

**Community Connections Group Activities Planning Tool (CCAPT) Template
Updated March-2015**

Section 1. Brief description of the activity:		
	Planned	Actual
How many CIC eligible clients are expected to participate?		
How many volunteers are expected to participate?		
How many community-at-large persons are expected to participate?		
How many times will this activity take place during the fiscal year?		
Section 2. Outcomes		
Why and how does it help the clients? As a result of the activity, the clients:		
a) Improve their knowledge/confidence about adapting to life in Canada		
b) Become more confident in navigating/dealing with Canadian systems (legal, educational, political, etc.).		
c) Improve their own knowledge/confidence about general rights and responsibilities in Canada.		
d) Improve their own knowledge/confidence to seek employment		
e) Improve their own knowledge/confidence to access educational opportunities		
f) Improve their language proficiency in French or English		
g) Learn about public spaces and how to access them		
h) Learn about public services and how to access them		
i) Participate in activities in the community-at-large		
j) Become volunteers		
k) Participate in civic activities (consultations, voting, informal help etc.)		
l) Expand their social network		
m) Establish supportive relationships and networks		
n) Feel more at home/belonging/included		
o) Other (please specify)		
Section 3. Evidence of Results		
A) Why do we believe the activities achieve these outcomes?		
Clients report they achieved the intended outcomes		
Third parties report that the clients achieved the intended outcomes		
B) What will be reported?		
Number of CIC eligible clients with a positive outcome as a result of the activity		
Percentage of CIC eligible clients with a positive outcome as a result of the activity		
C) What will be used to collect information?		
Post activity evaluation/survey filled by CIC eligible clients		
Interviews with third party		

Section 4. Leveraged contributions <i>(add as many rows as needed)</i>		
“Inside” contributors/collaborators: Other agency services funded by CIC		
Who?	Doing what?	Approximate value
“Inside” contributors/collaborators: Other agency programs and resources not funded by CIC		
Who?	Doing what?	Approximate value
“Outside” contributors/collaborators: Contributing cash		
Who?	For what?	Amount
“Outside” contributors/collaborators: Contributing in-kind (goods)		
Who?	What is the contribution?	Approximate value
“Outside” contributors/collaborators:		
<ul style="list-style-type: none"> • Contributing in-kind (services, knowledge) 		
Who?	What is the contribution?	Approximate value

The latest version of CCAPT template and some additional information can be found on the CIN Website at www.cin-ric.ca
 Get in touch with us at info@cin-ric.ca