# ADD THE FULL LEGAL NAME OF YOUR ORGANIZATION IN CAPITAL LETTERS

* **Add the Name of Your Program in Title Case**

**THEORY OF CHANGE:**

Revised 2019 Month DD

***Notes on Formatting:*** Save this file as your “Organization Name\_Program Name TOC\_MM-DD-YY. Then add the full legal name of your organization, full legal name of the program and the date the TOC was revised. Do not use bullets, number lists, bold text, underlines, or italics.

**Crime Prevention Level:** Early Identification, Prevention of Reoffending, Siim ohksin: Wahkotiwin – Choose only one.

**Need:** Add a short paragraph with relevant statistical information about the population to be served. Use footnotes to cite complete references and complete data sources.[[1]](#footnote-1) City of Calgary Community Profiles, available at [www.calgary.ca/communities](http://www.calgary.ca/communities), provide demographic, economic and housing information for each community and comparison data for Calgary as a whole.

**Goal:** To… This is a short sentence that clearly states the long-term outcomes the program is expecting to achieve (not the goals of the organization). Do not use references in this section.

**Strategy:** Describe the specific strategies that will be used by the program to achieve the goal, including who the program is aimed at (target audience), what will be done (program content), where and how it will be delivered, and when. This should include information on frequency, duration, and program cycle (e.g., runs two hours per day three days per week in quarterly cycles; runs once a week for three hours from September to December and January to June; year-round, ongoing registration with post-testing done every March). Do not use references in this section.

**Rationale:** This is a summary of key research findings that support why the strategy that is being used is a best or promising practice for achieving the program goal. Key research findings are provided in the [CPIP Research Brief and Guiding Document](https://www.calgary.ca/CSPS/CNS/Documents/CPIP-Research-Briefs-Literature-Review.pdf) and the [Siim ohksin: Wahkotiwin Guiding Document](https://www.calgary.ca/CSPS/CNS/Documents/Design-CPIP-research-briefs-Indigenous-%20brief.pdf). For a deeper understanding of why to use an approach, organizations can refer to the original research cited in the guides. Use footnotes to cite complete references.[[2]](#footnote-2)[[3]](#footnote-3)

***Notes on Risk/Protective Factors or SWI surveys:*** Copy the number/name of the risk/protective factor from the [CPIP Risk/Protective Factors List](https://www.calgary.ca/CSPS/ABS/Documents/Partnership-programs/CPIP/CPIP-Risk-and-Protective-Factors.pdf) OR the SWI survey from [Siim ohksin: Wahkotiwin Indicator Surveys](https://www.calgary.ca/CSPS/ABS/Documents/Partnership-programs/CPIP/CPIP-Siim-ohksin-Wahkotiwin-Indicator-Surveys_Jan-7-2020.pdf).

# Risk/Protective Factors OR SWI Surveys: (Only keep one section title, delete the other)

R6. Toxic stress OR Survey 1 Understanding Siim ohksin: Wahkotiwin

P10. Supportive family relationships Survey 3 Understanding Risk and Protective Factors

***Notes on Footnotes:*** Footnotes document the source of information in the TOC. To add a footnote, click on the ***References*** tab at the top left of the screen then choose ***Insert Footnote***. Refer to the [Footnote Style Guide](https://www.calgary.ca/CSPS/ABS/Documents/Partnership-programs/CPIP/CPIP-Footnote-Style-Guide.pdf). Once you are finished adding all of your footnotes, click anywhere on them and “Select All” (Ctrl A). Then click on the “Styles” arrow at the bottom right of the Styles box on the ***Home*** tab and select the style called “Footnote Text + 8.5 justified” to make them the right size.

1. Constellation Consulting Group. 2018. Crime Prevention Investment Plan: Research Brief & Guiding Document. Calgary: City of Calgary, CPIP. Page 10. [↑](#footnote-ref-1)
2. Yellow Horse Brave Heart, Maria. 2011. “Historical Trauma and Unresolved Grief.” Presentation. University of Calgary. Spring 2011. Calgary, AB. [↑](#footnote-ref-2)
3. MacLeod, Suzanne. 2018. Siim ohksin: Wahkotiwin Research Brief and Strategy. Calgary: City of Calgary, CPIP. Page 14. [↑](#footnote-ref-3)