



# Dillon's Million Meals and Counting Campaign

## Cornerstone Projects



## Application for Pro Bono Services

Submission Email Address: [sustainability@dillon.ca](mailto:sustainability@dillon.ca)

# 1 PROJECT BACKGROUND AND APPLICATION PROCESS

## 1.1 Background

### 1.1.1 Purpose of the pro bono service offering

Dillon Consulting Limited (Dillon) is looking to leverage the knowledge and training of our staff to work with you on delivering a project that addresses food insecurity in Canada and supports the [United Nations Sustainable Development Goal \(SDG\) 2](#) - zero hunger. As a signatory to the United Nations Global Compact, our Million Meals and Counting Campaign is part of our commitment to work to transform our world through principled business practices. As part of this campaign, we are looking for partners who understand the food crisis in Canada to identify potential projects where we can partner on and help deliver.

We are not only looking to provide as many meals as possible, but we are also looking to work on solving problems associated with the root causes of food insecurity and seeking to contribute to a transformation of the system for generations. We are issuing this pro bono service offering to solicit information on your problems or project ideas so that we may partner with those we are best able to support through our services.

This initiative is part of our commitment to being a good corporate citizen and our commitment to strengthening our local communities by donating a percentage of our earnings to environmental and charitable organizations.

**Dillon** is a Canadian, employee-owned, professional services firm providing a wide range of environmental management, planning, and engineering consulting services. Established with a single office in 1946, Dillon now operates from over 20 offices across Canada with a current complement of more than 1,000 employees with a wide variety of professional services. We are a group of problem solvers and for this application we are asking you to submit your problem and we will bring together a team of our specialists to work with you to deliver a solution

**We at Dillon are problem solvers. We'll work together to create a solution.**

We work on a lot of different kinds of problems but generally, the types of client issues that we solve are divided into eight categories, which we refer to as business units. These business units are:

- Community Infrastructure
- Community Strategies
- Contaminated Sites Management
- Environmental Management
- Facilities
- Land Development
- Transportation
- Waste Management

*Each of these business units are staffed by many skilled professionals such as engineers, planners, and environmental scientists. We will draw on the skills and training of employees across the country, as appropriate for whichever projects are selected to receive our pro bono service offering. Our presence across the country makes us capable of supporting projects in a wide variety of locations and our staff's variety of expertise means we are able to support a variety of activities.*

## 1.2 Application Process

**Stage 1 – Pre-screening:** This is when you reach out to [sustainability@dillon.ca](mailto:sustainability@dillon.ca) to discuss the challenge your organization is trying to address.

**Stage 2 – Application:** Once you have established that Dillon had the skills to help you, fill out the application document to [sustainability@dillon.ca](mailto:sustainability@dillon.ca).

Our team has worked hard to make it a low effort document. We understand your time is best spent working on food insecurity issues. The information we collect helps provide clarity to our team as we assess and plan for the work.

**Stage 3 – Acceptance and Co-Creation of the Project Plan:** Once your application has been accepted you will work with Dillon's project team to make a plan to complete the work that fits with everyone's schedules.



### 1.2.1 How we are measuring success

Our success will be measured by the number of meals created by the projects we support. As part of **Stage 1** of this call for application to receive pro bono services, we are asking organizations to tell us about the problem(s) they are looking to solve and who their work will impact (**Section 3**). A key component of this campaign is to not only provide meals but it is also to provide meals through projects that seek to address some of the root causes of food insecurity in Canada. In this way, we are looking to address problems we are open to direct and indirect meal creation and looking to support projects that can provide meals to people in need over many years.

### 1.2.2 Delivery method for pro bono services

The application will be a three-stage process in order to make it straightforward and efficient. This package represents **Stage 2** of the application process. In the following sections, some brief questions will be asked to determine the type of problem you are hoping to address and gather some information on the potential impact of your project. We will also evaluate our ability to support the work required to address your problem.

We understand that this may be an atypical way for you to receive support for your work but we feel this is the way in which we can leverage our contribution to the food security community for maximal impact using this collaboration model. We will work to ensure the barrier to applying is not arduous and once selected for **Stage 3** of the application process, we will work with you to ensure the details of the project planning are not too resource-intensive.

## 2 APPLICANT INFORMATION

ORGANIZATION INFORMATION			
<b>ORGANIZATION TYPE:</b> <input type="checkbox"/> An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization <input type="checkbox"/> A charitable organization or public foundation registered as a charity by the Canada Revenue Agency <input type="checkbox"/> An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction			
LEGAL NAME OF THE ORGANIZATION		CRA BUSINESS NUMBER (9 DIGITS)	
ORGANIZATION WEBSITE (IF APPLICABLE)		CHARITABLE NUMBER (IF APPLICABLE)	
PRIMARY CONTACT			
TITLE	FIRST NAME	LAST NAME	
PRIMARY PHONE	EMAIL ADDRESS		
ALTERNATE PHONE	VERIFY EMAIL ADDRESS		
MAILING ADDRESS			
ADDRESS (number, street, building)			
CITY	PROVINCE	POSTAL CODE	
PRIMARY PROJECT LOCATION			
<input type="checkbox"/> Same as above ADDRESS (number, street, building)			
CITY	PROVINCE	POSTAL CODE	
ORGANIZATION CAPACITY			
How long has your organization been in operation?			
How many people does your organization employ?			

How many regular volunteers support your organization? (Acceptable to provide an estimate in full-time equivalents)

Describe your organization

### WORK AGREEMENT

If successful, you will be required to sign a funding and work agreement with Dillon Consulting Limited. Please describe your organization's ability to enter into this agreement. Also, please describe your preferred setup for project management responsibility (project fully managed by Dillon / project fully managed by your organization / hybrid approach with Dillon's project manager working closely with your project manager).

### 3 PROBLEM INFORMATION

PROJECT TITLE:

PROJECT DESCRIPTION

POPULATION AFFECTED

At-risk populations that will benefit from the project (check all boxes that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Indigenous  | <input type="checkbox"/> Newcomers to Canada     |
| <input type="checkbox"/> Persons experiencing homelessness or precarious housing                               | <input type="checkbox"/> Visible minorities      |
| <input type="checkbox"/> Low-income households   | <input type="checkbox"/> Women                   |
| <input type="checkbox"/> Isolated, rural, and/or northern communities  | <input type="checkbox"/> Youth                   |
| <input type="checkbox"/> Persons with disabilities   | <input type="checkbox"/> Seniors                 |
| <input type="checkbox"/> Other groups with social or employment barriers including literacy and numeracy, etc. | <input type="checkbox"/> LGBTQ2 community        |
|  | <input type="checkbox"/> Other - Please specify: |

YOUR ORGANIZATION'S PROBLEM OR SUPPORT REQUEST

Tell us about the problem you're trying to solve or the issue you would like support on. *Remember, we are problem solvers. Tell us your problem and we will work with you to create the right solution with our team of specialists:*

**DILLON'S SERVICES**

Based on your understanding of what Dillon does, what services do you think would be useful to help solve your problem?

**WHO HAVE YOU WORKED WITH BEFORE?**

Please identify partners that you have worked with previously or sources of funding received to help solve this problem.

Source of Contribution	Type of Support (cash, in-kind, other)	Value of Contribution (\$) (if possible)	Activity Supported	Contributor to the project proposed here? (y/n)

Would you like to work with another food security organization for this project?

Yes  No

If yes, please describe the specific organizations you have in mind

### AGREEMENTS

Prior to Dillon agreeing to start any work under Stage 3 of the Application Process, the Applicant will be required to sign Dillon's form of agreement, without amendment, which will set out the relationship of the Applicant and Dillon and the terms and conditions under which Dillon is providing its services. The agreement will include a detailed description of the work to be completed by Dillon as well as the expectations and commitments of the Applicant.

As part of the application process Applicants are required to disclose any perceived or actual conflicts of interest.

### GENERAL MATTERS

Dillon reserves the right to cancel, amend or change any of the terms and conditions of this offering of Pro Bono services at any time without notice to any or all Applicants. Dillon shall not be liable for any costs incurred by any Applicant as a result of any cancellation or change of terms and conditions. Dillon is not under any obligation to accept any proposals submitted and has the right to disqualify any proposals for any reasons whatsoever. Dillon is not under any obligation to accept any minimum number of proposals.

All decisions by Dillon are final and binding.

### CONSENT

*By submitting an application for Pro Bono Services under Dillon's Million Meals and Counting Campaign the Applicant:*

- 1. confirms the truthfulness and accuracy of all contents and information within their application*
- 2. irrevocably consents to Dillon making any inquiries with any third parties it deems appropriate with respect to the Applicants submissions under the Dillon's Million Meals and Counting Campaign; and*
- 3. consents and agrees to be bound by all terms and conditions of the Dillon's Million Meals and Counting Campaign as determined by Dillon,*

NAME (PRINT)

SIGNATURE

DATE



## 4 QUESTIONS AND PROJECT IDEA VETTING

Before you submit your application, please reach out to [sustainability@dillon.ca](mailto:sustainability@dillon.ca) to discuss your project idea or let us know if you have any questions.