



## **SportWORKS Program**

### **2018 Local Partner Preliminary Application Form**

## **Background**

Under the auspices of the SportWORKS Program, Commonwealth Games Canada (CGC) assists sport for development organizations across the Commonwealth with placements of Canadian SportWORKS Officers (CSOs).

CSOs work within the local partner organization to enhance an existing, sustainable sport development, or sport for development, program that builds a better Commonwealth, especially for youth.

**PLEASE NOTE:** By completing and submitting this Preliminary Application, your project(s) will be entered into a “pool” of eligible projects for future consideration. If/when your project(s) are selected, additional information will be required before a final selection decision is made. The program will **not** include assistance in the following areas: Marketing and Communications, Strategy, Governance, and Administration.

### **Please read all sections below and answer all questions in each section:**

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If you need assistance with any part of the application, please do not hesitate to contact Ryan Pelley, SportWORKS Program Manager, Commonwealth Games Canada at [ryan.pelley@commonwealthgames.ca](mailto:ryan.pelley@commonwealthgames.ca), +1 613 244 6868 ext 228.



## 1. Local Partner Information and Sign-off

Name of Organization:
Physical Address:
Mailing Address (if different than above):
Main Office Telephone:
Main Office Fax:
Main Office E-mail:
Website:

**Please confirm this application form has been completed in conjunction with, and approved by both the leadership of your organization, as well as the proposed Supervisor of the SportWORKS Officer.** *(It is recommended you also involve staff in the application process, to ensure they have a clear understanding of the Program prior to arrival of the SportWORKS Officer.)*

**Please confirm your Organization is a duly government recognized not-for-profit.**

**Head of Organization:**

Name and Title:
Phone:
Email:

\_\_\_\_\_  
**Head of Organization signature** (electronic signature OK)

**Proposed Supervisor of the SportWORKS Officer**

Name and Title:
Phone:
Email:

\_\_\_\_\_  
**Supervisor signature** (electronic signature OK)



## 2. Placement Information

**Canadian SportWORKS Officer (CSO) Placements are available in rotations for existing projects for the next 1, 2, or 3 years. Preference will be given to hosts and projects that can support multiple CSOs over a 3 year period.**

1. Please describe the overall strategic goals/directions and key areas of work of your organization.

2. Please describe up to 3 existing sustainable sport development or sport for development projects that build community capacity, where your organization would use the support of a CSO. For each project please indicate if you are applying for 1, 2, or 3 years. Please also include the project's 1, 2, and 3 year quantitative and qualitative goals.

1.
<b>Check One:</b>
<input type="checkbox"/> 2018 Only (1 year) <input type="checkbox"/> 2018 and 2019 (2 year) <input type="checkbox"/> 2018-2020 (3 Year)
Description:
Goals (Quantitative and Qualitative):



Link to Strategic Plan:

2.

**Check One:**

- 2018 Only (1 year)    2018 and 2019 (2 year)    2018-2020 (3 Year)

Description:

Goals (Quantitative and Qualitative):

Link to Strategic Plan:

3.



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**Check One:**

2018 Only (1 year)    2018 and 2019 (2 year)    2018-2020 (3 Year)

Description:

Goals (Quantitative and Qualitative):

Link to Strategic Plan:

3. Please explain how a CSO could assist in the enhancement of the above project(s).



4. Please describe what you would consider the “ideal” competences, skills and experience of a CSO for your Project(s).

5. Please provide some general information on the role of the CSO:

CSO Office location:

General Job description:

Required skills or knowledge you feel the CSO should possess to undertake the project(s) you have proposed for your organization:

6. What strategies or plans will your organization implement to ensure the sustainability or long-term impact of the project(s) the CSO is tasked with upon their departure?

7. In order to ensure the long-term sustainability of the project(s) the CSO will work on, it is imperative that your organization dedicate staff member(s) to work alongside the CSO. Is your organization able to commit to nominating a supervisor for the CSO to work with?

- YES  
 NO  
 Maybe

Comments:

- i. Please explain how the CSO will work with their assigned supervisor, and/or other staff and/or key stakeholders within your organization on the tasks/ projects listed in section 2 above:

8. The CSO's ability to adapt to the local customs, as well as organizational culture is crucial for the success of this initiative. Please indicate how you will assist the SportWORKS Officer in adapting to your country's cultural customs and organizational culture.

9. Please outline the immigration or visa procedures/requirements for a CSO to enter your country and work with your organization. As well, if there are any particular vaccinations required for travel to your country for the CSO, please list these here.



10. Discuss possible accommodation options and plans for the CSO. Accommodation should be *modest but safe*. When identifying the accommodation, transportation to and from the office by walking/cycling/public transport must be considered, as living allowance does not account for a vehicle. The Local Partner is expected to pay for local accommodation for the CSO.

11. Please complete the following Cost of Living breakdown accurately as ***the information you provide will determine the monthly living allowance that the CSO will receive during their placement***. The CSO living allowance covers only basic living costs and is not intended to equal that of a salary or include luxury items. *Please note that the selection of the local partner for this initiative is not based on the information provided below, thus we ask for as accurate an estimate as possible to ensure we can develop appropriate budgets.*

Item Description	Cost in Local Currency	Cost in CDN \$	Notes
Monthly Utilities (water, electricity, etc)			
Monthly Gym Membership			
Monthly Groceries			
Monthly Toiletries			
Monthly Mobile Phone/Internet			

Monthly Transportation			
Other (please explain)*			
<b>TOTAL</b>			

### **3. Local Partner Responsibilities**

#### **Responsibilities of the Local Partner to the CSO**

**Pre-Arrival of CSO:**

- i. Work with CGC to review CSO applications and select a suitable CSO candidate for your organization;
- ii. Research and facilitate the immigration procedures and work permits for your country;
  - i. The cost of this is the responsibility of the local partner.
- iii. Arrange a phone call/Skype meeting with CSO to help them prepare for their placement prior to their departure;
- iv. Prepare staff/volunteers by informing them of the roles and responsibilities mandated for the CSO;
- v. Identify counterparts to work with the CSO on the different projects to contribute to the sustainability of the project;
- vi. Prepare the office's physical setting so that it can accommodate the CSO and be a functional working space;
  - i. All local partners must have internet, phone and a desk space for their CSO.
- vii. Purchase a laptop ahead of CSO arrival.
  - i. This will remain property of the organization upon CSO departure.
  - ii. The CSO must have sole access to this laptop computer throughout their placement.
- viii. Pay for temporary, safe accommodation for the CSO.

**During CSO Placement:**

- i. Arrange for a representative from the organization to greet the CSO upon arrival and assist in their "settling in";
- ii. Facilitate orientation of office facilities and a meeting with key organizational leaders and fellow staff members within first week of arrival;
- iii. Provide information and mentorship to the CSO concerning office hours, national holidays, dress code/office conduct, cultural protocol and overall cultural awareness.
- iv. Within the first week, bring the CSO to the Canadian Embassy or Consulate so that they can register;
- v. Support the implementation of the work plan through on-going modifications and feedback of the project activities;
- vi. Ensure continuous communication between the supervisor and the CSO concerning: project activities, community events, changes and safety awareness;
- vii. Provide local transport to and from the airport for all CSO work related travel.
  - i. The cost of this is the responsibility of the host organization.

**Post CSO Placement:**

- i. CSO Performance Review: Review performance with CSO prior to their departure in the last month of the placement, based on the work plan.
- ii. Arrange a small farewell event for the CSO so that there is some closure for both the community and the CSO.
- iii. Ensure a CSO exit strategy is in place for a smooth transition of projects/support from CSO to counterparts and/or Regional CSO
- iv. Transportation to the airport



**Is your organization committed to fulfilling the requirements outlined above regarding their responsibilities to the CSO?**

YES

NO

Comments:

**Reporting**

All successful local partner organizations will be asked to commit to the following reporting procedures:

- i. Sign the SportWORKS Host Organization Agreement;
- ii. Maintain ongoing communication with CGC and participate in all requested phone call/Skype meeting opportunities.
- iii. Project Needs Assessment: Upon selection, completion of a needs assessment with CGC to highlight areas of priority for CSO support and to assist CGC in selection of a CSO.
- iv. SO Work Plan: Active participation in the development of the CSO work plan (to be submitted within 1 month of CSO arrival).
- v. Support and assist CSO with their monthly reports to be sent to CGC at the end of each month;
- vi. Final Report: Completion of the final report template provided by CGC.
- vii. Complete Reflection papers and Supervisor/Organizational assessments
- viii. Monitoring/Evaluation Activities: Participation in long-term monitoring/evaluation activities, including a debrief phone call post CSO placement.

**Is your organization committed to fulfilling the reporting requirements outlined above?**

YES

NO

Comments:

**Costs to the Local Partner**

The following outlines the cost to the Local Partner in participating in the SportWORKS Program:

- i. Cost of CSO work permit and visa;
- ii. Cost of local accommodation for CSO
- iii. Any expenses related to the office set up for the CSO (i.e. desk space, office key, chair, etc.);
- iv. Cost of CSOs local transportation to and from the airport at arrival and departure;
- v. Any CSO work related expenses not covered by SportWORKS Program.

**Is your organization committed to payment of the expenses as outlined above?**

YES

NO

Comments:

**4. Submission of SportWORKS Program Applications**

All applications should be submitted to Ryan Pelley, SportWORKS Program Manager, Commonwealth Games Canada via:

- e-mail to: [ryan.pelley@commonwealthgames.ca](mailto:ryan.pelley@commonwealthgames.ca)
- fax to: +1-613-244-6826 (ATTN: Ryan Pelley)
- post/courier to: **SportWORKS**  
c/o Ryan Pelley



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Commonwealth Games Association of Canada  
2255 St. Laurent Blvd. Suite 120  
Ottawa, Ontario, Canada  
K1G 4K3

