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**HOSTING AN INTERCULTURAL COOPERATION WORKCAMP (ICW)**

**PROJECT PROPOSAL FORM FOR 2019**

1. **GENERAL INFORMATION**

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| **Hosting partner** |
| Organization name:       |
| Address:       |
| City:       |
| Postal code:       |
| Phone number:       |
| Email address:       |

1. **RESOURCE PEOPLE**

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| **Project coordinator** |
| Name:       |
| Primary phone number:       Secondary phone number:       |
| Email address:       |
| Address (if different from the organization’s):       |
| Role within the organization:       |

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| **Technical expert** |
| Name:       |
| Primary phone number:       Secondary phone number:       |
| Email address:       |
| Role within the organization:       |

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| **Other** |
| Name:       |
| Role:       |
| Phone number:       |

1. **OVERVIEW OF THE HOSTING PARTNER**

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| **3.1 Organization’s mission and goals** |
|       |
| **3.2 Organization’s activities** |
|       |
| **3.3 Reasons why you would like to host an Intercultural Cooperation Workcamp (ICW) in your community** |
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1. **OVERVIEW OF THE WORK PROJECT**

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| **General description of the project (general framework, goals, etc.)** |
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| **Detailed description of the project (description of the tasks and most important goals to achieve by the group of young volunteers)** |
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| **What will be the project’s impact on the community? The volunteers? Give qualitative and quantitative examples.****What evaluation methods will you use to assess the impacts?** |
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**Work planning**

Describe the work project’s tasks and prioritize them. Assess their importance at the same time and take into consideration that the participants are not experts. Prepare tasks in case of bad weather.

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| **Tasks** | **Time Allotted** | **Number of People** | **Outside** | **Inside** |
|       |       |       |       |       |
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1. **WORKCAMP TYPE, DATES AND SITE**

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| **Project dates and group characteristics** |
| Project dates (two weeks, start date on a SATURDAY and end date on a SUNDAY)[ ]  June 15 to 30, 2019[ ]  June 29 to July 14, 2019[ ]  July 13 to 28, 2019[ ]  July 27 to August 11, 2019[ ]  August 10 to 25, 2019[ ]  Other dates, specify:      Volunteer group: [ ]  15–17 years old [ ]  18–30 years old [ ]  Family [ ]  No preferenceNumber of participants:[ ]  10 participants + 2 camp leaders [ ]  12 participants + 2 camp leaders [ ]  15 participants + 2 camp leaders [ ]  No constraint |
| **Workcamp site** |
| Address (if different from the organization’s):      Your organization is:[ ]  The owner of the premises[ ]  The tenant of the premises |

1. **HUMAN RESOURCES**

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| **Project coordinator** |
| Availability (presence with the group):             hours per weekLanguages spoken:      Experience with groups of young adults or volunteers and coordination of similar projects:      |
| **Technical expert** |
| Availability (presence with the group):             hours per weekLanguages spoken:      Experience with guiding a work team (young adults, teenagers, etc.):     Knowledge and technical skills related to the work project:      |
| **Other human resources involved** |
|       |

1. **ACCOMMODATION**

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| Accommodation site’s address for the group of young volunteers (if already known)      |
| Description of the accommodation site if already known. If not, please tell us about the possibilities you are considering.      |
| **Accommodation type**[ ]  Community centre[ ]  Cottage[ ]  House[ ]  School[ ]  Summer camp[ ]  Tent[ ]  Description:      Your organization is:[ ]  The owner of the premises[ ]  The tenant of the premises[ ]  To be confirmedDistance between the accommodation and work site:      **Facilities**Number of bedrooms:      Number of beds:      Number of bathrooms:      Number of showers:      **Laundry** (washer and dryer)[ ]  On-site[ ]  Pay-per-use[ ]  External**Food**[ ]  Autonomous group[ ]  Cafeteria**Cooking equipment**[ ]  Stove and refrigerator[ ]  Tableware and utensils[ ]  Cookware**Communication methods**[ ]  Wi-Fi network[ ]  Other:       |

1. **MATERIAL RESOURCES**

Material, tools and safety equipment required for work. Estimation of the necessary material resources for carrying out the work project.

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| **Material** | **Already owned by the organization** | **To acquire****(specify purchase, rent or loan)** |
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| **Tools** |       |       |
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| **Safety equipment** |       |       |
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1. **COMMUNITY EXPLORATION AND PROJECT VISIBILITY**

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| **Activities to explore the community and meet the locals** |
| What activities to explore the community are accessible to the young volunteers (recreational equipment, activities, etc.)?     For information purposes, what activities can be done to facilitate an encounter between the young volunteers and locals?      |

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| **Visibility activities** |
| What activities are you planning to do to increase project visibility and local participation?[ ]  Contact and plan activities with other organizations in your community[ ]  Contact newspapers[ ]  Contact social media[ ]  Do an open house[ ]  Others (specify):       |

1. **LIST OF ATTACHMENTS TO SUBMIT WITH THE PROJECT PROPOSAL**
* A document on the work project (if existing) and any document that will help us have a better understanding of your organization and project.
* A resolution of the board stating the project coordinator can represent your organization and sign on its behalf

**Once the partnership confirmed, some official documents will be required:**

* A copy of the organization’s charter (title page of the letters patent, list of the board members, description of the mission and goals of the organization)\*
* The financial statements and annual activity report\*
* An official authorization from the owner of the premises where the workcamp will take place if it is not owned by your organization
* A liability insurance policy in force
* If applicable: maps, plans and specifications, pictures, detailed description of the accommodation, etc.

**\***Not required for municipalities, northern villages and band councils.

**TO BE ELIGIBLE, THE HOSTING PARTNER MUST:**

* Be a non-for profit organization, municipality, regional county municipality (RCM), band council or Canadian public agency.
* Have a detailed and sustainable work project that betters your community and is supported by its citizens.
* Want to host a group of young volunteers.
* Be able to provide accommodation and a weekly allowance.

**Please return the form by email before 5 p.m. on November 15, 2018:**

For the attention of Ms. Mai Tran

Intercultural Cooperation Workcamps Coordinator

Email address: mtran@cj.qc.ca

**Chantiers jeunesse**

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