

# Budgetary Limitations and Restrictions

You may not request money for an amount that has already been committed to you.

Any expenses covered by another grant or funding source cannot be included in your funding request.

Any expenses already incurred prior to the acceptance of your funding request cannot be reimbursed.

## Reimbursement

Any expenses not used at the end of the program must be reimbursed in full by Interac transfer within 7 business days.

## Sustainable Sourcing Guide

Chantiers jeunesse promotes ethical, fair and environmentally friendly purchasing. In order to help you choose your suppliers of goods and services, we invite you to refer to our sustainable procurement guide: <https://www.cj.qc.ca/wp-content/uploads/2020/04/Version.7.-Guide-developpement-durable.pdf>

## Contributor Plan

In order to sustain your project over the long term, we invite you to seek contributors for your project. This can be in the form of sponsors, partner organizations, donations of professional services, or volunteers. Chantiers jeunesse invites you to think about your potential contributors from the beginning of your project in order to use your funding on essential expenses.



## Planning Expenses

When planning the budget for your Social Impact Project, you must respect the following limits and restrictions.

Expense categories are separated as follows:

1. Site, room, or space rental
2. Participation fees (seminars, booths, conferences, training, etc.)
3. Accommodation
4. Food
5. Travelling expenses
6. Professional fees
7. Specialized equipment (audiovisual, electronic, computer, etc.)
8. Rental of specialized equipment (audiovisual, electronic, computer, etc.)
9. Miscellaneous equipment (construction, decor, equipment, artistic creation, etc.)
10. Tools (construction, manufacturing, creation, etc.)
11. Office equipment (stationery, pencils, agendas, etc.)
12. Books, guides, and computer software
13. Printing (business cards, flyers, posters, etc.)
14. Postage (stamps, packages, etc.)
15. Telephone (calling cards, etc.)
16. Virtual subscription fees (website, Zoom, MailChimp, Mentimeter, Canva, etc.)
17. Traditional advertising and online promotion (social networks, etc.)
18. Promotional items and merchandise (participation prizes, special gifts, etc.)

**No single category of expenses can exceed 25% of the total funding requested.**

Ex: If my total budget is \$2000, and my expenses come from 4 categories of expenses, I can spend a maximum amount of \$500 in each of these categories.

### **For purchases over \$200:**

You must make at least two requests for quotes and send the proofs to your project officer.

Note that you may choose the best value OR justify the choice if it better meets your needs.

### **For purchases over \$250:**

If you are purchasing equipment worth more than \$250, you must plan to donate the equipment to a nonprofit organization of your choice and provide contact information for the recipient organization;  
OR

Demonstrate how this purchase will be used in the long term for your initiative.

## **Travel Expenses**

If your vehicle must be used, it is not necessary to provide gas receipts. We will reimburse the mileage if you fail to provide proof of travel at \$0.61/km.

## **Professional Fees**

Fees and payments for professional services cannot be paid to volunteers carrying out the project or to any other person receiving a Chantiers Jeunesse grant.

*\*Exceptions may be made for people from Aboriginal communities and remote areas.*

An invoice must be submitted describing the service rendered for the project, the hourly rate, and the number of hours worked.

If professional services are provided free of charge or at a reduced rate, you are encouraged to record these donated services in your contribution report.

## **Specialized Equipment (audiovisual, electronic, computer, etc.)**

The maximum amount for this expense category is \$350.

## **Promotional Items and Merchandise**

If you create promotional items for your project (posters, t-shirts, etc.) and for any posting (social networks, website) you must display the Chantiers Jeunesse logo and credit Chantiers Jeunesse and Youth Services Canada as the funding source.

The maximum amount for a gift card is \$25 per recipient.

## Admission Criteria

### Volunteer Eligibility

The volunteer must:

- Be between 15-30 years old at the time of application;
- Be a citizen, permanent resident, or refugee in Canada;
- Have previously completed a service project of 120 hours with the Canada Service Corps (proof will be requested);
- Be ready and able to participate in training events and produce project deliverables throughout the 6-month program.

### Project Eligibility

The potential project must:

- Be done on a voluntary basis and have a positive impact on a community;
- Be completed in no more than 6 months (some exceptions may apply);
- Host all activities and benefits in Canada (some exceptions may apply);
- Offer all services and activities for free; Use financing by Chantiers Jeunesse exclusively for the implementation of the project. All purchases must adhere to our [Sustainable Sourcing Guide](#).

### The project is not eligible if:

- The funds given by Chantiers Jeunesse are used to generate a profit or organize a fundraiser of any kind;
- The public is required to pay for activities related to the project;
- The funds are used to pay honorariums to their team members and other CJ volunteers that are part of the Social Impact Accelerator program. Exceptions may be made for members of Indigenous Communities or those living in remote regions;
- The project budget does not respect the limits established by the Chantiers Jeunesse budget categories (see link here);
- The project does not support a candidate or member of a political party;
- The project does not respect the rights of individuals living in Canada, does not abide by the Canadian Charter of Rights and Freedoms, does not respect reproductive rights, or discriminates based on gender, religion, race, nationality, ethnicity, color, mental health, physical or cognitive limitations, sexual orientation or identity, or gender expression.

## How do volunteers get selected?

### 1. Pre-selection:

The first round of selections will be done when applications are received. Candidates will be analyzed based on project and personal eligibility.

### 2. Final Selection:

A second round of selection will be done in order to evaluate project proposals.

#### Incubator Path (up to \$3,000)

We will select projects based on:

- The potential impact on the community in need;
- The volunteer's potential skill development.



#### Accelerator Path (up to \$5,000)

We will select projects based on:

- The impact that the pre-existing project has had on the community;
- The potential for the project to evolve into a long-term initiative;
- The long-term impact on the community and volunteer;
- The potential skill development for the volunteer.

#### The Chantiers Jeunesse Team will be attentive to:

The volunteer's level of motivation and engagement in the project;  
The volunteer's level of understanding of the community's needs;  
A pre-established connection with the community in need;  
The potential social and environmental impact of the project.

## Selection Equity

We encourage the candidacy of those who belong to an underserved population. This may include, but is not limited to: people in a racialized group, Indigenous people, people with a physical or cognitive disability, members of the 2SLGBTQI+ community, recent immigrants to Canada, members of a language minority community, and/or people living in remote regions.

*If you require support in filling out the application, do not hesitate to contact us directly:*

*impact@cj.qc.ca*