

## OTF Grant Application

### Application Details

<b>Application Type</b>	Collaborative Application	<b>Applicant Contact</b>	Stephen Kylie
<b>Created On</b>	11/01/2013	<b>Applicant Email</b>	stephen.kylie@lawyer.com

### Organization Details

<b>Organization Name</b>	Peterborough Poverty Reduction Network	<b>Organization Type</b>	Registered Charity
<b>Address</b>	c/o Stephen Kylie Law Office P.O. Box 1900	<b>City</b>	Peterborough
<b>Postal Code</b>	K9J 7X7	<b>Province</b>	ON
<b>Phone</b>	705-748-6521	<b>Organization Email</b>	info@pprn.ca
		<b>Fax</b>	705-748-2138

### Summary Questions

<b>Application ID</b>	121363	<b>Program</b>	Community Grants
<b>OTF Request Amount</b>	\$226,700	<b>Total Initiative Cost</b>	\$0
<b>Deadline hoping to submit for</b>	1-March-2013	<b>Request Term</b>	24 to 36 months
<b>Initiative Start Date</b>	2013-07-02		
<b>Type of funding requested</b>	Project or Operating and Capital		

[Click here print the workplan](#)

### Collaborative Details

**Do you have your collaborative agreement?** Yes

Attached Collaborative Agreement	#	File Name	Size	Date
	1.	<a href="#">Signed Collaborative Agreement.pdf</a>	1693 KB	26/02/2013 17:32

**Number of Collaborative Organizations** 5

Member	Organization	Contact Persons Name	Telephone
<b>Member 1</b>	Peterborough Social Planning Council	Brenda Dales	705.743.5919
<b>E-mail</b>	bdales@pspc.on.ca		
<b>Member 2</b>	Peterborough Family Resource Centre	Barb Lillico	705.748.9144
<b>E-mail</b>	barbl@pfrc.ca		
<b>Member 3</b>	United Way of Peterborough	Jim Russell	705.742.8839
<b>E-mail</b>	jrussell@uwpeterborough.ca		
<b>Member 4</b>	Peterborough County-City Health Unit	Rosana Pellizzari	705.743.1000
<b>E-mail</b>	rpellizzari@pcchu.ca		
<b>Member 5</b>	Employment Planning and Counselling Centre	Karen Wilson	705.748.9110
<b>E-mail</b>	kwilson@jobspeterborough.ca		

### Budget

Expense Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Community Education and Engagement staff	\$33,700.00	\$33,700.00	\$33,700.00	\$0.00	\$0.00	\$101,100.00
Community Hub Support staff	\$19,400.00	\$19,900.00	\$20,500.00	\$0.00	\$0.00	\$59,800.00
Mileage	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$6,000.00
Communication and Promotion	\$1,500.00	\$1,500.00	\$1,000.00	\$0.00	\$0.00	\$4,000.00
Printing	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$3,000.00
Program and meeting costs	\$7,000.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$20,000.00
Evaluation	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,500.00
Rent and internet access	\$6,000.00	\$6,600.00	\$6,600.00	\$0.00	\$0.00	\$19,200.00

Book-keeping	\$2,800.00	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$7,000.00
Other administration	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$3,000.00
Office furniture	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Laptop and External Hard Drive	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
Printer (incl. scanner, ink jet, and photocopier)	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00

### Budget Year 1

Expense Item	Type	Notes	Requested
Community Education and Engagement staff	Salary	52 weeks @\$28 per hour for 21 hours per week + 10% for benefits	\$33,700.00
Community Hub Support staff	Salary	44 weeks @ \$18 per hour for 21 hours per week + 8 weeks for 7 hours per week + 10% for benefits	\$19,400.00
Mileage	Program Expenses	\$.50 per kilometer	\$2,000.00
Communication and Promotion	Program Expenses	Website, posters, newsletter, consultant services	\$1,500.00
Printing	Program Expenses	Reports, letters, minutes, etc.	\$1,000.00
Program and meeting costs	Program Expenses	Rental space, food, equipment, facilitation, transportation, and supplies	\$7,000.00
Evaluation	Program Expenses	Data collection, monitoring and meeting expenses	\$500.00
Rent and internet access	Administration	\$500 per month, shared by two staff	\$6,000.00
Book-keeping	Administration	Set-up 7 hours@\$35 /hrX3 days = \$735 Software = \$300 On-going book-keeping support 6 hrs/month@\$25/hr=\$1800	\$2,800.00
Other administration	Administration	Telephone service, postage, stationary, office supplies for two staff	\$1,000.00
Office furniture	Equipment	Desk, chair, four-drawer filing cabinet for Community Engagement staff	\$1,000.00
Laptop and External Hard Drive	Equipment	For Community Engagement staff	\$800.00
Printer (incl. scanner, ink jet, and photocopier)	Equipment	Shared two staff	\$300.00

### Budget Year 2

Expense Item	Type	Notes	Requested
Community Education and Engagement staff	Salary	52 weeks @\$28 per hour for 21 hours per week + 10% for benefits	\$33,700.00
Community Hub Support staff	Salary	44 weeks @ \$18.50 per hour for 21 hours per week + 8 weeks for 7 hours per week + 10% for benefits	\$19,900.00
Mileage	Program Expenses	\$.50 per kilometer	\$2,000.00
Communication and Promotion	Program Expenses	Website, posters, newsletter, consultant services	\$1,500.00
Printing	Program Expenses	Reports, letters, minutes, etc.	\$1,000.00
Program and meeting costs	Program Expenses	Rental space, food, equipment, facilitation, transportation, and supplies	\$6,500.00
Evaluation	Program Expenses	Data collection, monitoring and meeting expenses	\$500.00
Rent and internet access	Administration	\$550 per month, two staff	\$6,600.00
Book-keeping	Administration	On-going book-keeping support 7 hrs/mnth@\$25/hr=\$2100	\$2,100.00
Other administration	Administration	Telephone service, postage, stationary, office supplies for two staff	\$1,000.00
Office furniture	Equipment		\$0.00
Laptop and External Hard Drive	Equipment		\$0.00
Printer (incl. scanner, ink jet, and photocopier)	Equipment		\$0.00

### Budget Year 3

Expense Item	Type	Notes	Requested
Community Education and Engagement staff	Salary	52 weeks @\$28 per hour for 21 hours per week + 10% for benefits	\$33,700.00
Community Hub Support staff	Salary	44 weeks @ \$19 per hour for 21 hours per week + 8 weeks for 7 hours per week + 10% for benefits	\$20,500.00

Mileage	Program Expenses	\$.50 per kilometer	\$2,000.00
Communication and Promotion	Program Expenses	Website, posters, newsletter, consultant services	\$1,000.00
Printing	Program Expenses	Reports, letters, minutes, etc.	\$1,000.00
Program and meeting costs	Program Expenses	Rental space, food, equipment, facilitation, transportation, and supplies	\$6,500.00
Evaluation	Program Expenses	Data collection, monitoring and meeting expenses	\$500.00
Rent and internet access	Administration	\$550 per month, two staff	\$6,600.00
Book-keeping	Administration	On-going book-keeping support 7 hrs/mnth@\$25/hr=\$2100	\$2,100.00
Other administration	Administration	Telephone service, postage, stationary, office supplies for two staff	\$1,000.00
Office furniture	Equipment		\$0.00
Laptop and External Hard Drive	Equipment		\$0.00
Printer (incl. scanner, ink jet, and photocopier)	Equipment		\$0.00

**Total Request Amount:** **\$226,700**

**Renovations and Equipment**

- Does this application include requests for General Renovations?
- Does this application include requests for Accessibility Renovations?
- Does this application include requests for Equipment?

**Your Organizational Contribution**

Is your organization contributing any in-kind or cash resources to this initiative? Yes

**Cash** \$31,750

**In Kind** \$4,320

**Details of non-financial in-kind contributions**

1152 volunteer hours from PPRN Steering Committee and Executive Committee. \$4,320 in-kind contribution of staff time from a member of the Steering Committee. See attached document "In-Kind Donations" for details. Office furniture and laptop contributed from PPRN for Community Hub Support staff person.

**External Sources of Revenue for this Initiative (if applicable)**

Number of External Sources of Revenue for this Initiative (list up to five main sources) 5

**External Revenue Source 1** PPRN Planning Committee

**Contact Name** Jim Russell - United Way of Peterborough **Telephone** 705-742-8839

**E-mail** jrussell@uwpeterborough **Status** Secured

**Cash** \$0 **In Kind** \$43,200

**Notes** This represents 8 community partner representatives X 60 hours per year X \$30 per hour = \$14,400 X3 years = \$43,200. See attachment "In-Kind Donations" for list of partners.. 4 community volunteers will also contribute 720 hours to the Planning Committee over the life of the project.

**External Revenue Source 2** PPRN Hub Network

**Contact Name** John Martyn - Chair Neighbours in Action **Telephone** 705-745-0096

**E-mail** jnmart@nexicom.net **Status** Secured

**Cash** \$0 **In Kind** \$21,000

**Notes** Through "Neighbours in Action" (NIA) 15 community partners will contribute 12 hours/year X\$30 per hour = \$5,400 X 3 years =\$16,200. 3 community volunteers will also contribute 108 hours to NIA. As well, 8 agency representatives from both existing and emerging Hubs will contribute 10 hours per year X \$30/hr = \$2,400 X2 years =\$4,800 in Year 2 and Year 3 for the Hub Networking initiative. 5 community volunteers will contribute 100 hours over 2 years to this initiative.

**External Revenue Source 3** PPRN Communications Committee

**Contact Name** Kathy Neill - John Howard Society **Telephone** 705-743-8331

**E-mail** kneill@jhsptbo.com **Status** Secured

**Cash** \$0 **In Kind** \$5,580

**Notes** One community partner contributes 20 hours/ year at \$30 per hour = \$600 X 3 years = \$1,800  
One web support professional will contribute 36 hours/year at \$35 /hour = \$1,260/year X 3 years = \$3,780. Two community volunteers will also contribute 20 hours per year for three years = 120 hours.

#### External Revenue Source 4

Community consultation and events

**Contact Name** Christine Post- Peterborough County-City Health Unit **Telephone** 705-743-1000

**E-mail** cpost@pcchu.ca **Status** Secured

**Cash** \$0 **In Kind** \$0

**Notes** This represents five community partners x 20 hours/year x \$30 per hour = \$3,000 x 3 years= \$9,000. Ten community volunteers will also contribute 10 hours/year = 100 hours x 3 years = 300 hours over 3 years.

#### External Revenue Source 5

Variety of Community Agencies and Prince of Wales School

**Contact Name** Laurie Mudd - Prince of Wales Public School **Telephone** 705-743-8596

**E-mail** laurie\_mudd@kprdsb.ca **Status** Secured

**Cash** \$0 **In Kind** \$9,120

**Notes** Meeting space for Planning Committee, Steering Committee, Communications Committee and Neighbours in Action. (4 meetings per month @ \$30 /meeting = \$1,440 /yr X 3 years = \$4,320) Office space, part-time, at Prince of Wales Public School for Community Hub Support staff person. (\$200 per monthX 8 months = \$1600 X3 years = \$4,800

### Describing the Initiative

**Please provide a clear and concrete summary of the initiative.**

#### What will be done? (250 words)

In November 2010, a two-year Trillium Foundation grant was awarded to the Peterborough Social Planning Council, which allowed for the creation of a PPRN Coordinator position to assist in the development of the governance structure and the initial communication strategy of the Network. This position also provided support to the development and enhancement of three community hubs. Through this grant, PPRN was able to leverage resources through the Job Creation Program of Employment Ontario which initiated more concrete support to one community hub, at Prince of Wales Public School. The current grant request builds on the momentum, successes, and the lessons learned over the last two years. As the Network has matured and developed, it is now able to assume the direct supervision of the grant and its associated employees. This grant will enhance our existing baseline activities, continue to support the networking of community Hubs and increase the effectiveness of the Poverty Reduction Network.

More specifically, through the current grant application, PPRN would like to 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; and 2) Through a Supports to Community Hubs initiative, which will support and enhance coordination of activities and services at both pre-existing PPRN and Community Hubs as well as other emerging community sponsored hubs in both Peterborough City and County.

Through the Public Education and Community Engagement Initiative the project will:

- Using a 'Collaborative Impact' framework, build on the recommendations of the 2012 planning and review session and the 2011 work plan documents, to engage the PPRN in developing and supporting the implementation of a five-year strategic Poverty Reduction Plan
- Enhance capacity of PPRN work groups in specific areas (community consultations, monthly updates on activities of Work Groups, report writing, proposal development, policy recommendations, communication campaigns, etc.)
- Maintain a central access point for local data and information on poverty-related issues
- Develop a stronger on-line presence through a revised website and enhanced use of social media
- Engage more people with lived experience with poverty as well as non-traditional partners, including businesses and institutions
- Implement the 2012 Fund Development Plan in stages, and move the PPRN towards a sustainable future

Through the Support to Community Hubs Initiative the project will:

- Provide support to existing and emerging community hubs, including consultation support, assistance building connections with community partners, identifying neighbourhood needs, engaging community members, and developing evaluation strategies
- Investigate the possibility of a network of neighbourhood hubs
- Assist community hubs in developing models for sustainability

#### How will it be done? (250 words)

Over the last few years PPRN has had many successes and has many lesson learned. PPRN has had the opportunity to develop internal strategic directions and momentum for future work (please see attached planning reports and Work Plans for more information).

The activities outlined in this grant will be directed by the collaborative partners at the Planning Committee, while the financial

and human resources will be monitored by the Steering Committee.  
Activities will be developed and expanded upon over a three-year period.

During the first year, the focus will be on developing the foundation of the initiative and a comprehensive list of indicators to evaluate the progress of the work. The main priorities in the first year will be to:

- Create the draft of a Strategic Poverty Reduction Plan for Peterborough
- Increase the capacity of the Communications Committee to guide improvements to the PPRN website, and the development of a social media profile
- Hire a Hub support staff person and based on lessons learned during the previous Trillium grant, work with existing and emerging Hubs to identify their support and networking needs
- Create a Sustainability Work Group to guide the development of a resource development plan for PPRN.

The key priorities of the second and third year of the project will be to:

- Finalize a Strategic Poverty Reduction Plan for Peterborough
- Implement the social media strategy for PPRN
- Develop relationships with businesses and institutions and provide opportunities for them to contribute to specific poverty reduction initiatives
- Creatively and effectively engage people with a lived experience of poverty
- Identify Terms of Reference for a network of community Hubs for sharing lessons learned, building partnerships and identifying resources for sustainability
- Investigate and implement a variety of options to increase PPRN sustainability, including grants, donations, membership fees, corporate sponsorship and community events.

As mentioned above, monitoring, evaluation, feedback, and reflection will be built into the process on an on-going basis.

### **Who will do the work? (250 words)**

With the support of this grant, the Network will enhance the capacity of the current PPRN Coordinator position to expand the Public Education and Community Engagement Initiative, and hire one part-time employee to fulfill the activities of the Community Hubs Initiative. The PPRN is supporting the Coordinator position with its own resources from March - July, 2013 in hopes of maintaining the considerable momentum already created by the first phase of the project.

Through the proposed project, the PPRN Coordinator will continue to work closely with community partners and volunteers through the seven PPRN Work Groups (Income Security, Food Security, Basic Needs, Employment and Training, Neighbours in Action, Housing, and Communications) to develop the support and resources necessary to fulfill all of the activities outlined. The Network currently involves over 60 agencies and dozens of volunteers and maintains a contact list of Friends of the PPRN of over 300 people.

The PPRN Coordinator will be accountable to both the Planning Committee (i.e. the Collaborative Partners of this grant) and the Steering Committee, as the current governing body.

The staff supporting the Community Hubs Initiative will work closely with the Neighbours In Action Work Group along with staff and volunteers of emerging and pre-existing hubs. This staff person will report on a day-to-day basis to the PPRN Coordinator.

Based on our experience with the previous grant, we have learned that it is important for staff to have a specialized focus on each of the two specific areas of work outlined in the proposal, as they require different skills and experience to be successful. Each position must develop relationships with different partners and communities which requires a considerable investment of time and energy.

### **Rationale for Funding the Initiative**

**Rationale for Funding the Initiative - Considering OTF's Strategic Framework. explain why this initiative should receive funding.**

#### **What are the changes you expect as a result of this initiative? (250 words)**

It is hoped that the greatest change as a result of this initiative would be to develop a true collaborative approach to poverty reduction initiatives in Peterborough, which will result in:

- Stronger PPRN capacity for coordination, collaborative action, strategic planning, and communication.
- A greater community engagement in issues relating to poverty;
- More opportunities for people with low-income to participate in decision-making processes;
- The engagement of non-traditional partners in poverty reduction initiatives;
- Greater capacity for agencies to respond to community issues and develop community projects;
- Enhanced community ability to respond to issues related to poverty in a timely fashion (i.e. changes to Social Assistance Benefits, changes to the daily meal program, etc.);
- Greater access to programs and services for people with low- incomes;
- Enhanced collaboration and communication between community Hubs through the sharing of resources and best-practices;
- Increased services and opportunities for children, youth, families, and other community members, including creative and recreational programming, social services, health and food security, community building events;
- Stronger and more vibrant neighbourhoods;

### **Who will benefit from these changes? (250 words)**



First, it will strengthen the "backbone organization" functions of PPRN of public education and community engagement (through strategic planning, enhanced communication, public information-sharing and education, and collaborative action). This will benefit people living in poverty through coordinated community action on policy development and service delivery, as well as through more opportunities to engage in decision-making processes. It will benefit community agencies by providing them with increased access to information and a more effective and coordinated use of their scarce resources.

Secondly, the project will provide support to local community hubs led both by PPRN and other community agencies (through information-sharing, networking, partnership-building, and enhanced programming and service delivery). This will benefit community residents through an increased access to resources and services related to their local needs. It will benefit community agencies through the sharing of expertise and experiences, and the development of new community connections with agencies, volunteers, and community members.

Thirdly, it will benefit the wider community by engaging a broad range of stakeholders in joint discussion and creative problem-solving to support a healthy community.

#### **Why does this work need to be done now? (250 words)**

Since 2008, when the PPRN became a community-led organization, PPRN has been laying the ground work and creating the structures necessary for the Network to be effective and relevant. It takes time to build partnerships, develop systems for sharing resources and services and to figure out how to work together. The PPRN is now ready to deepen and focus its work on collaborative approaches to reduce poverty, and to inform and engage the greater community. PPRN has gone through a long and deliberate development process and is now ready for growth by extending beyond our traditional partners. .

Currently there is a lot of momentum around poverty reduction initiatives and 'Collaborative Impact' in Peterborough. Despite changing economic times, over the past few years, the Network has been gaining momentum through a common voice on policy recommendations, greater communication, and capacity to support collaborative work.

Several individual community Hubs have developed very successfully in Peterborough the last few years, in a variety of school, church and community-based settings. Important lessons have been learned in each of the Hubs about community needs assessment, clarifying leadership, engaging community members, promoting events, building relationships with individuals and agencies providing programs, and developing sustainability of the Hub. Now there is an important opportunity to help the Hubs learn from each other. Further, with the conditional purchase of the former Mount St. Joseph property, the potential exists for the emergence of another significant community Hub development along with the engagement of people with a lived experience of poverty.

#### **Why are you the right organization to do the work? (250 words)**

One of the five conditions of the Collective Impact framework is the establishment of a "Backbone Organization" whose sole responsibility is to coordinate partner agencies, organizations, and individuals in the entire poverty reduction initiative. PPRN is now a non-profit organization with charitable status whose primary focus is to support the seven Work Groups and their work in various key areas related to Poverty Reduction.

With over 60 agencies represented at these Work Groups and dozens of individuals, it makes sense that PPRN act as the lead organization to bring people together to collectively address issues related to poverty, supported by a number of key collaborating organizations.

PPRN has the capacity to communicate with over 300 agencies and individuals on our contact list, we have a pre-established governance structure and communication strategy with the Network, and we are increasingly recognized in the community as a common voice for agencies and individuals who are addressing key issues related to poverty.

In regards to the Community Hub Initiative, PPRN has the capacity to link community partners on a broad scale. PPRN also has pre-existing relationships with many of the organizations who already operated established Hubs, as well as others who are hoping to develop Hubs. PPRN is in a unique position, as it does not offer and direct programs or services itself., Using a collaborative approach, PPRN hopes to provide resources and capacity to pre-existing organizations and not take the lead on developing programs and services independently.

#### **Measuring Impact and Support**

##### **Where will the work take place (e.g. which community, neighbourhood, etc.)?**

As mentioned above, the work will take place at both the neighbourhood level through the on-going work of the Hubs, as well as at the community level with the Community Education and Engagement program.

As the PPRN Coordinator has been successfully working out of the Peterborough Social Planning Council office, it is anticipated that the Coordinator will continue to work out of a partnering organization. At the current time, the Coordinator is working out of an office at the Community Counselling and Resource Centre. This structure helps to build relationships and enhances the capacity and profile of both organizations.

The Community Hubs Initiative staff person will ideally use the PPRN office as a home base, while also spending time at the Hub locations to build strong relationships and understanding of the culture at the various Hubs. Space has already been secured at Prince of Wales Public School for the time the Hub support person is working in that setting.

After the initial phase of the project, it will be determined where the best location is for the Hub support person to be based.

##### **If applicable, tell us which organizations or groups will contribute to the work and what role they will play? (i.e. resources/participation)**

As mentioned above, there are currently over 60 organizations and dozens of individuals working in association with the PPRN. Each of these organizations and members of Work Groups will play a variety of roles in helping guide the work of the Network. From sharing information, resources, and best practices, to contributing ideas for strategic planning, to participating in community consultations, to enhancing communications, there are a number of ways that individuals and agencies can help

support and contribute to the work of the Network.

As outlined in the Collaborative Agreement, there are a number of key agencies who will help contribute to, and guide the work of, the Network through the PPRN Planning Committee. All of the following organizations have agreed to provide support to this initiative through in-kind contributions (please see Collaborative Agreement for more information about the specific roles of the various agencies):

United Way of Peterborough and District  
Peterborough Social Planning Council  
Habitat for Humanity Peterborough and District  
Employment Planning and Counselling Peterborough  
Peterborough Community Legal Centre  
Peterborough County-City Health Unit  
Peterborough Family Resource Centre

Additionally, the following agencies have also agreed to support the initiatives by partnering in activities, events, and special projects:

- Community Counselling and Resource Centre
- Prince of Wales Public School
- George Street United Church
- John Howard Society
- Kawartha Child Care

### **How will you know you have succeeded? What measurements will help you decide if you have been successful?**

PPRN will know we have succeeded when we have a sustainable and effective collaboration with a common vision, agenda, and priorities. We will know that we have achieved this when we have completed the following:

- A comprehensive five-year Strategic Plan outlining tangible goals for collaborative poverty reduction initiatives, indicators to measure success, and roles and accountability for how these goals will be achieved is created.
- There is an enhanced ability to respond to issues related to poverty in a timely fashion (a collaborative framework is in place, communications systems are in effect, relationships between individuals and agencies are established)
- There is a stronger PPRN capacity for coordination, collaborative action, strategic planning, and communication
- PPRN will monitor overall impact of central collaborative projects, such as number of people engaged or served, feedback on effectiveness, outcome of the project, i.e. policy changes, additional resources or services, etc.
- A sustainability plan is in place for the Network

PPRN will know we have succeeded when there is greater community engagement on issues related to poverty. We will know we have achieved this when we have completed the following:

- Developed and launched a social media campaign, with new 'followers' engaged as a result.
- Revised the PPRN website to make it more accessible (including sign up for updates online and include current links to member community agencies).
- Through the website, provided key links to media articles and reports weekly on local issues related to poverty
- Through the website, provided links to regional, provincial and national poverty reduction initiatives
- At least 10 agencies have links to PPRN website on their own websites
- A system for regular PPRN updates is in place, where the Friends of PPRN contact list will receive 12-20 updates per year
- The Friends of PPRN contact list grows by 10% with a focus on non-traditional partners and people with lived experience in poverty
- 5- 10 presentations to non-traditional/potential new partners occur over two years
- There is a 15% increase in participation from non-traditional partners and people with lived experience in Work Groups
- A communication strategy for reaching people with lived experience, including people with no access to the internet, is developed and implemented
- The Communication Committee is expanded by at least three new members

PPRN will know we have succeeded when there is a strong and supportive network of community neighbourhood Hubs. We will know we have achieved this when we have completed the following:

- Through consultation with the Hubs, community members are engaged, unmet needs are identified, and a sustainable plan is in place to support the Hubs.
- Greater access to creative and recreational programming, social services, health and food security, community building events through shared resources and best practices, coordinated communications, and greater capacity at community Hubs
- Stronger and more vibrant neighbourhoods through greater opportunities for neighbourhood involvement
- An active and dynamic network of community Hubs is created
- All impacts of PPRN contribution to initiatives are tracked (i.e. new services, increased participation in activities, sources of funding, number of community members/organizations engaged)

## Maintenance

### Describe how you plan to maintain and replace the equipment or prepare for future maintenance or repairs of the renovated space.

Based on the success of PPRN being based in a partner organization's office, it is hoped that this partnership can be continued in the future.

PPRN has purchased insurance to cover the costs of equipment and office contents. Further, all equipment will be kept in a locked office and will only be used by PPRN staff.

There is also currently a budget for equipment and maintenance should the need arise.

## Lasting Impact

### Will this initiative have lasting impact and how would you describe it? Will the activities continue beyond the term of the grant and if so, how will you ensure that they can continue?

Ideally, the lasting impact of the Community Education and Engagement project would be to have a sustainable and effective collaboration with a common vision, agenda, priorities, and actions to reducing poverty in Peterborough. This would include:

- A comprehensive five-year Strategic Plan outlining tangible goals for collaborative poverty reduction initiatives, indicators to measure success, and roles and accountability for how these goals will be achieved is created and the community will be well on our way to achieving them.
- There will be an enhanced ability to respond to issues related to poverty in a timely fashion (a collaborative framework is in place, communications systems are in effect, relationships between individuals and agencies are established). There will be a sound communication system in place both internal to the Network as well as with the greater community.
- More people with lived experience will have opportunities to participate in decision-making processes on issues affecting them.
- There will be a greater awareness of issues related to poverty and the roles that people, institutions and agencies can play in helping to reduce poverty

Ideally, the lasting impact of the Hubs Initiative would be to have an active and dynamic network of community Hubs that enables greater coordination capacity and sharing of resources and best-practices amongst community Hubs. This would result in:

- An increase in services and opportunities for children, youth, families, and other community members.
- A greater understanding of community priorities for activities and services that could benefit from enhanced capacity
- Stronger and more vibrant neighbourhoods through greater opportunities for neighbourhood involvement and greater access to creative and recreational programming, social services, health and food security.

A successful project will lead to coordinated, effective poverty-reduction in Peterborough, led by a broadly engaged population, vibrant neighbourhoods and a sustainable Poverty Reduction Network.

## Volunteers

**How many volunteers will contribute to the work?**

24

**How many volunteer hours will be contributed?**

1348

### What will be the role of the volunteers?

As mentioned throughout this application, the PPRN is made up solely of community volunteers and agency representatives.

For the purpose of this project proposal, we have included only the work of the volunteers directly associated with this project and not the greater work of the Network.

The roles of the volunteers will be in at least one of three areas:

#### 1. The Communications Committee

Currently there are two community volunteers who sit on this committee and one agency representative.

This group will be responsible for providing guidance and support to the Coordinator in developing the communication strategies, newsletters, website design and content. This committee will continue to meet bi-monthly to provide updates on the work accomplished.

#### 2. The Neighbours in Action Committee and Hubs Initiative Partners

Currently there are three community volunteers who sit on the Neighbours In Action committee and 15 agency representatives.

The role of this group is to help identify needs in the community and devise strategies to meet these needs and to help contribute to the ongoing sustainability and governance of the Hubs.

Ideally these volunteers will help provide insight, knowledge, resources, and guidance to the Hubs Initiative staff person.

#### 3. Planning Committee and Steering Committee

The members of the Planning Committee will be responsible for contributing to broad policy and planning decisions. All members will attend a monthly meeting and provide knowledge, resources, and expertise of their agency and individual perspectives.

The following is a list of the partner organizations and what they have agreed to contribute, as agreed to in the Collaborative



Agreement:

**Habitat for Humanity:**

Habitat for Humanity will act as a link to the Housing Work Group of the PPRN and to the Affordable Housing Action Committee. It provides expertise in housing security, affordability and availability in Peterborough.

**Peterborough Community Legal Centre:**

The PCL C will act as a link to the Income Security Work Group of the PPRN. It also participates on the Neighbours in Action project. It generally provides expertise in policy development and advocacy on behalf of people with a lived experience of poverty.

**Peterborough County-City Health Unit:**

PCCHU will act as a link to the Community Food Network and the Kawartha Community Food Hub initiative. It provides a key bridge to the food security programs that may take place at various community hubs. It also brings data and communication expertise related to the annual Poverty Report Card and the broader social determinants of health.

**Employment Planning and Counselling Peterborough:**

Peterborough Employment Planning and Counselling will act as a link to the Employment and Training Work Group of the PPRN. It also provides access to employment and labour market data and employment program information.

**Peterborough Social Planning Council:**

PSPC will act as a link to the Basic Needs Work Group of the PPRN. It offers essential research, consultation and information resources to the Network. It also Co-Chairs the Housing Work Group of the Network.

**United Way of Peterborough and District:**

The United Way will act as a link to the Steering Committee of PPRN. It also provides a link to its 32 Member Agencies and has extensive knowledge of community needs and services.

**Peterborough Family Resource Centre:**

PFRC will act as a link to the Neighbours in Action Work Group of the PPRN. It provides expertise on community Hub development, links to the Peterborough Planning Table on Children and Youth, and extensive knowledge of the needs of families and the programs available to them in our community.

The PPRN Steering Committee, which is made up of 8 community volunteers and 1 agency representative, will take responsibility as the lead applicant for the project. The agency will be responsible for the contractual relationship with the Ontario Trillium Foundation and will assume responsibility for fiscal accountability as well as any required reporting documentation. The Steering Committee of the Network will be responsible for hiring and supervising the Network Coordinator (Public Education and Community Engagement Lead) and through that position, the Community Hub Support lead. Both positions will provide updates to the collaborating partners through monthly meetings of the Planning Committee, which will in turn provide a monthly update to the Steering Committee of PPRN.

**Board of Directors List**

Do you have a list of the members of your Board Of Directors?

Yes

Attached Board of Directors List	#	File Name	Size	Date
	1.	<a href="#">PPRN Steering Committee Members 2012-co...</a>	KB	1423/01/2013 13:33

**Financial Statements**

Do you have Financial Statements?

Yes

Attached Financial Statements	#	File Name	Size	Date
	1.	<a href="#">PPRN Financial Statement ending March 31...</a>	4732 KB	28/01/2013 10:00
	2.	<a href="#">PPRN financial ending March 31, 2012.pdf</a>	5909 KB	28/01/2013 10:01

**Operating Budget**

Do you have an Operating Budget?

Yes

Attached Operating Budget	#	File Name	Size	Date
	1.	<a href="#">2013_Operating_Budget_PPRN.doc</a>	272 KB	26/02/2013 13:45

**Additional Information**

**Additional Comments**

Please find attached several documents that support this request for Trillium funding and demonstrate the momentum of the PPRN, including:

- Four PPRN Planning Documents (Dec. 7 Strategic Planning Summary; PPRN Planning Template; PPRN Planning and Review Session Report; PPRN Work Plan Summary Sheets)
- Three PPRN quarterly newsletters
- The 2011 Poverty Report Card

- Five Letters of Support from agencies beyond the Collaborative partners
- 2012 PPRN List of Accomplishments
- PPRN Fund Development Plan
- Two Hub Reports (Otonabee Valley and Prince of Wales)
- A summary of In-Kind donations to the project

We also invite you to visit our website, [www.pprn.ca](http://www.pprn.ca), to gain a better understanding of the seven Work Groups and how the Network operates. In particular, on the Updates page, there are a number of media links that outline some of the important work that the Network has been involved in and how it is making a significant impact in the community.

#	File Name	Size	Date
	<a href="#">1.2011_Poverty_Report_Card.pdf</a>	5137 KB	30/01/2013 12:38
	<a href="#">2.2012_List_of_Accomplishments.docx</a>	276 KB	24/02/2013 17:23
	<a href="#">3.Autumn_Newsletter_2012.pdf</a>	670 KB	30/01/2013 12:39
	<a href="#">4.CCRC_Letter_for_PPRN_2013.pdf</a>	41 KB	24/02/2013 17:28
	<a href="#">5.Dec_7_Strategic_Planning_Summary.pdf</a>	335 KB	30/01/2013 12:38
	<a href="#">6.Fund_Development_Plan_2012.docx</a>	103 KB	24/02/2013 17:23
	<a href="#">7.GSUC_PPRN_Trillium_support_ltr.pdf</a>	4046 KB	28/02/2013 20:20
	<a href="#">8.In-Kind_Donations_2013.doc</a>	39 KB	26/02/2013 17:28
<b>Additional Attachments</b>	<a href="#">9.Letter_of_Support_-_Prince_of_Wales.pdf</a>	383 KB	28/02/2013 20:19
	<a href="#">10.Letter_of_Support_Kawartha_Child_Care.pd...</a>	341 KB	26/02/2013 17:31
	<a href="#">11.Letter_of_support_Building_Comm_Capacity...</a>	43 KB	24/02/2013 17:23
	<a href="#">12.POW_Community_Hub_Report.doc</a>	767 KB	24/02/2013 17:24
	<a href="#">13.PPRN_Planning_Template- June_6_2011.doc</a>	1212 KB	30/01/2013 12:38
	<a href="#">14.PPRN_Planning_and_Review_Session_Report...</a>	1073 KB	24/02/2013 17:24
	<a href="#">15.PPRN_Work_Plan_Summary_Sheets.pdf</a>	1312 KB	24/02/2013 17:29
	<a href="#">16.REPORT_-_OV_and_PPRN_Final.pdf</a>	3231 KB	24/02/2013 17:25
	<a href="#">17.Summer_Newsletter.pdf</a>	533 KB	30/01/2013 12:39
	<a href="#">18.Winter_Newsletter_2012.pdf</a>	501 KB	30/01/2013 12:39

#### Declaration Section

**I confirm that:**

- the information contained in this application and the accompanying documents is true, accurate and complete
- that our organization values diversity and the personal, cultural, social and economic benefit that it brings, and that we support and adhere to the Ontario Human Rights Code (as required under the Foundation's Program Guidelines)
- that our organizational representative with designated signing authority/decision making authority in our organization has authorized this application

**I acknowledge that if this application is approved, our organization will be required to enter into a formal, legally binding agreement with the Ontario Trillium Foundation that will outline the terms and conditions of the grant.**

**I acknowledge that I have reviewed and updated our organizational profile.**