

2022 GREEN TEAM APPLICATION QUESTIONS



**We are excited to partner with you!
Please see below for more information
and details.**

***Important Note: This document is not the 2022 Green Team Application. All Green Team Project Application 2022 answers must be submitted via the Google Form found on our website at <https://ccnl.ca/green-team-project-application/>**

This document is intended to provide an easy way to reference the application questions for those who are working collaboratively or for those who prefer to draft their responses before including them in the online application. Although the Green Team Project Application 2022 Google Form can be edited after submission (until the deadline date), you may not be able to see the previously submitted responses should you choose to resubmit the application with changes. For this reason, **some applicants may choose to work through and save responses in a separate document prior to submission.**

We hope this document will serve as a useful tool for your organization in preparation for your Google Form application submission. **Should you require any assistance with the use of Google Forms, please contact Shelby Beals at sbeals@ccnl.ca**

2022 Green Team Application Instructions and Questions

Thank you for your interest in applying for a Green Team project for the upcoming year. 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.

Green Team projects enable us to collaboratively advance your conservation goals and priorities, while providing an opportunity for youth to gain valuable skills through investing in their communities. Furthermore, the program encourages teamwork, responsibility, creative thinking, problem solving and employment readiness, and supports long-term sustainable development in the region. Together we create far more than just a “summer job”.

We encourage you to visit our website at www.ccnl.ca to view 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 to develop your project idea.

****Note: When you submit this online form, you will receive a copy of your submission in the email address provided below. You are welcome to make changes to the application at any time prior to the deadline. The deadline for proposals is Friday, February 18, 2022.***

If you have questions about your project application, project development or other funding possibilities, please do not hesitate to get in touch with **Programs Manager, Megan Stuckless at mstuckless@ccnl.ca or 1-709-725-7104.** We look forward to an exciting and rewarding 2022 Green Team season!

APPLICANT INFORMATION

Name of Applicant Organization or Group
Mailing Address (if applicable, please include both PO Box AND street address)
City/Town
Province
Postal Code
Telephone Number
Fax Number (if applicable)
Email Address of Applicant if different from above
Link to the organization website or social media page(s)

APPLICATION PHASE CONTACTS

Whom should we contact if we have questions while reviewing the application?

Name
Position/Title
Email Address
Office Phone
Mobile Phone
Home Phone

PROJECT CONTACTS

Whom should we contact for questions or to provide information about the Green Team during the spring and summer of 2021? Please note that this person is intended to be accessible for questions from CCNL as well as the key contact for the Green Team throughout the summer.

Project Site Contact Name
Project Site Contact Position/Title
Project Site Contact Email
Project Site Contact Office Phone
Project Site Contact Mobile Phone
Project Site Contact Home Phone

PROJECT SITE ALTERNATE

Whom should we contact in case the primary Project Site contact is unavailable?

Alternate Name
Alternate Position/Title
Alternate Email
Alternate Office Phone
Alternate Mobile Phone
Alternate Home Phone

GREEN TEAM PROJECT INFORMATION

This section outlines the project that the Green Team will work on.

Project Name/Title

Project Description (Please outline the primary project activities and goals. Please describe both the overall project and what role the Green Team will have in achieving the project goals. Feel free to email any supplementary information you may wish to submit to mstuckless@ccnl.ca)

PROJECT BENEFITS

Please explain how this project will enhance, restore and/or sustainably develop our natural and/or cultural resources

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

PROJECT LOCATION

In this section, name the locations where the Green Team will be working.

Green Team work site location(s)

PROJECT TRAVEL

In this section, describe the travel and vehicle requirements for this project.

IMPORTANT: CCNL may be able to identify a vehicle for project related work by requesting that one of the Team Members have access to a vehicle. If a driver can be identified, CCNL will reimburse that individual at a rate comparable to the Provincial Government kilometer rate, up to 100km per week. Any mileage accrued over 100km/week must be reimbursed by the community partner organization. All other forms of travel (eg. watercraft, ATV etc) must be approved by the Programs Manager prior to use. Approval can not be given without proof of any/all necessary registrations, licenses, insurances and safety protocol. Do you understand and agree to the above?

Does this project require the use of a vehicle in order to complete the goals of the project?

If "Yes", will the vehicle be supplied by your organization?

If "Yes", please confirm who will be supplying the vehicle (Eg. rental, fleet, organizational vehicle etc.)

Expected km's required per week

Will other forms of travel be required? (Eg. ATV, watercraft, hiking etc.) If so, please indicate which types.

WORKSITE INFORMATION

In this section, describe who will be working with the Green Team at the work site.

Will the team be working with, or alongside, other staff, individuals or groups?

If "Yes", please indicate with whom and when the team will work with other staff/ volunteers/ individuals/ groups (Eg. site supervisors, Canada Summer Jobs students, organization volunteers etc.)

HOURS/SCHEDULE

CCNL's core Green Team Program operates for eight (8) weeks each summer; all staff work 35 hours per week; all members of a team must work the same hours/schedule. This year the program will operate from June 27 – August 19, 2022. Pending Covid 19 safety protocols and restrictions, the first week, June 27 - July 1, 2022, is dedicated to mandatory training provided by CCNL. Should Covid 19 prevent in-person Green Team Training Camp from taking place, CCNL will coordinate individual training sessions during the first week with the team; in this case, the team may be available for on site work within the first week. CCNL may also conduct up to 3 additional virtual training sessions (anticipated 1-3 hours each) throughout the summer. Training will include first aid, occupational health and safety, policy and procedures, media, team building, environmental education, other labour market skills and much more. All costs will be covered by CCNL.

The following 7 weeks will be dedicated to project activities/tasks designated by the community partner. The majority of Green Team projects follow a standard work week and schedule (Eg. Monday – Friday 8:30 am - 4:30 pm). Where necessary, it may be possible for the team to work outside these hours and on weekends. Hours worked in excess of 35 hours in any given week must be given off as time in lieu, as per provincial labour standards.

Pending Covid 19 safety protocols and restrictions, the final 2-3 days of Green Team employment will be dedicated to a wrap up seminar and employment skills training for Green Team employees. All expenses will be covered by CCNL.

I have read, and agree to the information above.

Please indicate the typical expected schedule for the Green Team. Eg. Monday - Friday, 8:30 am -4:30 pm.

Please indicate any requested/expected exceptions or special circumstances related to the work schedule.

Eg. early morning or late evening work required; holidays the team will be required to work; periods during which the team will be required to work more than 35 hours in a week etc.

PERMITS AND PERMISSIONS

Certain projects may require permits and/or permission in order for work to be completed. Eg. In-stream work permits (DFO), License to Occupy (FLR), permission to conduct work on municipal lands etc. Please include any relevant information below and attach copies of confirmed permits and/or permissions or when these permits/permissions can be anticipated. Please forward copies when acquired.

Types of permissions required and dates confirmed or anticipated.

Will the members of your Green Team be required to acquire a criminal records check and vulnerable sector check?

TRAINING AND SAFETY

CCNL's first priority is the safety of all Green Team employees and worksites. We work closely with Community Partners to ensure that our shared human, physical and property resources are safe and protected, and that all Occupational Health and Safety standards are met or exceeded at all times.

Worksite Orientation Personnel

The Community Partner is responsible for providing a worksite orientation, project overview, review of the workplan and any other necessary information to the Green Team on the first day of work on the project site. Pending the impact of Covid 19 on the 2022 Green Team training schedule, this orientation will take place either during the first week of work (June 27-July 1), or on July 4/5, 2022. Please provide the following information for the individual responsible for providing the worksite orientation on the first day of work.

Orientation Personnel Name

Orientation Personnel Position/Title

Orientation Personnel Email

Orientation Personnel Phone

SAFETY SKILLS AND TRAINING PERSONNEL

The Community Partner will also be responsible for sourcing any training necessary to safely and effectively complete project tasks and/or operate tools or equipment that may be required to complete the project (Eg. hand tools, electrofishing, stream work, interviewing, etc.). If this poses a challenge, please contact Megan Stuckless at mstuckless@ccnl.ca or the Regional Supervisor assigned to your team and we will do our best to assist you. Please provide the following information for the individual(s) responsible for providing the necessary training for project related tasks.

Safety Training Personnel Name

Safety Training Personnel Position/Title

Safety Training Personnel Email

Safety Training Personnel Phone

Type of training to be provided

Will there be other people providing safety and/or skills training to the Green Team for your project?

If "Yes", please provide their name, contact information and the type of training they will provide here

OCCUPATIONAL HEALTH AND SAFETY

IMPORTANT: All tools and equipment must be approved by the Programs Manager prior to use by the Green Team. Safety training and orientation on proper inspection and use of required tools and equipment will be required. The Programs Manager and Regional Supervisor will work with you to make sure that the team is able to safely and effectively carry out project work.

The safety and well being of staff, volunteers, partners and all other people connected with our projects is the highest priority for CCNL. All CCNL staff are expected to uphold the highest safety standard and are not permitted to carry out unsafe work. We actively work with all stakeholders to prevent accidents and injuries,

and proactively promote health and safety on all projects/locations where CCNL staff are employed. In an effort to ensure the safety of all involved, please identify and list any/all potential safety hazards related to this project. (Eg. steep overhangs or embankments, fast or deep water, hazardous materials, etc.)

Please list all types of manual hand tools, power tools and any other equipment that may be used during this project. *Note: all tools and equipment must be approved for use by CCNL staff, and proper training and orientation must be provided to the team, prior to use by Green Team staff.

ENVIRONMENTAL AWARENESS EVENTS

Green Team staff will plan and deliver five (5) environmental awareness events (EAE's) throughout their 8 week employment term. Staff will receive training to prepare them for this task during Green Team Training. Pending Covid 19 restrictions and safety guidelines, EAE's may be delivered in person, virtually using social media or videoconferencing, or some combination therein. This allows the team to develop public speaking and presentation skills, educate local residents about environmental issues and promote the great work they are undertaking with their Green Team project!

Do you consent to allow the team to schedule and create/deliver these events?

OFFICE ACCESS

The community partner must provide access to an office space with phone, internet and where necessary, fax. This is to facilitate weekly reporting and administrative tasks that CCNL requires each team to complete.

Is your organization able to provide access to the above resources?

If "Yes" please provide the location and the time(s) during which the team will have access to the office

FUNDING REQUESTED

Below are the types of team structure and funding arrangements that can be availed of through the Green Team Program. IMPORTANT: There is VERY LIMITED capacity under Categories 3 and 4. The majority of approved projects will fall under Category 1 and 2.

Checking Category 3 provides CCNL permission to present your proposed Green Team Project to potential corporate sponsors. If your project is selected, CCNL will formalize this partnership before final approval is awarded.

Applicants may check more than one category. For example, checking Category 1 and 3 indicates that you have secured the required \$3500 contribution but would like CCNL to present your project to corporate sponsors in hopes that it may be fully funded.

Corporate sponsors will be publicly recognized by CCNL for their contribution toward the Green Team Program and may request to visit the sponsored Green Team at their worksite.

Please check all categories for which you wish to be considered.

Category 1 - Standard Green Team: 3 Team Members at minimum wage for 35 hours per week, 1 Team Leader at minimum wage plus \$1 for 35 hours per week; all 4 personnel employed for a total of 8-weeks from June 27-August 19, 2022. Community Partner agrees to provide \$3500 cash contribution; equaling 14% of total cost of the Green Team, with CCNL contributing 86%.

FUNDING REQUESTED Continued...

Category 2 - Two-Person Green Team: 1 Team Member at minimum wage for 35 hours per week, 1 Team Leader at minimum wage plus \$1 for 35 hours per week; both personnel employed for a total of 8-weeks from June 27-August 19, 2022. Community Partner agrees to provide \$1750 cash contribution; equaling 14% of total cost of the Green Team, with CCNL contributing 86%.

Category 3 - Corporately Sponsored Green Team: Pursuant to availability, either a Standard Green Team or Two-Person Green Team as defined above. No cash contribution required by community partner. 100% of team costs will be covered by corporate sponsor.

Category 4 - Specialized Green Team: Resources allotted to allow for customized terms to fit the needs of a project.(Eg. Extended or enhanced work placements, modified team structure etc.) Community Partner agrees to contribute a base amount of \$3500. For more information please contact Megan Stuckless at mstuckless@ccnl.ca.



CATEGORY 4 DETAILS AND DESCRIPTION

If checking Category 4, please complete the section below to provide CCNL with a clear understanding of your needs and requested terms. If approved, under Category 4, CCNL will work with you to ensure allotted resources are utilized to the best advantage of the project and team.

Please outline the team structure (Team Leader and requested number of Team Members), duration, start/end dates, wages and any other pertinent details associated with your request. *Note: Please be aware that your organization may be required to contribute more than \$3500 (in cash) if the proposed team exceeds the employment related costs of a Standard Green Team.

COMMUNITY PARTNER CONTRIBUTION SOURCES

**Required if you checked Category 1, 2 or 4 above.* All projects accepted into partnership under Category 1 are required to supply a \$3500 cash contribution; while all projects accepted into partnership under Category 2 are required to supply a \$1750 cash contribution. Please complete the following:*

Funding source(s) or group(s) for Community Partner cash contribution.

Are the funding sources confirmed?

If not, when do you expect funding to be confirmed?

ADDITIONAL INFORMATION

Please use this space to indicate any special considerations required for the completion of your project or to add any supplementary information of which we should be aware.

Green Team Partnership Summary of Responsibilities

CCNL commits to:

- Offer, where appropriate, assistance and advice for setting up the project and Green Team.
- Employ a Regional Supervisor to be the primary liaison between the Community Partner and CCNL – this person will oversee the Green Team approved for your project, as well as other projects within a defined geographic region of the province.
- Employ youth, ages 16-30, from the local area to form a Green Team, your participation in the recruitment and hiring process is welcome but not required.
- Provide training and orientation for the Regional Supervisor and the Green Team.
- Work with the community partner to ensure that the Green Team receives appropriate project specific safety and skills training.
- Administer all wages and benefits for the Regional Supervisor and the Green Team.
- Be responsible for all personnel matters throughout the employment term including hiring, discipline and evaluation.
- Provide funding for 85.5% of Green Team costs (wages, benefits, Green Team Training Camp, uniforms, specified safety equipment, etc.)

Community Partners commit to:

- *Plan and facilitate a project that conserves, enhances and sustainably develops the natural and/or cultural resources of the community/region/province and can be accomplished by a Green Team within the employment term.*
- *Support CCNL in providing youth staff with an opportunity to develop leadership, teamwork, technical and employment skills.*
- *Complete a work plan prior to commencement of the Green Team and review this plan with the Team during orientation.*
- *Be responsible for providing all necessary project materials, equipment and other resources necessary to complete the project – where necessary, Green Team members will provide their own CSA approved safety boots and CCNL will provide eye protection, safety vests, hard hats, work gloves and a first aid kit.*
- *Remain in open and regular communication with the Regional Supervisor and the Programs Manager as needed.*
- *Disclose all safety hazards that may be encountered as well as all necessary tools, equipment and modes of transportation required to complete the project.*
- *Work with CCNL to ensure a safe and healthy workplace environment and workplace practices.*
- *Provide a contact person(s) who will be available throughout the summer to help the Regional Supervisor and Green Team ensure that all stakeholders goals are being met.*
- *Sign and return a project specific letter of understanding, detailing the responsibilities of CCNL and the community partner.*