



P.A.R.T.Y. Program Checklist

The following checklist will help to prepare for the P.A.R.T.Y. Program application. It is strongly recommended that all information is prepared in advance before initiating the application process.

Institution Information

- Legal name, address
- Contact name, phone, email
- Name of the legal signing authority, position, contact details
- Program Coordinator details (if available)

Situational Analysis

- P.A.R.T.Y. Program alignment with institutional strategic priorities
- Identify target audience
- Relevant geographical and demographic statistics (school data, population, etc.)
- Relevant youth injury and injury-related death statistics
- Program elements linked to relevant statistics

Program resources

- Identify community partnerships
- Marketing plan
- Program budget
- Support letters from partner agencies (can be uploaded as one combined file)

Program Timeline

- Planned start date
- Planned frequency of program events
- Facility type for program events

To request an application form, please contact party.program@sunnybrook.ca