



**QUEEN  
ELIZABETH**  
*Scholars*



**Queen Elizabeth Scholars Initiative**  
**2015 Host Organization Application Form**

**Deadline for Submissions: April 17<sup>th</sup>, 2015**

## **Background**

Under the auspices of the SportWORKS Program the Queen Elizabeth Scholars Initiative (QESI) is a new initiative from Brock University and Commonwealth Games Canada (CGC). The initiative assists sport for development organizations across the Commonwealth with project work through 4 month-placements of Canadian SportWORKS Officers (CSOs). CSOs are senior university students pursuing a degree in the field of Sport Management at Brock University. CSOs will work with the host organization to enhance an existing, sustainable sport development, or sport for development, project that builds community capacity.

**PLEASE NOTE:** The QESI is separate and distinct from the former Capacity Support Program. Projects for the QE Scholars Initiative will **not** include assistance in the following areas: Marketing and Communications, Strategy and Governance, Zeus 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 Matt Hill, Manager of International Programs, Commonwealth Games Canada at [matt@commonwealthgames.ca](mailto:matt@commonwealthgames.ca), +1 613 244 6868 ext 228

**The deadline for the submission of applications is April 17<sup>th</sup>, 2015 (late applications will not be considered).**



## 1. Host Organization 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 Queen Elizabeth Scholars Initiative 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:

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

**Proposed Supervisor of the SportWORKS Officer**

Name and Title:  
Phone:  
Email:

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**Supervisor signature** (electronic signature OK)



## 2. Placement Information

**SportWORKS Officer (CSO) Placements are available in 4 month 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.**

- I. 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. Please provide as detailed a description of the proposed CSO activities as possible. For each project please indicate if you are applying for 1, 2 or 3 years.

A.

**Check One:**

2015 Only (1 year)    2015 and 2016 (2 year)    2015-2017 (3 Year)

B.

**Check One:**

2015 Only (1 year)    2015 and 2016 (2 year)    2015-2017 (3 Year)

C.

**Check One:**

2015 Only (1 year)    2015 and 2016 (2 year)    2015-2017 (3 Year)

- II. Please describe the overall strategic goals/directions and key areas of work for your organization.
- III. Please explain how a CSO could assist in the enhancement of the above project(s).
- IV. Please provide some general information on the role of the CSO:
- i. CSO Office location:
  - ii. General Job description:
  - iii. Required skills or knowledge you feel the CSO should possess to undertake the project(s) you have proposed for your organization:
- V. It is crucial that organizational leaders, staff and volunteers are engaged with the project from the outset and understand that their role is to provide the environment for new developments and learning to take place. How will the leaders within your organization create an environment for new developments, knowledge sharing and learning to take place?
- VI. 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?
- VII. 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 I above:
- VIII. 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.
- IX. Please outline the immigration or visa procedures/requirements for a CSO to enter your country and work under the QESI for 4 months in your organization. As well, if there are any particular vaccinations required for travel to your country for the CSO, please list these here.

- X. Discuss possible accommodation options and plans for the CSO. **Please note that we ask our host organizations to stay within the budget proposed in this application (see next section) when searching for accommodation.** 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.
- XI. 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 hosts 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 for QESI.*

| Item Description                            | Cost in Local Currency | Cost in CDN \$ | Notes |
|---|------------------------|----------------|-------|
| Monthly Rent                                |                        |                |       |
| 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. Host Responsibilities

#### Responsibilities of the Host to the CSO

##### Pre-Arrival of CSO:

- i. Work with CGC and Brock 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 host organization.
- 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 hosts 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. Obtain temporary, safe accommodation for the CSO until more permanent accommodation arrangements can be made by the CSO if the temporary accommodation is not suitable for long term stay.

**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 QESI 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 QESI host organizations will be asked to commit to the following reporting procedures:

- i. Sign the QESI 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 for each host organization.
- 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 led by Brock University
- viii. Monitoring/Evaluation Activities: Participation in



any long-term monitoring or evaluation activities led by CGC, 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 Host Organization**

The following outlines the cost to the Host Organization in participating in the QE Scholars Initiative:

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

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

YES

NO

Comments:

## **4. Selection of QESI Hosts**

Successful Host Organizations will be notified via phone or email once our selection committee has finished it's review of all applications. We hope to announce all successful QESI hosts by May 15<sup>th</sup>, 2015. The Selection Committee will be assessing the Host Organization Applications based on the following:

- Current level of capacity of organization to host a SportWORKS Program:
  - The host organization must be committed to fulfilling all host organization responsibilities as outlined above;
  - The host organization must assign a staff supervisor to oversee the SO and provide mentorship to assist the SO in their professional development during the placement;
  - The host organization must agree to pay for all 'costs to the host' as outlined above.
- Current level of readiness of organization to participate in the QESI:
  - The host organization leadership must demonstrate in this application their ability to provide the environment for a successful QESI placement;
  - The host organization must present an existing, sustainable sport development, or sport for development project that could be assisted by the presence of a SportWORKS officer
  - The degree to which the need and role of the SportWORKS Officer is defined;
  - The ability of the host organization to successfully sustain the work of the SO upon their departure;
- Must be willing to sign the QESI Host Agreement
- It is expected the first CSO placements will commence in Fall 2015.





## 5. Submission of QESI Applications

Deadline for QESI Applications is **April 17<sup>th</sup>, 2015**. All applications should be submitted to Matt Hill, Manager of International Programs, Commonwealth Games Canada via:

- e-mail to: [matt@commonwealthgames.ca](mailto:matt@commonwealthgames.ca)
- fax to: +1-613-244-6826 (ATTN: Matt Hill)
- post/courier to: **Queen Elizabeth Scholars Initiative**  
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