



## **PROJECT PARTNERSHIP APPLICATION FORM**

## **ONGOING LEARNING AND PROFESSIONAL DEVELOPMENT**

## **LETTER OF INTENT**

### **About CERIC**

In December 2001, the Canadian Education and Research Institute for Counselling (CERIC), was launched to encourage and provide education and research programs related to the development, analysis, and assessment of the current counselling and career development theories and practices in Canada.

CERIC is currently accepting proposals for projects that promote and/or support career counselling related research, learning, and professional development opportunities and material.

For 2011- 2012 CERIC is especially interested in the following areas:

- **New emerging career development theories and career management models**
- **The impact of social media on how career practitioners are doing their work**
- **Entrepreneurial education and career development**

**Funding will not necessarily be limited to these special interest areas.** If you have a career related project that promises innovation in the area of career counselling and development, please submit a Letter of Intent. Upon receipt of your Letter of Intent, you will be notified if you have been approved to proceed with the preparation of a formal funding proposal.

Letters of Intent are welcome from individuals, non profit organizations, community based organizations, agencies and educational institutions.

Visit our website for additional information.

*See reverse concerning the submission of Letter of Intent.*

## **Submission of Project Partnership Letter of Intent (LOI)**

Individuals or organizations seeking a project partnership are invited to submit a brief, outline of their project that is **no longer than two pages in length**. Be sure to include the following:

1. **Contact Information:** Include name, address, phone, fax, email, website and charitable registration number, if applicable. Indicate who the principal contact is (and a cell phone number, if applicable).
2. **Brief Description:** Include the title of your project proposal. Outline the project and purpose for which resources are being requested. (Identify the need)
3. **Uniqueness:** Briefly describe any similar/related projects and how your project differs from them.
4. **Objectives:** List projects objectives and activities.
5. **Impact:** State the impact your project will have on the career counselling and career development field.
6. **Required Resources:** State the type of resources being requested (funding and other).
7. **Budget:** Provide an overall budget and timeline for the project.
8. **Additional Support:** List other groups/organizations **from whom you have requested or received resources.**

If your project Letter of Intent meets our interests, you will be invited to submit a detailed proposal to CERIC.

CERIC reviews Letters of Intent as they come in and generally meets monthly to review proposals. CERIC will keep all Letters of Intent on file for a maximum of one year.

Letters of Intent are welcomed in either English or French and should be submitted either by mail or electronically to:

CERIC  
18 Spadina Rd. Suite 200  
Toronto, ON M5R 2S7

[admin@ceric.ca](mailto:admin@ceric.ca)  
[www.ceric.ca](http://www.ceric.ca)