



COMMUNITY
YWCA
MUSKOKA

A TURNING POINT
FOR WOMEN

REQUEST FOR PROPOSALS

Circles® South Muskoka

Issuing Office:

YWCA Muskoka
440 Ecclestone Drive
Bracebridge, Ontario
P1L1Z6
www.ywcamuskoka.com

Deadline for submissions: February 15, 2019

Table of Contents

Statement of Work..... 2
 Title..... 2
 Context 2
 The Project 2
Project Scope..... 3
Timeline..... 4
Confidentiality, Privacy and Copyright..... 4
Proposal Instructions..... 4
 Budget 4
Rights of Organization..... 5
Contact Information..... 5

Statement of Work

Title

Circles® South Muskoka

Context

YWCA Muskoka champions positive change for women and girls through education, leadership and advocacy. We focus on: providing youth leadership and education; building economic resilience and social capital for women and their families; preventing violence against women; and developing an innovative, sustainable and responsive organization. YWCA Muskoka is the smallest of Canada's 32 YWCA's and celebrated its 20th anniversary in 2017. We are well known in the Muskoka community for programs such as Getting Ahead, Circles® Muskoka, Women in Business, Girlz Unplugged, Quest, and the Women of Distinction Awards Gala.

The Project

The *Circles® South Muskoka* is an Ontario Trillium Foundation (OTF) funded program that is extending an already successful model of Circles® that has been launched in Huntsville, Ontario (North Muskoka) by YWCA Muskoka with 4 partnering organizations. Circles® aims to 'inspire and equip families and communities to resolve poverty and thrive'. Over the three years, the project will engage at least 209 people, steered by an Advisory Group made up of 7 organizations. It will provide opportunities to extend community partnerships and connections, and build relationships across economic lines via a connected Circles® community from different backgrounds who share skills to move forward in life and find local community-based solutions to poverty-related issues.

The project aims to engage with 90 volunteers and train 75 individuals through the *Bridges Out of Poverty* framework; while building upon relationships with local businesses, service providers, churches, women's organizations and emergency services with the intention of creating a healthier; connected and equitable community.

Circles® offers a 'longer next step' for graduates of Getting Ahead in a Just Gettin' by World (programs for individuals in poverty which YWCA Muskoka has delivered with partners since 2012 - the content of which is also 'shaped' by the participants themselves). Circles® brings people across income groups and social divides together to build intentional relationships; while providing a safe, empowering; connected space. Leaders (individuals or families living in poverty) are matched with Allies (volunteers) to meet 3 times per month over an average of 18 months, to share food, build peer support, engage in community opportunities; share networks with the aim of achieving their own 'plan of change'. Programs are shaped by the voices of the Circles community to empower and create a sense of belonging. Confidentiality policies and structures are also created by the Circles group themselves via staff facilitation.

The monthly Big View meetings provide a forum for discussing and identifying solutions to larger community issues such as affordable housing and transportation.

Project Scope

The priority outcome of the project is “***Diverse groups work better together to shape community***” with a result of “***people having a say in shaping the services and programs that matter to them.***”

The project is expected to engage with 209 people over the period of the 36 months with a total of 15 project updates.

Program staff are also expected to keep the following records:

- substantiating fulfillment of specified targets, metrics, conditions, and requirements, if any, and make them available to OTF on request.
- relating to operations, employees, volunteer and program participant numbers, and make them available to OTF on request.

YWCA Muskoka is interested in working collaboratively with an evaluator interested in co-creating with innovative and impactful tools to demonstrate the impact and progress of this exciting initiative. It is hoped the contracted evaluator shares a passion for community initiatives, collaboration, and poverty reduction.

The anticipated evaluation activities should include:

- Development of an evaluation plan in collaboration with YWCA Muskoka;
- Consultation and collaboration with program staff;
- Ongoing monitoring and check-ins with program staff;
- Development/refinement of evaluation surveys (pre/post) for Bridges Out of Poverty workshops, data analysis and write up of results;
- Development of evaluation surveys (pre/post) for Allies co-created in collaboration with program staff; administration of survey, data analysis and write-up of results;
- Development of evaluation surveys (pre/post) for Circles Leaders co-created in collaboration with program staff; administration of survey, data analysis and write-up of results;
- Development of interview guide and focus group for Circles Leaders; transcription of data and analysis
- Development of online Advisory Group survey; administration and data analysis;
- Development of data and metric tracking system for program in collaboration with staff;
- Annual evaluation updates and support for progress reporting and final report.

The initial project plan is included in Appendix A¹.

¹ Please note the timeline is an estimate based on the Grant proposal and is subject to change.

Project Requirements Timeline

YWCA Muskoka has received a 36-month Grow grant from the Ontario Trillium Foundation. The reporting schedule is as follows:

- Engagement with OTF: April 12, 2019
- Progress Report: October 13, 2019
- Engagement with OTF: April 11, 2020
- Progress Report: October 12, 2020
- Engagement with OTF: April 11, 2021
- Final Report: December 1, 2021

Confidentiality, Privacy and Copyright

The successful applicant shall not disclose to any party any confidential information gained or resulting from activities undertaken under this project, nor shall the applicant disclose any information concerning YWCA Muskoka or their affairs where such information is obtained through this project.

It is understood that YWCA Muskoka retains ownership of any and all materials and intellectual property created, designed, or produced as a result of activities undertaken by the successful applicant when awarded this project.

Proposal Instructions

1. Applicants must submit their company name, business/HST number and references;
2. The proposal must demonstrate how the objectives and deliverables for the project will be met;
3. Submit by email to ajones@ywcamuskoka.com;
4. Word format or PDF;
5. Project timeline for evaluation is approximately from March 1, 2019 until November 30, 2021;
6. Estimates/budgets must remain firm until November 30, 2021;
7. No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP;
8. Costs for work before the receipt of a signed contract are not eligible for inclusion in the contract; and,
9. YWCA Muskoka reserves the right not to award a contract as a result of this RFP.

Budget

- The proposal must include a detailed budget not to exceed \$28,862.00 (*plus HST*) over a period of 33 months.
- Please indicate the billing rate, and any applicable taxes.

- Budget for travel, accommodations and site visits must be inclusive of the budget.

Rights of Organization

YWCA Muskoka reserves the right to:

- Enter into negotiations with one or more bidders on any or all aspects of this proposal
- Accept any proposal in whole or in part.
- Cancel and/or re-issue this requirement at any time.
- Award one or more contracts.
- Verify any or all information provided by the bidder with respect to this requirement.

Contact Information

Please electronically submit your proposal to:

Amy Jones, Project Coordinator Circles South Muskoka

YWCA Muskoka

440 Ecclestone Drive, Bracebridge, Ontario, P1L1Z6

705-645-9827

ajones@ywcamuskoka.com

Appendix A

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 1 – 2018/2019				
Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
7 representatives from diverse community organizations are engaged in the advisory group	Promote Schedule Three Meetings Communicate Invite new members via networks Develop Terms of Reference Minute meetings Track level of engagement	Promote October recruit organizations and representatives Schedule 3 meetings - November, January, May	Coordinator Email/phone Meeting space Internet Cross-Representation Computer Minute taker for meetings Space	Coordinator prepares and promotes advisory group; Chair works with advisory group to hold quarterly meetings; Minutes are taken and circulated, evaluated on satisfaction, value, engagement and participation
20 volunteers are recruited to assist in launch of Circles®	Hold community meetings Contact Bridges Out of Poverty Graduates Promote Screen potential volunteers Complete paperwork	October find space November - hold community meetings December/January/February interview potential volunteers and screen intake. Source organisations able to donate food and	Coordinator, Circles coach, quality training and orientations, Police record Checks Meeting space Admin support Food	Circles Coach is responsible for interviewing and screening potential Allies Circles coordinator responsible for booking space interviewing food and childcare volunteers.

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 1 – 2018/2019

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
		food volunteers		
25 people are trained in Bridges out of Poverty framework to challenge/change perspectives in order to update programs and communication with lower income individuals	Source space; book sound; book food; promote; book speaker; find lived experience speaker; collaborate with organisations from Advisory Group and Gravenhurst Against Poverty	Sept/October - arrange logistics (space; speaker; date; food) to hold workshop in November.	guest trainer - \$5000; food \$375, materials \$900, space rental \$100, advertising \$400 = \$5775, evaluation	Circles Coordinator reporting to Executive Director; Community Partners.
5 Leaders (individual participants and whole families) are oriented and engaged in Circles in its initial launch in a new community	Contact Getting Ahead graduates; Interview and screen; complete paperwork and assess suitability. Train Leaders.	January/Feb - interview potential Getting Ahead grads. March/April - train and screen.	Orientation materials, meeting space, travel assistance; childminding service, screening paperwork	Circles Coach
1 new Circles site initiative is launched with 3 meetings each month accompanied by	recruit organisations; find space; plan curriculum for adults and children; assess suitability of space;	June/July/August - plan logistics - Sept 2019 - Circles begins	staff trained in Circles (2 @ \$3000); space; food; volunteers	Circles Coordinator (logistics) and Coach (manage curriculum and relationships)

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 1 – 2018/2019

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
a meal to bring diverse people together and shape the Circles program	plan dates; book guest speakers; create policies as a community eg confidentiality;			

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 2 – 2019/2020

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
7 representatives from diverse community organisations are engaged in the advisory group to shape the project	Promote, Schedule 4 meetings; communicate, invite new members via networks; schedule meetings; take minutes; track level of engagement	Recruit more organizations and representatives, schedule 4 meetings - October, January, April, June.	Coordinator; email/phone; meeting space; internet; cross-representation; computer; minute taker for meetings; space	Coordinator prepares and promotes advisory group; Chair; works with advisory group to hold quarterly meetings; minutes are taken and circulated, evaluated on satisfaction, value, engagement and participation
30 volunteers are engaged to assist Circles to provide food/childcare	Hold community meetings; contact Bridges out of poverty graduates; promote;	July/August interview potential volunteers and screen intake.	Coordinator, Circles coach, quality training and orientations,	Coordinator (food and childcare) Coach (Allies)

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 2 – 2019/2020

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
and possible Allies to befriend Circle Leaders and shape programs	screen potential volunteers; complete paperwork.	Source organisations able to donate food and food volunteers. Recruit more Allies if necessary	Police record checks; meeting space, admin support, food	
25 people are trained in Bridges out of Poverty framework to challenge/change perspectives in order to update programs and communication with lower income individuals	Source space; book sound; book food; promote; book speaker; find lived experience speaker; collaborate with organisations from Advisory Group and Gravenhurst Against Poverty	Sept/October - arrange logistics (space; speaker; date; food) to hold workshop in November.	local trainer - \$3000; food \$375, materials \$900, space rental \$100, advertising \$400 = \$3775 evaluation	Circles Coordinator reporting to Executive Director; Community Partners.
10 Leaders (participants) are engaged in regular Circles sessions shaped by the voices of the Circles community	Participants shape curriculum via staff facilitation. Curriculum planned and delivered using guest speakers and individuals from Circles. Listen to	Sept 2019-June 2020; Progress checks Dec and June.	Orientation materials, meeting space, travel assistance; childminding service,	Circles coach

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 2 – 2019/2020

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
	<p>voices of Circles and shape policies and practices in response; match Allies with Circle Leaders. Progress checks held every 6 months to ensure Leaders are empowered by 'future stories' and connecting with their Allies and the community as a whole.</p>			
<p>15 Circles sessions are held (including 6 Big View meetings) Wherein leaders/allies are shaping services/programs and informing community needs</p>	<p>Engage the Circles community to decide on an issue to take action on as a community. Source individuals to contribute to Big View from Circles and the wider community</p>	<p>Sept/Dec decide on Big View topic; Deliver Circles x3 per month from Sept 2019 to June 2020</p>	<p>annual license \$5000, Coordinator, Circles Coach, community team, food, food prep team, meeting space, materials, curriculum, evaluation, 1 staff trained in Circles (\$3000)</p>	<p>Circles Coach (Curriculum and relationship management) Circles Coordinator (food; kids programming and logistics)</p>

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 3 – 2020/2021

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
7 representatives from diverse community organisations are engaged in the advisory group to shape the project	email/phone; meeting space; internet; cross-representation; computer; minute taker for meetings; space; track level of engagement	promote October, recruit organizations and representatives, schedule 3 meetings - November, January, May	Coordinator, email/phone, meeting space, internet, cross-representation, computer/minute taker	Coordinator prepares and promotes advisory group; Chair; works with advisory group to hold quarterly meetings; minutes are taken and circulated, evaluated on satisfaction, value, engagement and participation
40 volunteers are engaged to assist Circles to provide food/childcare and possible Allies to befriend Circle Leaders and shape programs	Hold community meetings; contact Bridges out of poverty graduates; promote; screen potential volunteers; complete paperwork.	November - hold community meetings; December/January/February interview potential volunteers and screen intake. Source organisations able to donate food and food volunteers	Coordinator, Circles coach, quality training and orientations, Police record checks; meeting space, admin support, food	Circles Coach is responsible for interviewing potential Allies; Circles coordinator responsible for booking space; interviewing food and childcare volunteers.
25 people are	Source space; book sound; book food;	Sept/October - arrange logistics	local trainer -	Circles Coordinator reporting to

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 3 – 2020/2021

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
<p>trained in Bridges out of Poverty framework to challenge/change perspectives in order to update programs and communication with lower income individuals</p>	<p>promote; book speaker; find lived experience speaker; collaborate with organisations from Advisory Group and Gravenhurst Against Poverty</p>	<p>(space; speaker; date; food) to hold workshop in November.</p>	<p>\$3000; food \$375, materials \$900, space rental \$100, advertising \$400 = \$3775 evaluation</p>	<p>Executive Director; Community Partners.</p>
<p>15 Leaders (participants) are engaged in regular Circles sessions shaped by the voices of the Circles community</p>	<p>Participants shape curriculum via staff facilitation. Curriculum planned and delivered using guest speakers and individuals from Circles. Listen to voices of Circles and shape policies and practices in response; match Allies with Circle Leaders. Progress checks held every 6 months to</p>	<p>Sept 2020-June 2021; Progress checks Dec and June.</p>	<p>Orientation materials, meeting space, travel assistance; childminding service,</p>	<p>Circles coach</p>

CIRCLES® SOUTH MUSKOKA PROJECT PLAN – YEAR 3 – 2020/2021

Key Objectives	Activities	Schedule and Timeframe	Resources	Authority
	ensure Leaders are empowered by 'future stories' and connecting with their Allies and the community as a whole.			
15 Circles sessions are held (including 6 Big View meetings) Wherein leaders/allies are shaping services/programs and informing community needs	Engage the Circles community to decide on an issue to take action on as a community. Source individuals to contribute to Big View from Circles and the wider community	Sept/Dec decide on Big View topic; Deliver Circles x3 per month from Sept 2020 to June 2021	annual license \$5000, Coordinator, Circles Coach, community team, food, food prep team, meeting space, materials, curriculum, evaluation, 1 staff trained in Circles (\$3000)	Circles Coach (Curriculum and relationship management) Circles Coordinator (food; kids programming and logistics)