



Conservation Corps
Newfoundland and Labrador
Suite 103, 10 Austin Street
St. John's, NL A1B 4C2

T: 709 1729 17265
F: 709 1729 17270
www.ccnl.ca

Dear Potential Partner:

Thank you for your consideration in proposing a community based Green Team Project for your area. CCNL is excited about working with community partners like you who are vital in generating the valuable and meaningful work that our Green Teams undertake 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.

CCNL's Green Team Program has developed a reputation in the province as being a provider of opportunities for youth to gain solid skills through meaningful community work. Furthermore, the program encourages teamwork, creative thinking, problem solving, and employment readiness and supports long-term sustainable development in the region. We are more than just provider of "youth labourers".

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 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 at www.ccnl.ca to view our past Green Team project descriptions. This resource will provide a better understanding of the diverse types of project work that Green Teams undertake, and may help generate a project idea. The deadline for proposals is **Friday, February 23, 2018**.

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 Conservation Corps, please don't hesitate to get in touch. We look forward to an exciting and rewarding 2018 Green Team season!

Sincerely;

Megan Stuckless
Programs Manager



Green Team Project Proposal Application

SECTION A: APPLICATION INFORMATION			
Name of Applicant (Group or Organization)			
<input type="text"/>			
Mailing Address		City/Town	Province
<input type="text"/>		<input type="text"/>	<input type="text"/>
Postal Code	Telephone Number		Fax Number
<input type="text"/>	<input type="text"/>		<input type="text"/>
E-mail Address		Website	
<input type="text"/>		<input type="text"/>	

PROJECT CONTACTS			
<i>Proposal Phase</i>			
Name:	<input type="text"/>	Office Phone:	<input type="text"/>
Title:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email:	<input type="text"/>	Home Phone:	<input type="text"/>
Fax:	<input type="text"/>		
<i>Project Site</i>			
Name:	<input type="text"/>	Office Phone:	<input type="text"/>
Title:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email:	<input type="text"/>	Home Phone:	<input type="text"/>
Fax:	<input type="text"/>		
<i>Project Site Alternate</i>			
Name:	<input type="text"/>	Office Phone:	<input type="text"/>
Title:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email:	<input type="text"/>	Home Phone:	<input type="text"/>
Fax:	<input type="text"/>		

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:

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, will vehicle be supplied by organization?

No (See note below)

Yes

If « Yes » Please indicate source of vehicle (e.g. rental, fleet, organizational vehicle):

Note: CCNL may be able to identify a vehicle for project related work by requesting one of the Team Members to have access. Request will be 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.

Kilometers travel required per week: km

Other forms of travel required (ATV, hiking, watercraft):

Kilometers required per week: km

6.0 Will team be working with other individuals/groups?

Yes No

If yes, please indicate whom and when (e.g. Site Supervisor, Canada Summer Job Students, Job Creation Placements, etc?)

7.0 Project Timeline & Special Considerations:

CCNL's core Green Team Program (standard four person Team) operates for eight weeks (July 3rd – Aug 24th, 2018) with the first week (July 3rd – 6th) dedicated to mandatory training provided by the CCNL (training includes: first aid, OH&S, policy and procedures, media, conflict resolution, environmental education, etc.) The majority of Green Team projects will follow a normal working week (eg. Monday to Friday 8:30 am – 4:30 pm), however certain proposed projects require the Team to work outside these hours and on weekends. Please indicate below the anticipated regular work schedule and any other special time considerations for your project.

WORK SCHEDULE

Date/Time	Project Activity
July 9 rd – Aug 24 th , Monday – Friday, 8:30 AM – 4:30 PM	Regular Work Schedule

Exceptions & Special Considerations

Example: July 3 rd – July 6 th . Monday – Friday work day to start at 5:00 AM	River Survey of Fisherpersons
Example: August 5 th & 6 th . Saturday & Sunday (8:30 AM – 4:00 PM)	Come Home Year Activities

8.0 Permits and Permissions: Certain projects may require permits and or permission in order for work to be completed. For example: In--stream work permits (DFO). Please attach copies of confirmed permits and permissions or forward copies when acquired.

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

9.0 a.) The community partner is responsible for providing a worksite orientation, project overview and project history to the Green Team on the first day of work on site (July 9th). Please provide the contact information for the individual responsible for this orientation.

Name

Address

Title

Telephone

Organization

Email

9.0 b.) The community partner is responsible for identifying and assisting with any project---specific training required for the completion of the proposed project e.g. electrofishing, stream work, archeological digging, interviewing, etc. Please identify the project---specific training required and the contact information for individual responsible for training.

Nature of training:

Individual responsible

Name

Address

Title

Telephone

Organization

Email

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

11.0 List all types of manual hand tools AND power tools required for this project. (if applicable)

12.0 Access to office space, phone, fax, internet and email MUST be provided by the community partner to allow Green Teams to complete the administration requirements of their positions (e.g. media releases, weekly reports, final reports, etc.). Is the community partner able to provide access to the above resources?

Yes No

Please provide information on location and available time(s) for office space.

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?

2. Please list at least three (3) leadership, teamwork, and/or employment skills that youth will gain through their experience working on this project?

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

SECTION D: FUNDING REQUEST

Please Check Box(es)	Categories of Green Team Funding Request	
<p align="center">Category 1</p> <p align="center"><input type="checkbox"/></p>	<p>Community Based / NGO Proposed Projects. Traditional 4---Person Team. 3 Team Members at current minimum wage and 1 Team Leader at \$1 more per hour than minimum wage. All four personnel employed for eight weeks.</p>	<p>14.5% Cash Contribution (\$3,500) required from the Community Partner. CCNL contributes remaining 85.5% .</p>
<p align="center">Category 2</p> <p align="center"><input type="checkbox"/></p>	<p>Community Based / NGO Proposed Projects supported by a Corporation identified by Conservation Corps. Traditional 4---Person Team. 3 Team Members at current minimum wage and 1 Team Leader at \$1 more per hour than minimum wage. All four personnel employed for eight weeks.</p>	<p>No Cash Contribution (\$0.00) required from community partner. 100% paid for by a Corporation identified through the CCNL.</p>
<p align="center">Category 3</p> <p align="center"><input type="checkbox"/></p>	<p>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.</p>	<p>Determined on a case---by---case basis pending CCNL funding level.</p>

Please Note:

--- There is limited capacity under Categories 2 and 3. The majority of 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 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 \$3500.00 cash contribution but you would also like 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 section below 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 \$3500 cash contribution required).

Please Complete Only if you checked Category 3 Above

	Number of Green Teamers Required to complete Your Project	Proposed Hourly Rate (Team Members must be at least current minimum wage and Team Leaders \$1.00 more than minimum wage)	Employment Term	
			<input type="text"/>	<input type="text"/>
			Start Date	End Date
Green Team Leader	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Green Team Members	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Please Complete Only if you checked Category 1 Above -- 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 \$3500.00 cash contribution to Conservation Corps.

Source/Group Name	Contribution Amount	Confirmed	Date Anticipated

**Note: Contribution Amount MUST add up to the \$3500.00 required from your organization.
Please attach confirmation letters indicating support.**

SECTION E – ADDITIONAL INFORMATION

Use this space to indicate any special considerations required for the completion of your project or to add any supplementary information you feel is relevant to your application

SECTION F --- CERTIFICATION

I certify that the information in this application form is true, correct and complete in every respect to the best of my knowledge and I am authorized to sign on behalf of the organization.

Name:

Title:

Signature:

Date:

FUTHER INFORMATION

For inquires please contact:

Megan Stuckless --- Programs Manager
Conservation Corps Newfoundland and Labrador
Tel: (709) 729---7279
Cell: (709) 725-7104
Fax: (709) 729---7270
Email: mstuckless@ccnl.ca

Please forward completed Applications to:

Conservation Corps Newfoundland and Labrador
Green Team Proposal Review Committee
10 Austin Street, Suite 103
St. John's, NL
A1B 4C2

Forming Our Partnership

Summary of Responsibilities

If your project is accepted, **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 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 85.5% of Green Team costs (wages, benefits, training & travel --- traditional 4---Person Green Team)

COMMUNITY PARTNERS 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 14.5% of Green Team (traditional 4---person Green Team ----- this \$3500 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;
- list the type of tools required for the completion of your project (certain mechanized cutting tools are not permitted i.e. chainsaws) – check with Programs Manager for approval 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 Community Partner.