

SUGGESTIONS FOR WRITING THE RPSM PROPOSAL

Proposals for community-engaged research differ from academic proposals. The former is to show how your (research) project will address a real concern or problem in the community; the advancement of knowledge in the field is secondary. The purpose of this guideline is to keep you focused on describing how your project will help the community.

Needs of the community mentioned in the Call for Proposals (CFP)

Goal: To inform RPSM's curriculum and programming to ensure that we offer new opportunities to children and youth from Jane-Finch.

Objectives:

- Strengthen programming at RPSM through interdisciplinary, evidence based research
- Increase the number of children reached by RPSM while improving the impact it has on children from marginalized neighbourhoods.
- Conduct rigorous academic research exploring the many benefits of community music programs and the links between music and learning
- Significantly benefit children from high-risk neighbourhoods and fortify community music programs globally by informing their programming through publications, conferences and other forms of knowledge mobilization.

Specific questions from the 2019 CFP

1. What training and resources do RPSM faculty need to succeed when teaching students from low socio-economic backgrounds living in high risk communities? What leadership models might be adopted?
2. How do social issues (e.g. trauma, poverty, racism, etc.) affect students in RPSM's programs?
3. What impact do RPSM music classes have on middle and high school aged children studying music after school? Which music classes attract/retain more girls than boys (or vice versa), and why? How can RPSM evaluate their programs and measure their impact?
4. What is the effectiveness and impact of various pedagogical models and tools (e.g., drop-in sessions compared with traditional teaching formats; the application of technology)?
5. How does the breadth of curriculum resonate with and reflect the Jane & Finch Community? Are there new areas of offering that should be considered?
6. What other benefits are there for RPSM children with regards to health and well-being?

The sections and questions below may be used to create an outline for your proposal. However, the questions are not mandatory; they should be regarded as prompts to help you articulate your ideas in a community-engaged way.

In total you should have around four to six sections, with most sections on a separate page: the heading/cover page, a project description, a timeline, a budget, a biography, and an appendix.

Heading/Cover page: Project title/ date/ name of principal investigator(s)/ current position of investigator(s)/ faculty affiliation(s) of the investigator(s)

Outline and Description of the project (300 – 500 words): Use subheadings in your project description; it will be easier to read.

Paragraph 1: *Introduction – background and definitions*

- Which problem(s) in the community will your project address? /What is your claim?

(use statistics, anecdotes, quotations, etc.)

- What is the general concept and the narrow topic?
- How is this problem relevant to RPSM? /Why is it important for RPSM to address this problem? (Make reference to the Goal /objectives/questions in the CFP)
- What will happen if this problem is not addressed? / Why should they care?

Paragraph 2: *Describe your project*

- What is your objective? What will your project achieve?
- Who will benefit most from this project in the community?
- Why is this approach best for RPSM? / Are there any limitations?

Paragraph 3: *Methodology*

- How will you achieve your objectives?
- Will you use qualitative/quantitative methods?
- In what ways do you hope to share your findings?

Paragraph 4: *Restate* the relevance/importance of your project.

Make reference to the goal /objectives/questions in the CFP (end strong!)

Reference List (if needed)

Timeline

- How long will your project last? Outline the stages of your project.

Budget

- How many hours will you work per month?
- Do you need special equipment? How much will it cost?
- Are there costs for travelling?
- Do you need to consult with anyone? How much will they charge?

Biography

- Mention relevant qualifications and experiences of the principal investigator(s).

Appendices - Testimonials, supporting letters etc.

Use the following checklist to ensure that you have addressed the requirements of the CFP.

- ☐ Heading/Cover page
- ☐ Description of the project (300-500 words)
- ☐ Timeline
- ☐ Budget
- ☐ Biography
- ☐ Appendices