

Investment Fund Objectives and Assessment Reference Guide

Proposals should successfully outline how the proposed project will contribute to student engagement and retention. Proposals will be evaluated on the **quality** of the assessment plan. Successful applications must contain well-defined assessment plans that do the following:

- Include clear, measurable objectives.
- Specify the measures and/or data used to determine if each objective has been met.
- Identify short-term objectives (within 1 year).
- Identify long-term objectives (beyond 1 year), including appropriate measures and/or data.

Applications must include a detailed assessment plan that outlines:

- the measurable objectives the initiative/project seeks to achieve,
- the metrics/data that will be collected to determine whether those objectives were met, and
- an implementation timeline for assessment plan.

Short-term objectives: All projects have short-term objectives; not all projects will have long-term objectives.

- All assessment measures must be tied to each short-term objective.
- Do not over-commit; the number of short-term objectives should be manageable (2-3 is ideal).
- If funded, you will be required to submit the assessment data in a 12-month completion report.

Here is an example of a project's short- and long-term objectives, with assessment measures tied to each objective:

Proposal: Request to purchase a new Zamboni for the ice arena.

Short-term objectives:

By X date (date should be within the 12-month funding period)...

- a. Increase staff efficiency when resurfacing ice for hockey games, open skate, & practice
- b. Reduce maintenance costs
- c. Improve the quality of ice arena

Short-term objectives assessment measures and/or data collection tool(s):

- a. Questionnaire for staff operators
- b. Comparison of 6-month maintenance costs on old Zamboni vs. new Zamboni
- c. Questionnaire for skaters/users and/or staff re: quality of ice surface

Long-term objectives: (assessment measures encouraged but not required since assessment is outside of funding timeframe)

By x date (date will be outside of the 12-month funding period)...

- a. Extend life of Zamboni
- b. Expand rentals of ice arena

Timeline

- Timeline should include assessment activities/measures.
- Include proposed timeline for purchases, installation, activities, travel, etc.
- Project must be completed within 1 year timeframe (July 1, 2022 - June 30, 2023).