

**Partner
with us**

Partnership proposal application form

Partnership, for the purpose of this document, is a formal agreement entered between an organization and the Workers' Compensation Board (WCB) for the purpose of fulfilling common goals over a specified period of time.

Project, for the purposes of this document, includes, but is not limited to projects, targeted programs, research, education and promotion that support the reduction of serious injuries and fatalities in the province.

Section A: Tell us about your organization

Organization: _____

Name of project: _____

Duration of project: _____

Contact person name: _____

Contact person title: _____

Phone: _____ Email: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

What is the nature of your organization?

- ☐ Non-profit
- ☐ For-profit business
- ☐ Community group
- ☐ Educational
- ☐ Municipal
- ☐ Other - please specify: _____

Has your organization received funding from WorkSafe Saskatchewan or the WCB in the past?

- ☐ No
- ☐ Yes (If yes please elaborate below)

Section B: Tell us about your request

1) What are you requesting?

- ☐ Funding for a single-year project

Amount: \$ _____

- ☐ Funding for a multi-year or recurring project

Number of years: _____ Amount per year: \$ _____

2) How many people will your project reach?

Expected audience /number of participants: _____

Target audience:

- ☐ Workers
☐ Employers
☐ Youth
☐ General public
☐ Other - please specify

3) Executive summary of project: Provide a brief summary of the project that WorkSafe Saskatchewan can use as a project description for our grant adjudication and communication purposes. Attach extra pages if required.

4) Describe in detail how your project will advance fatality and injury prevention, the promotion of workplace health and well-being and safety in Saskatchewan.

Indicate which of the following broad goals fall under your project (check all that apply):

- ☐ (a) Preventing workplace fatalities and serious injuries in Saskatchewan.
- ☐ (b) Fulfilling WorkSafe Saskatchewan's strategic goals and objectives.
- ☐ (c) Supporting Saskatchewan workers and employers to eliminate injuries and restore abilities.
- ☐ (d) Creating public awareness about the importance of workplace safety, health and well-being and injury prevention.
- ☐ (e) Building new relationships between WorkSafe Saskatchewan and employers and/or workers.
- ☐ (f) Building relationships between WorkSafe Saskatchewan and the community.
- ☐ (g) Building or promoting safety culture in the workplace or community.
- ☐ (h) Educating a particular industry or group on workplace safety and injury prevention.

Provide detailed information below on how your project will contribute to achieving each broad goal (a-h) checked above. Attach extra pages if required.

5) Describe the expected outcomes, benefits or results of your project. Include how you will measure the success of your project (*key performance indicators*) and what information you will gather to evaluate success (*data collection methodology*). Attach extra pages if required.

Objectives:

Key performance indicators:

Data collection methodology:

6) Indicate below the primary or major types of activities that will occur to carry out the project with start and end dates, as well as anticipated outputs for each activity. Attach extra pages if required.

An output is a direct, tangible, and measurable product of an activity. The anticipated output is usually expressed as a quantity of goods or services that are expected to be produced and/or delivered.

(1) Activity description:

Anticipated outputs:

Start date: _____ End date: _____

(2) Activity description:

Anticipated outputs:

Start date: _____ End date: _____

(3) Activity description:

Anticipated outputs:

Start date: _____ End date: _____

(4) Activity description:

Anticipated outputs:

Start date: _____ End date: _____

7) If your proposal is funded, describe how you will recognize WorkSafe Saskatchewan. Attach extra pages if required.

Section C: Financial information

Proposed budget

Provide all estimated expenses for the project you are requesting WorkSafe Saskatchewan to support.

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Item description: _____ Amount: _____

Total project budget: \$ _____

Additional project funding

Does your project have other sources of funding such as government grants, charitable foundation grants, corporate/business sponsorship or from fundraising/donations?

Total additional project funding: \$ _____

Section D: Other information

If applicable, tell us anything else about your organization or project that would be helpful in considering your proposal.

Section E: Declaration

I acknowledge that I have read and understand the funding guidelines, and accept my organization's responsibilities for reporting and financial tracking as conditions of funding, should our proposal be accepted.

I further confirm that to the best of my knowledge, the information submitted in this application is accurate and complete.

Name of authorized representative: _____

Title of authorized representative: _____

Signature: _____

Date: _____

For office use only	
Date received:	Partnership approval evaluation worksheet completed: ☐ Yes ☐ No
Date decision made:	Approval recommendation: ☐ Yes ☐ No
Response sent:	Manager/director approval: ☐ Yes ☐ No
Approved by:	Executive / WSS committee approval ☐ Yes ☐ No ☐ N/A
Contract sent:	Contract returned:
Final report due date:	If applicable, interim report date(s):
Comments:	

Updated: 09/25