



## Community-Based Research (CBR) Project Proposal Form

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### U-Links Administration Only

Project Number (automatically generated by CBR database):

Recommended Courses and/or Disciplines (i.e. GEOG4030Y, FRSC4890Y, IDST3700Y/3710H/3720H, ERSC3160H, PSYCH or Alternatives):

Recommended Faculty Advisors:

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**PROJECT TITLE: Community and stakeholder engagement for the Haliburton Highlands Arts Centre Foundation**

### A – CONTACT INFORMATION

Date: 18 November 2024

Contact person: Sumeet Sodhi

Phone: 416-884-5369

Email: Sumeet.Sodhi@gmail.com

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### B – COMMUNITY ORGANIZATION

a) Organization's name and address:

Haliburton Highlands Arts Centre Foundation, 1855 Blairhampton Rd, Minden, ON KOM 2K0

b) Briefly state the organization's purpose and the products or services offered:

The Haliburton Highlands Arts Centre Foundation (HHACF) is a non-profit charitable foundation that established in 2019 with a goal to build a new performing multi-purpose arts centre that supports the growing needs of performing arts community in the Haliburton Highlands to host theatrical, dance, opera, & musical performances, as well as film, digital & recording activities. The vision is to collaborate with the Haliburton Highlands community to cultivate and nurture a vibrant arts-based culture that enhances all of our lives. The aim is to build and develop a new community asset that enriches lives through arts and culture while driving economic growth and fostering pride; while bringing accessible arts, education, and collaboration opportunities to everyone. We have recently secured a physical site for the new arts centre, and are currently in the phase of developing a plan for raising community and financial support for the next steps which include developing community programming and developing a plan for site construction.

c) Has an immediate supervisor or board approved this application?

Approved by the HHACF Board of Directors, Immediate supervisor Dr. Sumeet Sodhi, HHACF Director

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## C - PROJECT SCOPE

- a) Full year undergraduate CBR projects are allotted 220 hours total, per 1-2 students on a single project. The condensed hours are similar to six weeks of full-time work. Full term students would be working on this project from September to April as part of a course, while balancing work from other courses as well. Half term students will be working on this project from September - December or January to April. Does the scope of your project fit within this timeframe?

Yes •  No • Comments:

- b) Select the theme(s) for your project:

• Cultural  • Economic • Environmental • Social  • Other:

- c) Based on the timeframe and complexity of your project, please indicate the potential project scale:

- Single year project
- Multi-year project (requiring follow up or several parts)
- Ideal for undergraduate students
- Ideal for graduate students (requires specialized knowledge/in-depth consideration of theory)

This project is highly flexible and adaptable to the resources available. At a minimum, a component could be completed with one undergraduate student in one term. However, the full scope of the project could require a group of either senior undergraduate students or graduate students, and would take one year (two terms) to complete.

- d) Is your project appropriate for a single student or a group?

The project could be adapted to a single student with supervision or a group of students. See notes above, the scope is adaptable based on resources available. Ideally the project would be best suited for 1-2 students for over a 1 or 2 term period.

- e) Describe the purpose of the project:

The purpose of this project is to engage with community members and partners to understand their priorities and gather their insights on their expectations around building a new arts centre for the Haliburton Highlands. Results from this project will help our organization to develop a community engagement plan and also ensure that future plans and activities are of benefit to the community itself.

- f) How will the project benefit your organization and/or clients?

Having the community actively giving input to our organization about their priorities and expectations will strengthen the feasibility, quality and sustainability of our future work. This project will also serve as a reference and template for future community engagement work – we hope that this will be the start of an ongoing and recurrent process.

- g) How will the results of this project benefit Haliburton County?

Building arts programming and space with active community input and consultation can only make the final product stronger and more relevant to meet the needs of the people living in and visiting

Haliburton County. This is an important first step towards building a new performing arts centre that enriches lives through arts and culture while driving economic growth and fostering pride; while bringing accessible arts, education, and collaboration opportunities to everyone.

**h) How did you hear about U-Links Centre for Community Based Research?**

Word of Mouth  Social Media  Newsletter  News Article  Other: previous project with U-links team – needs assessment for HHACF

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**D – RESEARCH DESIGN**

**a) What are the proposed research questions to be answered?**

*e.g. How much do local residents know about which types of plastics to recycle?*

Primary research question: What are the needs, perceptions and attitudes around building a new performing arts centre across a diverse group of community partners in the Haliburton Highlands, including: local community members & cottagers, potential donors and sponsors, local government & stakeholders, board members & project partners, and media & influencers in the arts?

Secondary research question: What are the barriers and facilitators for ensuring active and authentic community engagement in this project (building a new arts centre)? Are there any marginalized or vulnerablized community members or groups that need special consideration? What community engagement methods might work best in this context?

**b) What are your ideas on how these questions might be answered (i.e. survey, literature review, field work etc.)?**

A mixed methods study would be ideal, with a two phased approach: Phase 1 being an online survey open to community partners and Phase 2 consisting of semi-structured interviews with key informants and/or focus groups (in person or via Zoom/virtual).

**c) Do you have knowledge of or expertise with these types of research methods?**

Dr. Sodhi, the main contact from the HHACF Board for this project, is an Associate Professor at the Department of Family and Community Medicine at the University of Toronto and a Clinician-Scientist at the University Health Network. She has extensive experience in mixed-methods studies for community engagement around chronic disease management in primary health care and public health. This would be the first time she is involved in a more social-cultural research project, so it would also be a good learning opportunity for her to work with the U-links team. Of note, she teaches the Health Services Research course to Year 2 Medical Students at University of Toronto, and is available to act as a co-supervisor or mentor to students undertaking this project.

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**E - SCREENING AND/OR TRAINING**

**a) Do the students require any specific screening or training? (e.g. police checks, confidentiality agreements, CPR, WHMIS):**

Yes  No

Comments:

*EXAMPLES: Projects involving vulnerable populations may require police checks. Some types of field work may involve WHMIS or other safety related training. Students and hosts working on boats need to understand and follow the U-Links Boat Safety Guidelines.*

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## F – RESEARCH ETHICS

**a) Does the research involve human subjects? (i.e. surveys, interviews)**

Yes    No

*NOTE: If yes, the students may be required to submit an application for ethical review of the research. This process may take several weeks and will need to be taken into consideration when creating project timelines.*

**b) If your project involves collecting human subject data (i.e. interview transcripts), would you like access to that “raw” data at the end of the project, in addition to receiving the “summary” of data in the final report?**

Yes    No

**c) Does the organization/employer have policies about research ethics approval?**

Yes    No

**If yes, please explain:**

Not at present – however, if we proceed with this project, then we will work on developing a new policy for the HHACF foundation around ethics and research projects. For this particular project, we will follow the U-links team’s policy and support submission of REB review and approval at the students’ home academic institution.

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## G – PROJECT TASKS AND TIMELINE *(This section should be completed by the final draft)*

**a) Please outline the major tasks and timelines involved in completing the project.**

*These tasks include important information to be gathered, key stakeholders who should be involved relevant dates for your organization, and critical meetings for the student to attend. Your Coordinator can help you complete this section.*

**\*DRAFT ONLY – FOR FINALIZATION AFTER PROJECT IS APPROVED AND COORDINATOR CONSULTATION\***

**Task:** *Initial meeting with U-links team and HHACF Board Members to validate research questions and methods, including ascertainment of outcomes and analysis plan. A small literature review may also be helpful at this stage, to develop some frameworks and/or support data collection instrument development).*

**Objective:** *Familiarize students with projects*

**Date:** *Month 1 (2-3 weeks)*

**Task:** Write up research protocol, develop study data collection instruments (web-based survey and/or semi-structured interview guide), and develop consensus on workplan (roles, responsibilities, budget, allocation of resources)

**Objective:** Finalize project details, responsibilities, logistics, etc.

**Date:** Month 1&2 (6 weeks)

**Task:** Submit to REB and receive approval

**Objective:** Meet university ethics requirements for study

**Date:** Month 2 (submission) and Month 3 (approval)

**Task:** Conduct data collection (online survey and/or interviews/focus groups)

**Objective:** Compile raw data and prepare for analysis

**Date:** Month 3&4 (after REB approval)

**Task:** Develop results report

**Objective:** Conduct analysis of raw data and describe outcomes/results

**Date:** Month 5&6

**Task:** Knowledge dissemination – prepare lay person report for community members and other knowledge translation products (e.g. posters, flyers, community meeting)

**Objective:** Share results with stakeholders

**Date:** Month 6

**b) Indicate important start and end dates for the project, if applicable:**

Flexible on start date, could start as early as January 2025

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**H – RESOURCES**

*NOTE: All known and needed resources should be listed in this section (e.g. for project coordination, data collection and analysis, software, hardware, photocopying, office supplies, workspace, travel expenses, food and refreshments, training, etc.). Students' travel expenses are reimbursed by U-Links at the end of the term.*

**a) What resources are needed to support the research – financial or otherwise? Please indicate what, if any, resources your organization might be able to provide.**

As a small charitable foundation, we have limited funding. We are prepared to cover some of the modest costs of doing the survey (e.g. online platform hosting) and also in-kind contribution of hosting the space for interviews or focus groups. Additional knowledge translation costs such as printing posters or brochures with the results is also a possibility.

**b) Do you anticipate needing funding or other types of resources? If so, please explain (including any ideas on where resourcing may be obtained):**

Not anticipated.

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## I – KNOWLEDGE SHARING

*NOTE: Please note the researcher(s) will own the copyright for all work completed as part of his/her involvement, but the lead organization/group/employer may use all project outputs in whole or in part, as it sees fit as long as the researcher(s) is duly credited as the author. If work is completed collaboratively, copyright will be decided by all project participants.*

**a) How are the project results to be circulated and made useful to the broader community? Please indicate all that applies from the list below:**

- Academic article
- Conference/forum
- Manual
- Marketing, promotional, newsletter, outreach materials
- Policy brief
- Report
- Roundtable
- Video
- Workshop
- Presentation to the host organization
- Not sure of the above, let's talk some more – all are great ideas! We can narrow down based on resources and time available

**b) If there are special circumstances where results might not be made public, please explain:**

n/a – plan is to make results public

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## J - ACKNOWLEDGEMENT

**a) Are you able to credit U-Links when utilizing project results for the development of new programs, funding applications, policy, and other community endeavors? (Suggestions: cite U-Links and display our logo in your organization's printed matter and on your website, credit U-Links when speaking about your project in public and in the press, social media etc.)**

Yes    No    Possibly

**b) Following successful completion of the research project, with results beneficial to the goals of your organization, would you consider a financial contribution to U-Links?**

Yes    No    Possibly

c) Can we highlight your project on our website and in social media?

Yes    No

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**K – PROJECT PROMOTION**

Please “insert” an image below to help promote your project proposal.



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**Haliburton  
Highlands  
Arts Centre  
Foundation**

