



# Environmental and Cultural Hiring Opportunity (ECHO) Program Application Guide

## SECTION A

This section includes general information regarding your organization.

### A.2 Street Address Field

Please provide a **numbered street address**. This section **cannot** include a P.O. Box. This information is required for federal funding applications.

### A.3 Mailing Address Field

If different from street address, please provide a mailing address. This section **can** include a P.O. Box.

### A.12 Federal Riding

In order to secure funding for the ECHO Program, CCNL submits applications for federal funding (Canada Summer Jobs). We submit a separate funding request on behalf of each successful partner application and all requests are separated by riding. This information should reflect the “home base” for where the student will be working – generally this will be your office address (street address).

#### **Federal Ridings**

Please select your riding from the following list:

- Avalon
- Bonavista – Burin - Trinity
- Coast of Bays – Central – Notre Dame
- Labrador
- Long Range Mountains
- St. John's East
- St. John's South – Mount Pearl

If you are uncertain, you can confirm your Federal Riding here:

<http://www.elections.ca/home.aspx>

## SECTION B

This section is specific to the project work ECHO students will undertake for the community partner.

### B.2 Project Location:

Enter the site/location where most project activities will occur if different than organization address.

### B.4 Project Description

Give a detailed description of the project that the students will be working. ECHO students can work on individual projects or part of a larger project within your organization.

### B.5 Requested Work Term

CCNL offers ECHO placements for students in Newfoundland and Labrador aged 15-30, which includes high school and returning post-secondary students (All ECHO participants must be full-time and returning students). All ECHO students are paid \$12.00 per hour for 35 hours per week. ECHO placements can be requested for 7 and 8 weeks terms. Community partners can request a maximum of **TWO** ECHO placements per year.

In section B.5, please indicate the number of positions you are requesting and for which term length(s) you are applying (7 or 8 weeks). If applying for two ECHO placements, Community Partners can choose any combination of term lengths (e.g. One ECHO student placement for 8 weeks and a second ECHO student placement for 7 weeks). Please note: the number and length of positions that CCNL can offer to community partners will ultimately depend on (1) the success of your application to CCNL **and** (2) the success of CCNL's application to Canada Summer Jobs.

Community partner projects that are approved for summer 2018 are responsible for contributing 25% of the total cost of wages per student, which will be used to assist with salary, training, supervision and other costs related to the placement. Community partners will be invoiced for the prescribed amount for each successful application.

### B.7 Vehicle Use

CCNL does not provide access to or funding for vehicle use for ECHO placement work. If a vehicle is required by the student to perform his/her work-related duties, *the community partner must reimburse the student directly for vehicle use*. If a vehicle is required you must notify CCNL prior to the recruitment process so that can be listed on the job posting.

## SECTION C

This section refers to the career skills that will be developed by the student(s) throughout their placement(s).

### C.1 Job Title

Please indicate the position title for the ECHO student.

### C.2 Job Duties and Responsibilities

Please indicate the specific tasks and responsibilities to be performed by the student during the ECHO placement.

### C.3 Hours of Work

Please indicate the weekly hours of work for each ECHO student. ECHO students are entitled to 35 hours per week. If the proposed daily working hours are to change throughout the placement please indicate how in the space provided on the application form.

### C.8 Outreach/Engagement Activities

In this section please identify a minimum of two community festivals or events in which the ECHO student will participate and identify what their role will be at this event.

Examples of Events:

- Canada Day Celebrations
- Municipal Events
- Summer Festivals

Examples of Roles:

- Event planning assistant
- Assistant with community festival set-up and/or clean-up
- Presenter at municipal event

## SECTION D

CCNL provides 75% of the costs of each approved student and the community partner is required to provide 25%. In addition, CCNL covers costs related to recruitment, selection, hiring, partial supervision, occupational health and safety, first aid (where required), and some safety equipment. Any additional costs related to the project in excess of that stated above will be the responsibility of the community partner (E.g. specialized training, accommodations, project materials, travel reimbursement, etc.)

Cost breakdown per student is as follows:

<b>Weeks of Works</b>	<b>Partner Contribution (25%)</b>	<b>CCNL Contribution (75%)</b>
8 weeks (July 3-Aug 24) @ \$12.00 per hour	1 student: \$966 2 students: \$1932	1 student: \$2898 2 Students: \$5796
7 weeks (July 3-Aug 17) @ \$12.00 per hour	1 student: \$845 2 students: \$1690	1 student: \$2536 2 students: \$5072

Please identify where your matching funds will come from and whether or not they are confirmed. Total contributions from all of your funding sources must be equal to the 25% required contribution. If possible, please attach confirmation letters indicating support where funding will be received from sources external to your organization.

## **SECTION E**

Use this section 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**

This section is to verify that you have authorization to sign on behalf of your organization. You may submit your application electronically (by email) and include an electronic signature. If unable to submit with electronic signature, please submit application electronically and send Section F: Certification (last page) with written signature via fax, scan or postage.

Fax: (709) 729-7270

Email: [mstuckless@ccnl.ca](mailto:mstuckless@ccnl.ca)

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

**THANK YOU!**