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Dear Potential Partner:

Thank you for your consideration in proposing a community based Green Team Project for your area. Community partners like you are vital in generating the exciting and meaningful work that our Green Teams work on from year to year.

Proposing a Green Team project not only enhances and conserves our environmental and cultural resources but also supports the development of four local youth (aged 16–30) and the sustainability of your community and surrounding area.

Our Green Team Program has developed a reputation in the province of not just being a program that provides “youth as labourers”, but one that provides opportunities for youth to gain solid skills through meaningful community work. Furthermore, it encourages teamwork, creative thinking, problem solving and one that attempts to contribute long-term sustainable development in the region.

If you have a project already developed, or in the development phase, please complete the *Green Team Program Project Proposal Application Form* below and send it back to the Conservation Corps. If you don't have a project idea or require assistance in the application process please contact us to see if the Green Team Program or other Conservation Corps Programs may be of assistance. We encourage you to visit our website to view our past Green Team project descriptions to get a better understanding of the work of the Green Teams and to potentially generate a project idea. The deadline for proposals is **February 26, 2010**.

If you have any questions about your project proposal, project development, projects that have been funded in the past, other funding possibilities, or any other matter regarding the Conservation Corps, please contact me at the above address or visit our website at [www.ccnl.ca](http://www.ccnl.ca). We look forward to an exciting and rewarding 2010 Green Team season.

Sincerely;

A handwritten signature in black ink that reads "Darren Feltham".

Darren Feltham  
Director of Programs

# GREEN TEAM PROGRAM PROJECT PROPOSAL APPLICATION

## SECTION A: APPLICANT INFORMATION

Name of Group: \_\_\_\_\_  
 Street / P.O. Box \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Website if applicable: \_\_\_\_\_

### PROJECT CONTACT(S)

| Proposal Phase Contact | Project Site Contact | Alternative Project Site Contact |
|------------------------|----------------------|----------------------------------|
| Name:                  | Name:                | Name:                            |
| Title:                 | Title:               | Title:                           |
| Phone (w):             | Phone (w):           | Phone (w):                       |
| Phone (h):             | Phone (h):           | Phone (h):                       |
| Phone (c):             | Phone (c):           | Phone (c):                       |
| Fax:                   | Fax:                 | Fax:                             |
| Email:                 | Email:               | Email:                           |

## SECTION B: PROJECT INFORMATION

1.0 Project Title: \_\_\_\_\_

2.0 Purpose or Reason for Project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.0 Project Description (outline the main project activities). Please feel free to attach supplementary information.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.0 Site Location (nearest community, road, river, etc;). Attach pictures, maps or other site indicators:

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5.0 Project Travel: Does this project require the use of a vehicle in order to complete the goals of the project?

Yes,  No If yes, please indicate if you will supply this vehicle/transportation or you are requesting transportation from the Conservation Corps Newfoundland and Labrador (CCNL).

Transportation provided by Community Partner. Indicate source (fleet, rental, etc.) \_\_\_\_\_

Transportation requested from CCNL\*.

\*CCNL may be able to identify a vehicle for project related work by requesting one of the Team Members to have access. Request made by CCNL during the recruitment and hiring process. CCNL will reimburse this Team Member at a rate comparable to the Provincial Government rate of the day up to 100 kilometers per week. In addition, CCNL covers all costs (including travel) for all staff related to its mandatory training programs. All Teams are expected to get to and from the worksite by providing their own transportation.

If you believe your project will exceed the 100 kilometers per week limit please indicate additional kilometers per week?  
 \_\_\_\_\_ Kilometers per week.

Please indicate other forms of travel required to complete your project and estimate the travel required per week. Type of travel required (i.e. powerboat, canoe, ATV, hiking):

Type of Travel \_\_\_\_\_ Kilometres per week \_\_\_\_\_

6.0 Will the team be working on their own or with other individuals and/or groups? For example: Site supervisor provided by Community Partner (present daily, weekly, etc.). Team to work alongside other groups i.e. Canada Summer Jobs Students, Job Creation Partnerships, etc. If yes, please indicate individuals/group(s) and times available:

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7.0 Project Timeline:

CCNL's core Green Team Program (standard four person Team) operates for eight weeks. 2010 dates are June 28 – August 20 with the first week (June 28 – July 2) dedicated to mandatory training provided by the CCNL (training includes 1<sup>st</sup> aid, OHS, policy and procedures, media, conflict, environmental education etc.) Majority of Green Team projects will follow a normal working week (Monday to Friday 8:30 am – 4:00 pm). Certain proposed projects require the Team to work outside these hours and on weekends. Please indicate below the times and dates for any special time considerations for your project?

**Special Considerations**

| Date/Time   | Project Activity               |
|---|--------------------------------|
| Example: July 26 – August 6. Monday – Friday (work day to start at 5:00 am) | River Survey of Fisherspersons |
| Example: August 14 & 15. Saturday & Sunday (8:30 am – 4:00pm)               | Come Home Year Activities      |
|   |                                |
|   |                                |
|   |                                |

8.0 Permits and Permissions. Certain projects may require permits and or permission in order for work to be carried out. For example: In-stream work permits (DFO).

| Type of Permit / Permission Required for the Project | Confirmed | Date Anticipated |
|--|-----------|------------------|
|  |           |                  |
|  |           |                  |
|  |           |                  |

Attach copies of confirmed permits and permissions or forward copies when required.

9.0 Will there be specific training required for this project?  Yes,  No. If yes, what type of specific training?

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10.0 Will community partner provide a worksite orientation, project overview and history, or any other applicable on-site training for the Team? [ ] Yes, [ ] No. If Yes, please provide information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

11.0 Are there potential safety hazards related to this project? (i.e. steep overhangs, fast or deep water, hazardous materials, etc.) \_\_\_\_\_

12.0 List all types of hand tools required for this project? (if applicable) \_\_\_\_\_

13.0 List all types of power tools required for this project? (if applicable) \_\_\_\_\_

14.0 Access to office space, phone, fax, internet and email are required to allow Green Teams to complete their administration requirements of their positions. For example: media releases, weekly reports, final reports, etc. Will the community partner provide access to the above resources? [ ] Yes, [ ] No. Please provide information on location and available time(s). \_\_\_\_\_

### **SECTION C: BENEFITS AND NEED**

**Please take time to fully complete the following questions. Emphasis will be placed on this section during the project evaluation process.**

1. How does this project enhance, restore and sustainably develop our natural and/or cultural resources?

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2. How does your project provide young people with an opportunity to develop leadership, teamwork, and employment skills? \_\_\_\_\_

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3. How does this project demonstrate broad community/regional support and partnerships?

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## SECTION D: FUNDING REQUEST(S)

| Please Check<br>Boxe(s)                | Categories of Green Team Funding Request   |  |
|--|--|--|
| Category 1<br><input type="checkbox"/> | Community Based / NGO Proposed Projects. Traditional 4-Person Team. 3 Team Members at current minimal wage and 1 Team Leader at \$1 more per hour than minimal wage. All four personnel employed for eight weeks.  | 15% Cash Contribution (\$3000) required from the Community Partner. CCNL contributes remaining 85% (\$17,000).             |
| Category 2<br><input type="checkbox"/> | Community Based / NGO Proposed Projects supported by a Corporation identified by the Conservation Corps*. Traditional 4-Person Team. 3 Team Members at current minimal wage and 1 Team Leader at \$1 more per hour than minimal wage. All four personnel employed for eight weeks. | No Cash Contribution (\$0.00) required from community partner. 100% paid for by a Corporation identified through the CCNL. |
| Category 3<br><input type="checkbox"/> | Specialty Team. Customized to fit the needs for a particular project. Extended or enhanced work placements. Duration of employment and/or wages could be increased and number of Team members could vary from the traditional 4-person Team.                                       | Determined on a case-by-case basis pending CCNL funding level.   |

Please Note:

- There is limited capacity under Categories 2 and 3. Majority of our projects will fall under Category 1.
- Checking Category 2 provides CCNL permission to present your proposed Green Team Project to a potential Corporate Sponsors identified by the CCNL. If your project is selected CCNL will formalize this partnership before final approval is given.
- You may check more than one category. For example, checking category 1 and 2 indicates that you have secured your 15% cash contribution but you would also like the Conservation Corps to present your project to a Corporation in hopes that it may be fully funded.
- If you check category 3 please complete the information to give us a better understanding of your special requirements. We will consult back on the possibility of a special arrangement and budget/contribution requirements (minimum of a \$3000 cash contribution required).

**Please Complete Only if you checked Category 3 Above**

|                    | Number of Green<br>Teamers Required to<br>complete Your Project | Proposed Hourly Rate<br><br>Team Members must be at least current<br>minimal wage and Team Leaders \$1.00 more<br>than minimal wage. | Employment Term |          |
|--------------------|---|--|-----------------|----------|
|                    |   |  | Start Date      | End Date |
| Green Team Leader  |   |  |                 |          |
| Green Team Members |   |  |                 |          |

**Please Complete if you Checked Category 1**

### Sources of Funding for Community Contribution

All projects accepted into partnership under the Green Team Program (traditional 4-Person Green Team – Category 1) are required to supply a \$3000.00 cash contribution to the Conservation Corps.

| Source<br>Group Name | Contribution<br>Amount | Confirmed | Date Anticipated |
|----------------------|------------------------|-----------|------------------|
|                      |                        |           |                  |
|                      |                        |           |                  |
|                      |                        |           |                  |
|                      |                        |           |                  |

Note: Contribution Amount MUST add up to the \$3000.00 required from your organization.  
Please attach confirmation letters indicating support.



# Forming Our Partnership

## Summary of Responsibilities

If your project is accepted, **THE CONSERVATION CORPS WILL:**

- provide you assistance and advice for setting up your project;
- hire a Regional Supervisor to be the main liaison between you and the Conservation Corps -- this person will oversee your project as well as other projects within a particular geographical region of the province;
- hire four youth from the local area to form a Green Team (traditional 4-person Team - aged 16 - 30);
- provide training and orientation for the Regional Supervisor and the Green Team;
- help identify and ensure that the Green Team receives project-specific training;
- administer the wages and benefits for the Regional Supervisor and Green Team;
- be responsible for all personnel matters throughout the summer including hiring, discipline and evaluation;
- provide funding for over 85% of Green Team costs (wages, benefits, training & travel - traditional 4-Person Green Team)

**PROJECT PROPONENTS ARE EXPECTED TO:**

- provide a project that conserves, enhances and sustainably develops our natural and/or cultural resources, can be accomplished by a Green Team (youth aged 16 - 30) within the specified time period, provide young people with an opportunity to develop leadership, teamwork and employment skills (you will be expected to complete a work plan for the Team after your project is accepted);
- provide funding for 15% of Green Team (traditional 4-person Green Team -- this \$3000 contribution includes a share of Green Team wages, training, travel and supervision costs);
- be responsible for project materials and equipment necessary to complete the project – Green Team members will have their own safety boots, eye protection, first aid kits, work gloves and hard hats;
- understand that Green Teams cannot use certain mechanized cutting tools – check with Director of Programs for suitability of tool(s);
- be able to provide working space and access to office equipment and supplies;
- provide a contact person who will be available throughout the summer to help the Regional Supervisor and Green Team ensure that all stakeholders' goals are being met;
- sign a project-specific letter of understanding, detailing the responsibilities of the Conservation Corps and the Project Proponent.