coordinator Planning Committee Steering Committee Communications Committee Member agencies and individuals Website Designer (in-kind)</p>	<ul style="list-style-type: none"> - 3-5 year Strategic Poverty Reduction Plan is approved by the Planning and Steering Committee - Specific outcomes and measurements are documented and responsibilities for meeting outcomes are determined - The Plan is shared with the broader community - An evaluation of the Work Group reporting system is conducted and the system is revised
2.	Year 2	<p>To "Actively and broadly engage individuals and agencies in the work of PPRN":</p> <ul style="list-style-type: none"> - Identify creative and effective ways to communicate with and engage people with a lived experience of poverty, including people with no access to the internet. - implement the social media profile strategy -Develop a range of options for the involvement of non-traditional partners in PPRN and community poverty reduction initiatives - Make presentations to non-traditional partners to highlight the work of the PPRN and present range of opportunities for participation (eg. Trent University, Fleming College, Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Downtown Business Association, churches, and service clubs) 	<p>PPRN Coordinator Communications Committee Planning Committee Website support Member agencies and individuals</p>	<ul style="list-style-type: none"> - A plan for engaging people with a lived experience of poverty is created with specific strategies and measurable outcomes. - Social media campaign is implemented - Twitter account (minimum 20 followers) and Facebook page (minimum 30 followers) created - At least 5 presentations made to non-traditional partners
3.	Year 2	<p>To "Increase capacity of neighbourhood Hubs to share lessons, develop partnerships, pilot programs, engage their communities, and respond to unmet needs":</p>	<p>PPRN Coordinator Work Group volunteers PPRN Coordinator Steering Committee NIA Work Group Additional Community Hub</p>	<ul style="list-style-type: none"> - Discussions about the possibility of creating a network of hubs are initiated and documented - Terms of Reference for the Network of Hubs are created

- Facilitate a discussion about the possibility of creating a network of Neighbourhood Hubs
- Based on these discussions, document terms of reference

partners, including:
 Peterborough Family Resource Centre, George Street United Church, Lighthouse Community Project, The Mount Community Centre Project, Peterborough Social Planning Council, George Street United Church, YWCA, United Way, Peterborough Community Social Plan

- The impact of the PPRN contribution to initiatives (i.e. new services, increased participation in activities, sources of funding, number of community members/organizations engaged) continues to be documented

4. Year 2 To "Foster a sustainable future for the PPRN by implementing the 2012 Fund Development Plan in Stages":

- Create a resource development plan with specific goals, strategies and targets.
- Investigate the feasibility of a PPRN membership fee for individuals and/or organizations

- Investigate fee-for-service opportunities through joint projects with community partners (eg. Trent Centre for Community-Based Education
- Apply for annual community grants as in Year 1
- Maintain contact with, and support commitment of, existing community donors. Provide feedback to them and recognize their contribution in an appropriate manner.

PPRN Coordinator
 PPRN Steering Committee
 Sustainability Work Group
 Planning Committee

- Resource development plan is created
- Membership options explored
- Fee-for-service options explored
- Applications submitted for community grants
- Reports provided to donors and appropriate recognition offered

Work Plan Year 3

#	Year	Activities	Resources	Performance indicators
1.	Year 3	<p>To "Increase capacity of the PPRN for effective and coordinated action on poverty reduction":</p> <ul style="list-style-type: none"> - Support implementation of plan - Collect data to measure success, - Share results with the broader community 	<p>PPRN Coordinator Planning Committee Steering Committee Communications Committee Member agencies and individuals Website Designer (in-kind)</p>	<ul style="list-style-type: none"> - The first phase of the Strategic Poverty Reduction Plan will be implemented - Systems to collect data of indicators will be in place - The plan results of the implementation will be shared with the broader community
2.	Year 3	<p>To "Actively and broadly engage individuals and agencies in the work of the PPRN":</p> <ul style="list-style-type: none"> - Implement plan to more effectively communicate with and engage people with a lived experience of poverty - Continue to develop linkages with non-traditional partners (businesses and institutions) - Revise social media presence based on feedback in Year 2 	<p>PPRN Coordinator Communications Committee Planning Committee Website support Member agencies and individuals</p>	<ul style="list-style-type: none"> - New connections built with 15 - 20 people with a lived experience of poverty - Five additional presentations made to non-traditional (i.e. Trent University, Fleming College, Chamber of Commerce, Downtown Business Association, churches, service clubs, Greater Peterborough Area Economic Development Corporation, etc.) - Social media presence revised as needed - Minimum 40 twitter followers and 60 Facebook followers linked to PPRN social media
3.	Year 3	<p>To "Increase capacity of neighbourhood Hubs to share lessons, develop partnerships, pilot programs, engage their communities, and respond to unmet needs":</p> <ul style="list-style-type: none"> - Continue to support Hubs and gather lessons learned - Assist Hubs in developing sustainability plans and identifying sources of funding and support - Assist the Network of Hubs in its development 	<p>PPRN Coordinator Work Group volunteers PPRN Coordinator Steering Committee NIA Work Group Additional Community Hub partners, including: Peterborough Family Resource Centre, George Street United Church, Lighthouse Community Project, The Mount Community Centre Project, Peterborough Social Planning Council, George Street United Church, YWCA, United Way, Peterborough Community Social Plan</p>	<ul style="list-style-type: none"> - A Network of Hubs is established with terms of reference - The impact of the PPRN contribution to initiatives (i.e. new services, increased participation in activities, sources of funding, number of community members/organizations engaged) continues to be documented - Successes and lessons learned in the Network of Hubs is well documented - Sustainability plans for all emerging Hubs are created - The Network of Hubs has matured to a level of being able to sustain itself with the support of a lead organization
4.	Year 3	<p>To "Foster a sustainable future for the PPRN by implementing the 2012 Fund Development Plan in Stages":</p> <ul style="list-style-type: none"> - Continue to implement the resource development plan. 	<p>PPRN Coordinator PPRN Steering Committee Sustainability Work Group Planning Committee</p>	<ul style="list-style-type: none"> - Corporate sponsorship package developed - Speaking engagement or workshop held - Grant applications submitted - Membership fee initiated (if approved) - Reports provided to donors and

- Based on relationships developed through engagement strategies with non-traditional partners, investigate partnerships with businesses for sponsoring community events and poverty reduction initiatives

-Develop a Corporate Sponsorship package which outlines opportunities and benefits of involvement.

- Host a speaking engagement or workshop (alone or in community partnership) with a small fundraising element above cost-recovery.

- Continue to apply for community grants

- Continue to recognize and support donors

appropriate recognition offered

-Through existing donors and new strategies for sustainability, achieve \$30,000 in annual funding for PPRN