



CityLAB Project Agreement Fall 2022

The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for help! Email us at citylab@hamilton.ca

COVID-19

As you plan for your project, please consider how it can be adapted to adhere to physical distancing regulations if needed. Taking some time to think through contingency plans with your partner will help ensure a successful and meaningful project, no matter the circumstances.

Project Title: Digital Equity and Grant Development

Is this project continuing from a previous CityLAB project?

- Yes
 No

If yes, what was the project title:

City staff details

City staff name: Kelly Austen
 Staff position: Senior Project Manager,
 Digital Innovation Office

Beasley Neighbourhood Association: Charlie
 Mattina

Instructor and student details

Instructor name: Chuck Ma
 Course name: 410 Capstone
 Number of students: TBD, 5-6 expected
 Student names (if known):

Project Description (what is the problem you are trying to solve and what is the context?)

If applicable, use the original challenge description found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.

The City of Hamilton offers a City Enrichment Fund which is the overall name for the City of Hamilton's municipal investment in a wide range of program areas that supports the City's strategic plan. The fund comprises 7 Program Areas (Agriculture, Arts, Communities, Culture & Heritage, Community Services, Digital, Environment, Sports & Active Lifestyles) with funding streams and categories. The digital stream is a new pilot project for 2023-2024 to fund

	<p>programs promoting digital equity in Hamilton. Currently this funding is available up to 30% of the eligible project or program budget up to a maximum of \$15,000. Total funding received from all sources within the City of Hamilton cannot exceed 30% of the program budget of the applicant. Financing the remaining 70% of the program can present obstacles for organization, and students will conduct research for available funding opportunities at the federal, municipal and local level for organizations. This research will be used to create a resource guide on the CEF webpage.</p> <p>Working together with representatives from the Beasley Neighbourhood Association, students will draft a grant application for the digital stream using a digital equity program concept from Beasley as an example. Through this exercise students will learn and understand the fundamentals of effective grant applications, provide insight to the City of Hamilton on the application process, and provide relevant recommendations and a needs assessment back to the BNA for their program to qualify for the CEF digital grant.</p>
<p>Challenge summary (summarize the challenge in plain language)</p> <p>If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.</p>	<p>What are the fundamentals of successful grant writing for digital equity programs?</p>
<p>In Scope (from original project description)</p>	<ul style="list-style-type: none"> • Draft content for the Digital Program grant on behalf of Beasley Neighbourhood Association, assessing further needs and recommendations for a successful grant.

<p>Clarify the particular elements that you will be taking on in this project.</p>	
<p>Out of Scope (optional)</p> <p>Clarify particular elements from original project description that this project won't take on.</p>	<ul style="list-style-type: none"> ● Researching Digital Grant funding opportunities and developing a resource guide for organizations ● Filling the online grant application.
<p>Background Research (what research will be required to pursue the challenge?)</p>	
<p>Communication with Staff</p>	<p>Communication: Student representative to communicate with staff</p>
<p>Roles</p>	<p>Students: Complete work as defined in project scope with persistence and professionalism. Flag any challenges to achieving project outcomes to both instructor and project champion and participate in troubleshooting any challenges that may arise.</p> <p>City Staff: Consult/guide students on successfully completing a grant application.</p> <p>Instructors: Teach teamwork and project management skills, provide weekly supervision and feedback on progress, help troubleshoot any challenges that may arise. (Broadly, work with project champion to support students in successfully achieving project outcomes.)</p> <p>Stakeholders (if applicable): Work with students to find and complete requirements for City Enrichment Fund – Digital Program grant application. It is the name of the stakeholder that should be on the grant application.</p>
<p>Project Deliverables, Timelines, and Strategic Priorities</p>	<p>Alignment with City of Hamilton Strategic Priorities:</p> <p><input type="checkbox"/> Community Engagement and Participation</p> <p><input type="checkbox"/> Economic Prosperity and Growth</p>



For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.

- Healthy and Safe Communities
- Clean and Green
- Built Environment and Infrastructure
- Culture and Diversity
- Our People and Performance

Meetings and Draft Work	Notes	Date
Pre-semester meeting between faculty and staff	Prior to September 9	
Class visit #1	5-7 minute introduction of CityLAB and project to students, remote via Zoom	September 9, 1:00PM-1:30PM
Group meeting with staff	Introductions, review and adjust project agreement (if necessary)	On the course syllabus, students are instructed to connect with project champion during the week of Sept 19th, and actually have the first meeting that same week or asap in the week of the 26th.
Group meeting with staff	Students share progress and obtain feedback and assistance if needed.	No specified date in syllabus; students are expected to initiate meetings as needed; but a mid-semester check-in is mandatory, somewhere around late October.
Students share draft work	Could be in a meeting, but could also be shared work in a document with an email response from the project champion.	Week of October 17-21
Staff provides feedback	See above	Week of October 24-28.
Final Deliverables	Support agency with applying for Digital Program CEF grant	By November 1 st .
Choose an item.		
Choose an item.		
Choose an item.		
Choose an item.		



CityLAB Deliverables		
Infographic and 3-minute Video		November 29, 2022
Presentation at Project Showcase		December 2, 2022
Where will the work go and what will it be used for:		

CityLAB Deliverables and Semester Schedule	
Project Agreements Due	September 12, 2022
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 16, 2022
Fall Mid-Semester Check-in (CityLAB and faculty)	October 17-21, 2022
Winter Project Showcase Materials Due	November 25, 2022
Winter Project Showcase	December 2, 2022
Student Exit Survey link sent to students	December 9, 2022
Project Data and Reports due (final day of Fall classes)	December 9, 2022
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	December 16, 2022
Post-Project Check-in with City staff	January 9-20, 2023