

Tips for Preparing a Cooperative Education Proposal

1. Please only use the proposal template. Proposals that do not follow the template may have to be revised.
2. The proposal template requests a description of activities in a variety of “categories.” This format is intended to make it easier to organize and describe what will be undertaken in a clear way. If your program will not include any activities in a “category,” just indicate N/A. A program does not need to include activities in all categories. This will not impact the review of your proposal.
3. The proposal template with samples is intended to share a wide range of ideas and so it includes a large number of examples. The activities included in your proposal should reflect your needs, circumstances, and priorities. The number of activities included will not be a factor in the proposal review and approval decisions.
4. Descriptions of activities can be as long or as short as necessary. It should just be clear what activities your program will include.
5. If your proposal includes plans to hire a Program Coordinator, please describe briefly but clearly what that person will do when implementing the program. What activities will the Program Coordinator undertake? Will the Coordinator work full-time or part-time?
6. It is important that the budget request match the proposed activities. For example, the materials identified should be associated with the planned activities (eg. if the students will learn to use a 3-d printer, the materials may involve purchasing a 3-d printer; if the students will attend a career fair, their travel expenses may be reflected in the budget; if the Program Coordinator will travel to meet with employers, those costs may be included in the budget; etc.). Descriptions in the budget may help.
7. The budget request should be reasonable and must only include eligible items. Please consider the number of students who are expected to participate and the range of activities to be implemented in comparison to the budget. In previous years, it has been possible to provide budgets of approximately \$5,000 to \$7,000 per student, depending on the activities, geographic location, cost considerations, etc. Budgets far in excess of this estimate may not be successful.
8. Please do not hesitate to contact either Kylee (kyleem@fnesc.ca) or Tino (tinol@fnesc.ca) – (604) 925-6087 – for more information or assistance. They would be happy to help / offer suggestions.
9. We wish you every success with your program planning and proposal writing!