



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

Scouts Canada
National Office
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Purpose

The intent of this form is to provide notification to the local council and the International Committee of Scouts Canada that you are planning a Community Development Project. Much of the data provided here will later be useful in the preparation of the Camping and Outdoor Activity Application and Tour Permit once final plans have been completed and prior to departure. This application will also provide some sense of confidence to the Council and Committee that appropriate planning steps are being undertaken to protect our youth throughout the project. Finally, it will allow the International Committee to determine its level of financial commitment for teams planning to request funds from the Canadian Scout Brotherhood Fund. The Group Commissioner should be involved in the preparation of the project and the completion of this form. Please do not feel limited by the space provided; applications will require appended documents and pages. Some applicants may choose to simply write a document using this form's headings.

It cannot be overemphasized that all CDPs approved by Scouts Canada must involve local Scouts in the host country who will drive the project with the support of Canadian Scouts.

Application Timeline

Applications are due:

- **By October 30th** for projects in the coming year and at least six months prior to departure, the Project Request form, including the anticipated budget and initial risk assessment must be approved by the local Council and submitted to the International Committee for review. Please allow at least one month for Council approval including any necessary questions at that level.
- **At least three months prior to departure and two months prior to significant purchases** including airfare, the Final Risk Assessment and Final Project Budget must be completed and submitted to the International Committee for approval.
- **At least one month prior to departure and one month prior to significant purchases** including airfare, the Tour Permit must be completed and submitted to the Council for approval.

The project planning team understands the deadlines as detailed above.

Project Name

Please provide a name for your project, including the year of the project, ex: Madagascar 2012, Defending Mafeking 2010.

Executive Summary

Please provide a brief (one paragraph) overview of the project and its objectives.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

List of Key Project Organizers

The leadership team must include at least one senior youth with a key role in the planning process for the project. As a youth driven organization, we must provide learning opportunities to develop our youth members as our future leaders.

All advisors must be active members of Scouts Canada, having completed all screening requirements. All advisors must hold a minimum of Woodbadge I Company and at least one advisor must hold Woodbadge II Company or Crew.

While it is strongly suggested that all Community Development Projects involve advisors, a Crew of Rover Scouts may request permission to plan a project without an advisor.

Full Name	Adult/youth	Phone Number	Email

Project Location

What is the anticipated location for the project? You can provide a country, community or even just a region of the world for projects that will be seeking International Committee support to find a destination. This may also include communities or cities that will be a significant stop or layover along the way for the team.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Travel Arrangements

How does the team intend to get to the destination country and how will you travel while in the country? Generally, groups would travel significant distances by air on commercial carriers, however if you are taking a bus to northern Mexico, that needs to be detailed. Also, will you be traveling by bus or other means while in the country? Adult participants driving youth in rented vehicles will raise concerns for insurance, International Drivers Licenses, etc.

Project Timeline

What is the anticipated time of the project (minimum 2 weeks with 2/3rd of the time spend working on the project)? Some details on your timeline would also be helpful. These may include deadlines for participant contributions, major purchases like airfare, deadlines for sending supplies ahead, pre-camp, team departure, etc. In the early stages of planning, these should be listed as anticipated dates or number of days prior to departure.

Be sure to include two important dates in this section: the submission of additional supporting documents as outlined in the 'Application Timeline' section above and the submission of a final report to the International Committee.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Project Work

Will your project consist of construction, training, or teaching, etc.? What kinds of skills, training and safety measures are required for this work? Provide some details that will ensure the Risk Assessment covers the necessary points. If you plan on having youth hand dig wells to 30 feet deep or use local arc welding equipment, we need to make sure that appropriate training and precautions are in place.

Project Team - Experience

What experience exists on the planning team in terms of community development projects, international scouting, project management, and international travel? Are the skills required for the project work above present on the team?

Project Team - Audience

From where will the project draw its participants? (local group, area, council or national). What age group are you targeting for the team members? This may be as simple as the team is limited to the 125th London Venturer Company and advisors.

- This is a closed group project. No individuals can apply to join as participants.

- This project is open to individual applicants.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Project Team - Selection

How will members be asked to join the team and what criteria will be in place to determine suitability? What qualifications will the advisors require for various roles, such as construction supervisor, first aider, etc.?

Project Team - Structure

How do you expect the youth will work together and govern themselves? (Patrols responsible for specific tasks, working groups that change over time, group bylaws, code of conduct, etc.). What roles will the various advisors take on or what will be their area of responsibility?

Additional Activities

What activities does the group anticipate undertaking while in the country? This list should include side trips, Scouting events, social/cultural events, and tourist activities. Scuba diving training with unlicensed providers in areas that are known for shark attacks will obviously raise red flags. The team will have to ensure that all activities are conducted in accordance with the Camping and Outdoor Activity Guide.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Local Contact(s)

What contacts are in place for support in the target Scout Association, country or community? Will they be providing accommodations, guides, travel arrangements, etc.? Which local Scouting Association will you be working with (as some countries have several associations)? Upon approval, Scouts Canada will contact the local Scouting Association.

The planning team has not yet made a local contact and requests the assistance of the International Committee to find one.

Local Scouting

How will the group participate with local Scouting groups in the destination country? This may be one of the most important aspects of a Scouts Canada Community Development Project. What sets our projects apart from humanitarian tourism is the cultural exchange with local scouts. The planning team should ensure that the project includes meaningful interaction with local scouts. The International Committee can make contacts with the local scouting organization to facilitate such interaction. Have you planned home stays, or will you be participating in local Scouting camps, tours, etc.?

The planning team has not yet made contact with local scouts and requests the assistance of the International Committee to do so.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Project as a Learning Activity

How will the project be developed as a learning activity for all participants? You should consider activities prior to departure, in country and on conclusion of the project. Include how it might be used to fulfill badge or award requirements for the youth involved (Queen's Venturer Award, Rover Rambler Award, Duke of Edinburgh Award, Scouts of the World Award, etc.).

Anticipated Budget

Please attach separately an anticipated budget including costs for team participation (transportation, accommodations, meals, activities, etc.) and project costs (materials, etc.). The budget should also specify a contingency amount that is commensurate with your confidence in the budget accuracy. Assume 15% for early planning, 10% as plans start to solidify and 5% (min) once final details are being made and major expenses such as airfare have been accurately quoted.

Include below a brief explanation of the income and expenses included in the attached anticipated budget.

- Anticipated budget is attached.
- The project planning team will submit a Final Project Budget at least three months prior to departure and at least two months prior to significant purchases including airfare.

Projects can apply for funding from the Scouts Canada Brotherhood Fund to cover the cost of implementing the project (i.e., building materials, training manuals, etc.), but the fund will not cover participant costs such as airfare.

- The planning team requests funding from the Brotherhood Fund for the amount of \$ _____



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

Scouts Canada
National Office
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Transfer of Funds and Banking

How do you expect the transfer of funds will take place to the target community? If you're unsure of this detail, the International Committee can help with a variety of suggestions to simplify the process.

Risk Assessment & Security

Will the advisors undertake a preview trip? What if any travel restrictions are in place on the DFAIT web site for the anticipated destination?

Note that at any point in time, the International Committee reserves the right to cancel or request significant changes to a project for reasons of security including social/political unrest, natural disaster, disease outbreak, etc. For examples, consider: the political coup and ensuing riots in Madagascar in 2008 that delayed a project, the earthquake in Haiti would have caused cancellation of any trips to that country and concerns over the H1N1 virus that almost cancelled the Paraguay Project in 2009.

- The Project Planning Team has attached an initial Risk Assessment on the Community Development Project Risk Assessment Template.
- The Project Planning Team will submit a detailed Final Risk Assessment according to the Community Development Project risk management template at least three months prior to departure and at least two months prior to significant purchases including airfare.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Communications Plan

There are several key stakeholders including your contact in the host country and participants' parents that require constant communication from the project leadership team. Please list your key stakeholders, how often you intend to contact them, and what topics you will cover in your communication with them. You should also include if and how you intend to make use of Scouts Canada's communications channels (website, email blasts, etc.).

- The Project Planning Team commits to regular communication with the International Committee once the project has been approved.
- The Project Planning Team commits to submitting a final report to the International Committee at the end of the project.

Travel Insurance

What form of travel insurance will be in place for participants? This is a requirement for the Tour Permit and is suggested in the 'Planning your Community Development Project' document that one provider should be contracted for all participants.



It starts with Scouts.

ScoutsAbroad

Community Development Project Project Request Form

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Contingency Plans

These will be based on the highlights of the risk assessment. If political unrest is the highest risk, the contingency plans will probably include where you will go if DFAIT imposes travel restrictions on your destination should rioting erupt in the city through which you will be traveling.

Further contingency plans may need to be prepared as part of the detailed risk assessment.

Form Submission

Upon completion, please submit your Project Request Form to:

- Your Local Council via the contact information available at <http://www.scouts.ca>
- The International Committee via the email address intl@scouts.ca

Additional Information

For any additional information or assistance completing this form, please contact intl@scouts.ca.

Project Approval

Group Commissioner's
Approval:

Signed:

Date:

Council Approval:

Signed:

Date:

International Committee
Approval:

Signed:

Date: