

5390-8-5 (CFPSA/NRYSM)

25 May 2005

Distribution List

**CANADIAN MILITARY COMMUNITY NATIONAL YOUTH MODEL – COMMUNITY
YOUTH NEEDS ASSESSMENT**

Reference : A. Canadian Military Community National Youth Model Funding
Announcement, dated 10 December 2004

B. Canadian Military Community National Youth Model Funding Process, dated 9 February
2005

1. As outlined at the references, all CF locations with PSP and/or MFRC representation received \$2100 in March 2005 to assemble a local youth advisory committee and conduct a community youth needs assessment. While the references anticipated promulgating the community youth needs assessment templates to PSP Managers and MFRC Board Chairs in late March 2005, administrative complications prohibited the release of this information until now.
2. At this time, the National Youth Project Team is pleased to present the “Community Youth Needs Assessment” package for use at all CF locations with PSP and/or MFRC representation.
3. Contained in the attached “Community Youth Needs Assessment” package are three tools. The first, *Your Guide to Understanding the ‘Hows’ and ‘Whys’ of Assessing the Needs of Youth in Your Community*, provides background and facilitation tips for successfully implementing the most effective needs assessment approach for your youth community. The second and third tools are templates of survey and focus group questions. All PSP and MFRC representatives are invited to use the attached tools to coordinate the collection of feedback from youth, both within, and with those youth wishing to become connected to, the CF community.
4. While PSP and MFRC representatives in each CF community may administer the best needs assessment methodology for their community, all surveys (verbal and written) must be vetted through the Director Human Resources Research and Evaluation (DHRRE) prior to application. The attached community youth needs assessment resources have been approved by DHRRE. PSP and MFRC representatives may choose to develop a customized needs assessment tool instead of using the templates provided, however, if this is the case, these tailored tools must be submitted to DHRRE for formal approval.
5. To facilitate the community youth needs assessment process, \$1000 max is available to each CF location with PSP and/or MFRC representation for the next 3 fiscal years (as part of the \$2100 detailed in the references). Allowable expenses associated with the youth needs assessment process include: youth focus group activities; youth engagement activities; facilities; food; incentives; survey distribution; and compiling of results.
6. The timings for coordinating the facilitation of the community youth needs assessment process in each CF community is at the discretion of the PSP and/or MFRC representatives, however, the results of the needs assessment will form the basis of each

locations youth funding application submission for the first funding year, FY05/06. As outlined in the references, all applications must be returned to the National Youth Project Team by end September 2005. As such, to meet the application deadline, it is recommended that the community youth needs assessment process be initiated late spring / early summer 2005. For those locations that previously commenced a community youth needs assessment process, in consultation with the National Youth Project Team, conducting a second process using the attached templates is not required.

7. I would like to thank you again for your patience during the administration of the funding process. Your continued interest in enhancing the availability of programs and services for youth of CF families is greatly appreciated.

8. Should you or your staff have any questions, please contact the undersigned, or Alla Ivask, DMFS SMRPPD at (613)992-9656 or Laurie Ogilvie, NRYSM at (613) 995-7802.

// Original Signed By //

G.W. Pearson
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