****

**HOST AN INTERCULTURAL VOLUNTEER PROJECT IN CANADA**

**PROJECT PROPOSAL FORM**

Please refer to the information document to help you fill out this form.

However, do not hesitate to contact [adiallo@cj.qc.ca](mailto:adiallo@cj.qc.ca) if you have any questions.

1. **GENERAL INFORMATION**

|  |
| --- |
| **Hosting 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 : |

1. **INFORMATION ABOUT THE HOSTING PARTNER**

|  |
| --- |
| **3.1 Organization’s mission and goals** |
|  |
| **3.2 Organization’s activities** |
|  |
| **3.3 Reasons why you would like to host and intercultural volunteer project in your community or organization** |
|  |

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

|  |
| --- |
| **4.1 General description of the project (context and issues addressed by the project, objectives, etc.)** |
|  |
| * 1. **Detailed project description (describe the tasks and most important objects to be carried out by the group of young volunteers)**   *Don't hesitate to provide any additional documentation on the project or any other document that can give us a better understanding of your organization and project.* |
|  |
| **4.3 What are the expected benefits for your community? For the volunteers? What means allow you to measure those outcomes?** |
|  |

**4.4 Work Plan**

Describe the project tasks in order of priority. Estimate how long they will take, considering that participants are not experts. Make sure to plan for work under adverse meteorological conditions (include an attachment as needed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tâches Tasks** | **Expected duration** | **Number of people** | **Outdoors** | **Indoors** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |
| --- |
| **5.1 Project date and volunteer group preferences** |
| Desired start date:    (Group projects will take place in 2022)  Desired duration of the project:  2 weeks  3 weeks  Other (for mid-long term projects)  Volunteer group :  15-17-years old  18-30-years old  Family : 18-30-years old parent(s) + children 3-12-years old  I wish to host a single volunteer or a small group of volunteers  no preference  Number of participants:  6 to 9 participants + 1 coordinator / lead / conductor  10 to 12 participants + 2 coordinators / leads / conductors  13 to 15 participants + 2 coordinators / leads / conductors  No constraint  I wish to host a smaller group  I would like to welcome a volunteer to accompany the group for a medium-long term duration starting from the following date:    (This individual volunteer can work with you for a 3-6 month period, including the project weeks) (listed above) |
| **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 :  Phone number:       E-mail address:  Position in the organization:  Availability (presence with the group) :       hours per week  Languages spoken:  Experience with groups of young adults or volunteers and coordination of similar projects (attach a CV if desired): |
| **6.2 Technical expert** |
| Name :  Phone number:       E-mail address:  Position in the organization:  Availability (presence with the group) :             hours per week  Languages spoken:  Experience training a group in specific tasks (young adults, adolescents, etc.):    Technical skills and knowledge related to the volunteer project: |
| **6.3 Other involved individuals** |
|  |

1. **ACCOMMODATION**

|  |
| --- |
| **7.1 Address where youth volunteers will be hosted (if determined)** |
| * 1. **Description of host site for youth volunteers:**   **a) Accommodation type and description**  Summer camp  Community centre  Cottage  School  House  Tent  Other : Description :  **b) Your organization is:**  The owner of the premises  The tenant of the premises  To be verified  **c) Distance between the host site and project site**:  **d) Hosting capacity:**  Number of bedrooms :  Number of beds :  Number of bathrooms :  Number of showers :  **e)** **Laundry** (washing and drying machines)  On site  Fee charged  Outside the premises  **f) Meals**  My organisation is providing cafeteria service  The group is responsible for their own meals and we provide :   * Stove and fridge * Cutlery and dishes * Cookware set   **g) Communication methods**  Wi-fi network  Other : |

1. **MATERIAL RESOURCES**

Materials, tools and safety equipment required for the project. Expected materials needed to carry out the project.

|  |  |  |
| --- | --- | --- |
| **Materials** | **Already acquired by the organization** | **To be acquired (specify if purchase, rental or loan)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Tools** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Safety Equipment** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **COMMUNITY DISCOVERY AND PROJECT VISIBILITY**

|  |
| --- |
| **9.1 Activities to explore the community and meet the locals** |
| What activities are there for the volunteers to discover their host community?    As an indication, what activities could allow the volunteers to meet the locals? |

|  |
| --- |
| * 1. **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  Announcements on social media  Contact newspapers and/or radio stations  Do an open house  Others (specify) : |

1. **ELIGIBILITY AND REQUIRED DOCUMENTATION**

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

* Be a non-profit organization, municipality, regional county municipality, band council or Canadian public agency;
* Have a detailed work project with community support that will make improvements to a collective environment
* Want to host a group of young volunteers.
* Be able to provide accommodation and a weekly allowance.

**Once the partnership has been confirmed, we will need additional documents, including:**

* A copy of the organization’s charter (title page of the letters patent, list of board members, description of the mission, goals and objectives of the organization) \*
* The financial statements and annual activity report\*
* A resolution from the Board of Directors authorizing the project coordinator to act and sign on behalf of your organization
* Any authorization required if the organization does not own the location where volunteers will work or be hosted
* Proof of active civil liability insurance
* If needed: maps, plans and specifications, photos, detailed description of host site, etc.

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

**Please return the form by email to:**

Abdoulaye Diallo

Volunteer Projects Coordinator

Email address : [adiallo@cj.qc.ca](mailto:adiallo@cj.qc.ca)

438-936-3554

**Chantiers jeunesse**

4545, avenue Pierre-De Coubertin

Montréal (Québec) H1V OB2

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