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| **CityLAB Challenge Submission Form – City of Hamilton Staff** |
| **Name of Staff Lead**Each project requires a designated staff lead to serve as the primary connection to the project team and to CityLAB. | Staff lead name:Staff lead email:Staff lead phone number:Staff lead’s position:Staff lead’s department:  |
| If there are other staff or community members who will be contributing to the project, please include their names here. |  |
| **Descriptive project title.**In 35 characters or less, what is the title of your project? Aim for something catchy, it doesn't have to describe everything, but it should get the audience's attention. This title can change but an interesting and creative title helps us easily share information about your challenge. |  |
| **Project description**Describe the issue you would like the project to tackle and how you would like students to help. Please provide some background and context to the work that you/your team does, describe the challenge you would like to pose, and add any extra information that will be helpful to students/faculty looking for a CityLAB challenge. Try to use plain language that faculty and students from a variety of disciplines will be able to easily understand. |   |
| **Summary of the challenge**In under 120 characters, how would you describe your challenge to students? Example 1: “What barriers do people experience in accessing wellness programs, and how can CityHousing support resident engagement?” Example 2: “How might we make active transportation more attractive for the McMaster community?” |  |
| **Deliverables/outputs**What would you like the students to do or produce? Select all that apply and/or add more information. | [ ] Primary Research (i.e. conducting surveys and/or collecting data)[ ] Secondary Research (i.e. review of literature and finding information from books and online)[ ] Feasibility Study[ ] Business Case[ ] Policy Paper[ ] Prototype (physical)[ ] Design[ ] Marketing Report[ ] Advertising Report[ ] Marketing Campaign[ ] Developing a Website[ ] App or Game Development[ ] Pilot[ ] Event or Workshop[ ] Other (please specify) |
| **Project location**Does your project idea take place in an area of Hamilton? Check out the Ward Boundary Map here: <https://www.hamilton.ca/municipal-election/election-information/ward-boundary-changes>  | [ ] Ward 1 [ ] Ward 2 [ ] Ward 3[ ] Ward 4[ ] Ward 5[ ] Ward 6[ ] Ward 7[ ] Ward 8[ ] Ward 9[ ] Ward 10[ ] Ward 11[ ] Ward 12[ ] Ward 13[ ] Ward 14[ ] Ward 15[ ] City-Wide |
| **Alignment with Strategic Priorities**﻿Please check all the Strategic Priorities that apply to your challenge | [ ] Community Engagement and Participation[ ] Economic Prosperity and Growth[ ] Healthy and Safe Communities[ ] Clean and Green[ ] Build Environment and Infrastructure[ ] Culture and Diversity[ ] Our People and Performance |
| **When are you available to begin this project?** | [ ] Winter semester 2024 (January - April)[ ] Fall semester 2024 (September – December)[ ] Winter semester 2025 (January - April)[ ] Other (please specify) |
| **Some projects require extra documentation in order to ensure success, particularly more complex ones involving the sharing of confidential information. Do you anticipate the need for a formal Memorandum of Understanding (MOU) or an information sharing document?** | [ ] Yes, I will require an MOU[ ] Yes, I will require an Information Sharing Agreement[ ] No, I will not require extra documentation[ ] I'm unsure, please contact me with more information |
| **Staff participation**CityLAB projects require staff participation, the exact amount to be co-determined with the instructor. Roughly how much time would you be able to commit to working with students in the form of meetings, presentations, and emails/phone calls? | [ ] Less than one hour/month[ ] One hour/month[ ] One hour/week[ ] Two hours/week[ ] More than 2 hours/week |
| **Do you have any original, relevant images that we can use to promote your challenge?**Please upload images here if you have any. |  |

**Questions and completed challenges through Word should be forwarded to Hannah Elgersma at** **Hannah.Elgersma@hamilton.ca**