****

**HOST A MID- TO LONG-TERM VOLUNTEER (MTV)**

PROJECT PROPOSAL FORM FOR 2020

Please refer to the MTV guide to help you fill out this form.

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

1. **GENERAL INFORMATION**

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

1. **CONTACT PERSON**

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

|  |
| --- |
| **Other resource persons** |
| Name: |
| Phone number: |
| Email address: |
| Address (if different from the organization’s): |
| Role within the organization: |

1. **INFORMATION ABOUT THE HOST PARTNER**

|  |
| --- |
| **3.1 Organization’s mission and goals** |
|  |
| **3.2 Organization’s activities** |
|  |
| **3.3 Reasons why you would like to host an Intercultural Volunteering Camp in your community or organization** |
|  |

1. **OVERVIEW OF THE PROPOSED WORK PROJECT**

|  |
| --- |
| **4.1 General description of the project (framework, objectives, etc.)** |
|  |
| * 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.* |
|  |
| **4.3 What is the project’s expected impact on your community? On the volunteers? How do you plan to measure this impact?** |
|  |

**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 volunteer will not be an expert and will need relevant guidance and mentorship.

|  |  |
| --- | --- |
| **Tasks** | **Time Allotted** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **PROJECT TYPE, DATES AND LOCATION**

|  |
| --- |
| **5.1 Project date and volunteer group preferences** |
| Project starting date:  Project duration (from 4 weeks to 6 months):  Number of volunteers required:  1 volunteer  2 volunteers  Are your dates flexible? If yes, please give alternatives  Are there any vacations or statutory holidays scheduled? |
| **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**

|  |
| --- |
| **6.1 Project coordinator** |
| Name:  Available to support the volunteer       hours per week  Languages spoken:  Experience with young adults or volunteers and coordination of similar projects: |
| **6.2 Other resource persons** |
| Name:  Available to support the volunteer       hours per week  Languages spoken:  Experience with young adults or volunteers and coordination of similar projects:    Knowledge and technical skills related to the volunteer project: |
| **Other persons involved** |
|  |

1. **ACCOMODATION AND MEALS**

We require that all of our host partners provide accommodation for the volunteer(s), for the duration of the project. Volunteers must have a closed sleeping area (that can be share with other volunteers) and access to a kitchen or cafeteria service.

If it is impossible for you to provide accommodation, your organization commits to helping Chantiers jeunesse identify an alternative and sharing the cost of rent. *Exceptionally, for 2020,* ***Chantiers jeunesse will be covering all costs related to volunteer accommodation.*** *A new contribution chart will be shared with you for projects beginning in 2021.*

|  |
| --- |
| Site of the accommodation (if already known) |
|  |
| **Details about the accommodation**  Description :  Your organization is the site’s:  Owner  Lessee  Distance between accommodation and work site:  **Laundry facilities**  On site  Pay per use  Offsite  **Meals**  Kitchen access  Cafeteria access  **Transportation**  The partner will provide the volunteer with a bicycle  The partner will provide the volunteer with a bus pass  **Communications**  Wifi access  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.

|  |  |  |
| --- | --- | --- |
| **Material** | **Already owned by the organization** | **To acquire**  **(Specify purchase, rent or loan. \*Chantiers jeunesse can supply a budget to cover part of these expenses)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Tools** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Safety equipment\*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Personal Protective Equipment – COVID19\*** |  |  |
|  |  |  |
|  |  |  |

1. **INVOLVING THE VOLUNTEER(S) IN OTHER TASKS AND PROJECTS**

Chantiers jeunesse encourages the partner to give the volunteer a certain level of independence, and to allow them to innovate and take on more responsibilities throughout their mandate.

|  |
| --- |
| **9.1 Other tasks and responsibilities** |
| Other than what is described above, what other tasks could eventually be delegated to the volunteer?    What projects can the volunteer take initiative on? |

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
* 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.

**Please return the form by email no later than June 22nd, 2020 to:**

Meliza Alili

Project Officer

Adresse courriel : [suivi@cj.qc.ca](mailto:suivi@cj.qc.ca)

**Chantiers jeunesse**

4545 Pierre-De Coubertin Avenue

Montreal, Quebec

H1V OB2

[www.cj.qc.ca](http://www.cj.qc.ca)