

Self Advocacy Group Application Form

This is an application form for Self Advocacy groups who want to **lead feedback sessions about CLBC's next three-year strategic plan** from **November 2025 to April 2026**.

Please send the completed form to CLBC.StrategicPlan@gov.bc.ca by **September 29th, 2025**.

If your group is interested in leading these sessions, use this form to show how you will:

- plan and organize both online and in-person feedback sessions with people eligible for CLBC support
- promote, invite and register people for the sessions
- facilitate the sessions (questions will be provided by CLBC)
- record feedback and send notes back to CLBC
- share what was learned in a gathering with other groups facilitating sessions

CLBC will provide successful applicants with a toolkit that includes:

- Event planning check-list
- Invitations and other materials to help promote the sessions
- Detailed Facilitation Guide with questions to ask participants
- Instructions and templates to collect feedback

1. **Contact information** for your Self-Advocacy Group:

| | |
|------------------------------------|--|
| Self-Advocacy Group Name: | |
| Main Contact Name: | |
| Main Contact Phone Number: | |
| Main Contact Email Address: | |

Main contact **Home Address:**

| | | |
|--------|-----------|-------------|
| | | |
| Street | City/town | Postal code |

Business number or name of agency that will host the funds

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2. **Select the region or regions** you are applying to host feedback sessions for (applicants may select a maximum 2 regions):

☐ North/Thompson Cariboo

☐ Vancouver Island

☐ Vancouver Coastal

☐ Fraser Region

☐ Interior/Kootenay

Use the boxes below to explain how your group plans to get feedback from people eligible for CLBC support on the next CLBC strategic plan.

3. **Describe how your group is led by people with intellectual and/or developmental disabilities** (ex- Do you have a Board with majority members having a developmental/intellectual disability? Who are the decision makers in your group?).

4. **How will you meet with people?** Outline how many in-person and online (minimum of 1 each) feedback sessions you will host.

Explain this part of your plan here:

5. **Where and how will you host people?** For example- do you have a space in the community you can use? Will you use Zoom or MS Teams?

Explain this part of your plan here:

6. **When would you plan to host your sessions?** (all feedback needs to be collected by March 31st, 2026)

Explain this part of your plan here:

7. **Who will you invite?** How will you make sure people who are eligible for CLBC attend

Explain this part of your plan here:

8. **How will you get the word out about the session(s) you are hosting?** Provide different ways you will promote and advertise the session(s).

Explain this part of your plan here:

9. **How will you make the session(s) accessible** so everyone can participate?

Explain this part of your plan here:

10. **How will you record and write down the information** you get from the session?

Explain this part of your plan here:

11.Role Checklist: What roles do you need to make your session(s) work?

| Role Description | Do you have someone who can do this role? (check one box) | |
|---|---|----|
| | Yes | No |
| Organize and plan the session(s): | | |
| Invite and register people to attend | | |
| Set up and run technology for the session(s), example: PowerPoint, Zoom/MS Teams | | |
| Host and lead session(s) example: asking the questions and making people feel welcome | | |
| Record and write down what people say and sending back to CLBC | | |
| Make the session(s) accessible | | |
| Look after finances/budget and pay people to do the work | | |

Do you need to hire anyone to support with the roles above?

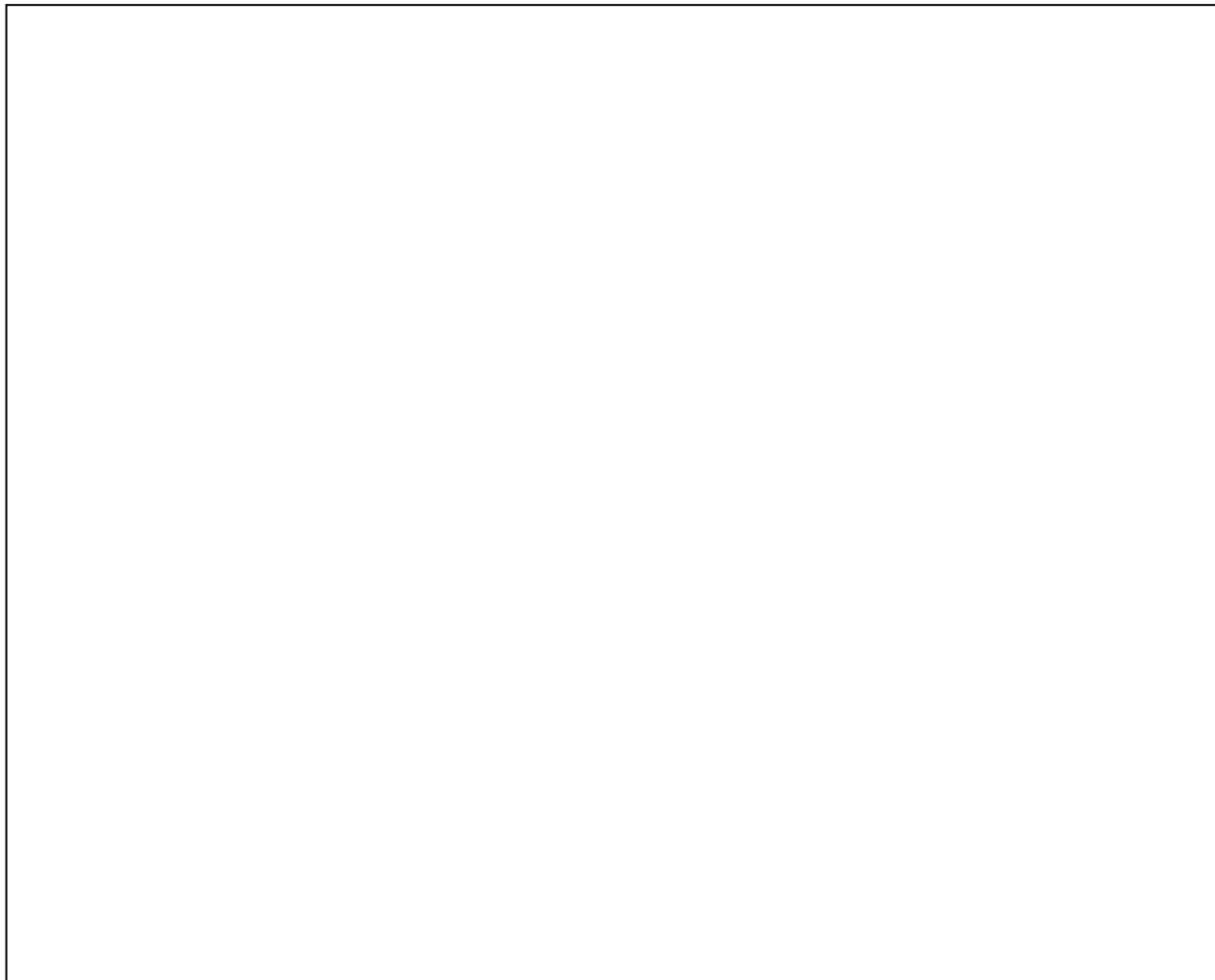
Explain this part of your plan here:

| |
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| |
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12. How much money will it cost to make your plan happen? Here are some questions to help you think about your budget:

| | Provide details here | How much will it cost? |
|--|----------------------|------------------------|
| <ul style="list-style-type: none"> • How many self advocate leaders do you need to do this work? • How much will you pay them? | | |
| <ul style="list-style-type: none"> • Do you need to hire any support? • How much will you pay them? | | |
| <ul style="list-style-type: none"> • What supplies will you need? Example: paper, pens, snacks | | |
| <ul style="list-style-type: none"> • How much will it cost to host the session(s)? Example: do you need money to rent a space for your event? • What are some other things you might need? | | |
| | | Total: |

13. Are there any other parts of your plan that would like to tell us about?

A large, empty rectangular box with a thin black border, intended for the user to provide additional information or details about their plan.

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