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**HOST AN INTERCULTURAL VOLUNTEERING CAMP**

**PROJECT PROPOSAL FORM FOR 2020**

Please refer to the hosting partner information guide to help you fill out this form.

For any questions or help filling out the form, do not hesitate to contact [ageorge@cj.qc.ca](mailto:ageorge@cj.qc.ca).

1. **GENERAL INFORMATION**

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

1. **CONTACT PERSON**

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| **Partnership coordinator** |
| Name: |
| Phone number: |
| Email address: |
| Address (if different from the organization’s): |
| Role within the organization: |

1. **INFORMATION ABOUT THE HOSTING PARTNER**

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| **3.1 Organization’s mission and goals** |
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| **3.2 Organization’s activities** |
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| **3.3 Reasons why you would like to host an Intercultural Volunteering Camp in your community or organization** |
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1. **OVERVIEW OF THE PROPOSED WORK PROJECT**

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| **4.1 General description of the project (framework, objectives, etc.)** |
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| * 1. **Detailed description of the project (description of the tasks and most important goals to be achieved by the volunteer group)**   *You may also join any existing documents detailing the work project, that will help us have a better understanding of your organization and goals.* |
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| **4.3 What is the project’s expected impact on your community? On the volunteers? How do you plan to measure this impact?** |
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**4.4 Work plan**

Describe and prioritize the tasks associated with your project. Assess the time and effort required for each of them, while taking into consideration that the participants are not experts. Plan for indoor tasks in case of inclement weather.

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| **Tasks** | **Time Allotted** | **Number of People** | **Outdoors** | **Indoors** |
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1. **PROJECT TYPE, DATES AND LOCATION**

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| **5.1 Project date and volunteer group preferences** |
| Desired start date:    (Summer projects will take place between June 15th and August 31st 2020. For other timelines, communicate directly with the Volunteer Camps Coordinator)  Desired duration of the project:  2 weeks  3 weeks  Volunteer group:  15–17-year olds  18–30-year olds  Family: 18–30-year-old parent(s) + 3-12 year old children  Number of participants:  6 to 9 participants + 1 camp leader  10 to 12 participants + 2 camp leaders  13 to 15 participants + 2 camp leaders  No preference |
| **5.2 Work 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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| **6.1 Project coordinator** |
| Name:  Phone number:       E-mail:  Role in the organization:  Available to support the group       hours per week  Languages spoken:  Experience with groups of young adults or volunteers and coordination of similar projects: |
| **6.2 Technical expert** |
| Name:  Phone number:       E-mail:  Role in the organization:  Available to support the group       hours per week  Languages spoken:  Experience with groups of young adults or volunteers and coordination of similar projects:    Knowledge and technical skills related to the volunteer project: |
| **Other persons involved** |
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1. **ACCOMMODATION**

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| **7.1 Location of the group’s accommodation (if already known)** |
| **7.2 Details about the group’s accommodation**  **a) Accommodation type and description**  Community centre  Cottage  House  School  Summer camp  Tent  Description:  **b) The accommodation is owned by:**  Your organization  Another local organization:  To be confirmed  **c) Distance between accommodation and work site:**  **d) Facilities**  Number of bedrooms:  Number of beds:  Number of bathrooms:  Number of showers:  **e) Laundry** (washer and dryer)  On-site  Pay-per-use  External  **f) Meals**  My organisation is providing cafeteria service  The group is responsible for their own meals, and we are providing:   * Stove and refrigerator * Tableware and utensils * Cooking equipment   **g) Communication methods**  Wi-Fi network  Other: |

1. **MATERIAL RESOURCES**

Material, tools and safety equipment required for work. Please plan for 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 DISCOVERY AND PROJECT VISIBILITY**

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| **9.1 Activities to explore the community and meet the locals** |
| What activities are available or planned for the volunteers to discover their host community?    What activities might be done to facilitate an encounter between the volunteer group and the local community? |

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| **9.2 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 and/or radio stations  Announcements on social media  Do an open house  Others (specify): |

1. **ELIGIBILITY AND REQUIRED DOCUMENTATION**

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

* Be a non-profit organization, municipality, 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.

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

* A copy of the organization’s charter\*
* A resolution of the board stating the project coordinator can represent your organization and sign on its behalf
* 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.

**Please return the form by email no later than December 1st 2019\* to:**

Alexandra George

Intercultural Volunteer Camps Coordinator

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