



Canadian Patrimoine
Heritage canadien

2012-2013 FUNDING APPLICATION GUIDE

Enhancement of Official Languages Program – Promotion of Linguistic Duality component

Canada

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INTRODUCTION

This Funding Application Guide has been prepared for organizations wishing to apply for programming or project funding under the ***Enhancement of Official Languages Program – Promotion of Linguistic Duality component***.

This Guide explains in detail how to fill out the Application Form, that is, the type and content of information required for the application to be considered complete for assessment purposes.

Liquid paper may not be used. Any change made on the form must be initialled by one of the persons authorized to sign the form.

We strongly urge you to contact a Program Officer to discuss the preparation of your funding application. It will be a pleasure for the Department to answer your questions.

THE FORM HAS FIVE PARTS:

- Part A - Information about the organization
- Part B - Program or project Information
- Part C - Support
- Part D - Conditions
- Part E - Declaration

YOU MUST COMPLETE THE FOLLOWING APPENDICES, DEPENDING ON THE APPLICATION. PLEASE ENSURE THAT YOU USE THE CORRECT TEMPLATE:

- For Program Funding of \$74,999 or less: Appendix A – Template
- For Program Funding of \$75 000 or more: Appendix B – Template
- For Project Funding: Appendix C – Template

APPENDICES TO BE COMPLETED FOR EACH APPLICATION SUBMITTED:

- Appendix D – Conflict of Interest
- Appendix E – Checklist

HOW TO FILL OUT THE FORM

If you are applying for Program Funding, you must complete Parts A, B, C and E along with Appendix A or B (depending on the amount being requested), and agree to the conditions set out in Part D.

If you are applying for Project Funding, you must complete Parts A, B, C and E along with Appendix C and agree to the conditions set out in Part D.

The numbered paragraphs in the Funding Application Guide match those in the Application Form.

Complete the Application Form and be sure to attach ALL the information required to prevent any delay in the processing of the application.

No modifications to your application will be accepted after the deadline date. Your application will be evaluated based on the information provided by the deadline date. **Applicants are advised to read the Funding Application Guide carefully to ensure that the form is filled out correctly and completely.**

Both the Application Form and this Guide are available in electronic or printed format on <http://www.canadianheritage.gc.ca/pgm/lo-ol/pubs/frm/pdl-pld-prom/index-eng.cfm>. You must print and sign an original copy of the Application Form and submit it to:

Official Languages Support Programs
Department of Canadian Heritage
15 Eddy Street, 7th floor
Gatineau, Quebec K1A 0M5

Applications must be either date-stamped (if sent by mail) or received by the department (if hand delivered) on or before the published program application deadline. Applications received after the deadline date will not be considered for funding. The program deadline can be found at <http://www.canadianheritage.gc.ca/pgm/lo-ol/pubs/frm/pdclo-dolcp/calndr-eng.cfm>.

An electronic version of the completed application form would be appreciated.

APPLICATION FORM: DEFINITION OF TERMS

APPLICATION FOR PROGRAM OR PROJECT FUNDING

The applicant must state whether the application is for program or project funding.

DEFINITIONS

Programming

Programming funds will be paid to organizations so that they can carry out ongoing regular activities related to promotion of linguistic duality or in the area being supported. The funds aim to support the ongoing commitment and actions of organizations. They cover expenditures related to the activities and organizations' operating costs.

The Department will give priority to activities that have a lasting effect in terms of promoting linguistic duality, strengthening relations between members of the two linguistic groups and/or aiming for a long-term effect on appreciation of the official languages in Canadian society.

Project

Project funds will be provided to organizations in various sectors to carry out one-time activities that do not require ongoing funding.

The Department will give priority to one-time activities that promote linguistic duality that are innovative and that aim to develop best practices and/or address current issues.

PART A – INFORMATION ABOUT THE ORGANIZATION

1. Organization's Official Name

Enter the organization's full official name that appears on the incorporation certificate. If the applicant organization is not a corporation, enter the name commonly used.

2. Former Name (if applicable)

If the organization had a different name the last time it submitted a funding application to the Department, enter the former name in full. If the organization has always had the same name or this is its first request for financial assistance, enter "Not Applicable."

3. Telephone

Enter the organization's telephone number with the area code.

4. Fax

Enter the organization's fax number with the area code.

5. E-mail

Enter the organization's electronic address.

6. Website (if applicable)

Enter the organization's Internet address.

7. Mailing Address

Enter the organization's complete mailing address

8. Head Office Address (if different from mailing address)

Enter the street address of the organization's head office if the mailing address is a post office box.

9. Contact Person

9a. Name

Enter the name of the person who can provide detailed information about this application. This is usually someone in senior management.

9b. Language of communication

Indicate the official language in which the contact person wishes to receive correspondence or telephone calls.

9c. Telephone

Enter the contact person's telephone number including the area code.

9d. Fax

Enter the contact person's fax number including the area code.

9e. Cell phone

Enter the contact person's cell phone number including the area code.

9f. E-mail

Enter the contact person's e-mail address.

10. Organization's Governance

10a. Members of the Board of Directors

Enter the names, titles, addresses and telephone numbers of the members of the organization's Board of Directors or management structure. State whether these members are appointed or elected and the dates of their election or appointment. Indicate if they are members of the Executive Board.

11. Minutes of the Last Annual General Meeting

Attach the minutes of the organization's last Annual General Meeting even if they have not been ratified by the members.

12. Organization's Mandate

Enter the organization's mandate as set out in its Constitution and By-laws.

12a. Main Geographical Scope (as per Constitution and By-laws)

Enter the organization's **main** scope (**choose one only even if your organization has several**):

- International (active in at least two countries);
- National (active across Canada);
- Interprovincial/interterritorial (active in at least two provinces or territories);
- Provincial/territorial (active across one province or territory);
- Regional (active in two municipalities or more than one region);
- Municipal (active in one town or municipality);
- Local (active in one community or neighbourhood).

13. Status

State whether the organization is incorporated; if in the process of being incorporated, state whether it is a federal, provincial or territorial corporation and enter its registration number.

13a. Date of Incorporation

Enter the organization's date of incorporation.

13b. Certificate of Incorporation submitted to Canadian Heritage

State whether a copy of the Certificate of Incorporation has already been submitted to Canadian Heritage under this Program; if not, attach a copy of the Certificate of Incorporation.

13c. Changes to the Certificate of Incorporation in the Last Fiscal Year

State whether there have been changes to the Certificate of Incorporation since its original submission to Canadian Heritage; if so, attach a copy of the new Certificate of Incorporation.

13d. Constitution and By-Laws submitted to Canadian Heritage

State whether a copy of the Constitution and By-laws has already been submitted to Canadian Heritage under this Program; if not, attach a dated copy of the Constitution and By-laws.

13e. Constitution and By-Laws amended in the Last Fiscal Year

State whether the Constitution and By-laws have been amended since the last annual general meeting. If so, attach a copy of the amended Constitution and By-laws approved by the appropriate authorities.

13f. Charitable Organization

Check here and enter the Charitable Registration Number (RN) assigned by the Canada Customs and Revenue Agency, if applicable.

14. Documentation on Activities

Attach the following documents:

Attach the financial statements for the last fiscal year, signed in accordance with the by-laws and regulations; if available, attach audited financial statements. Financial statements include the organization's balance sheets and list its revenues and expenses.

If the organization had a deficit the previous year or is carrying over an accumulated deficit, explain why.

If the organization had a surplus the previous year or has an accumulated surplus and/or income carried over, explain why the surplus exists and how it will be used.

The organization's financial situation will be taken into account during the review of the application.

15. Affiliation to Other Organizations

List other organizations with which there is an affiliation.

16. Financial Information

Enter the start and end dates of the organization's fiscal year.

PART B – PROGRAM OR PROJECT INFORMATION

17. Title

Enter the programming year or project title.

17a. Duration

Enter the start and end dates of the program or project submitted in the Application.

Applicants can submit multi-year applications. We strongly urge you to contact a Program Officer to discuss the duration of the program or project submitted in the Application.

(Note: the Department allocates funds in accordance with the Government's fiscal year, from April 1 to March 31.)

18. Summary Description

Main activities

Summarize in **two hundred and fifty** words the main activities of the program or project for which you are requesting funding. **The summary description should answer the following questions:**

- **When will you carry out the project or programming (timeline)?**
- **Where will you carry out the project or programming (place, community)?**
- **What are the key activities, objectives and results of the project or programming you will be carrying out?**
- **How does the project or programming demonstrate value for money?**
- **What are the benefits of the project or programming to the community?**

18a. Other Information

Official Languages Conditions

The Government of Canada is committed to achieving its objective of promoting linguistic duality. If applicable, indicate how the proposed activities contribute toward a rapprochement with the other official-language community. (For example, a bilingual website, event listings in the other official-language media, participation of the other official-language community in an activity, etc.)

Environmental Assessment Conditions

The applicant must ensure that all activities for which it is requesting funding comply with all federal, provincial/territorial and municipal laws and regulations and related laws or guidelines with respect to environmental matters. If the applicant's activities will have an impact on the environment, an environmental assessment may be required to determine the environmental effects of the proposed activities. The applicant should carry out this assessment as early as possible in the planning stages of those activities and before irrevocable decisions are made.

18b. Expenses

Enter the total forecast amount **by fiscal year** for the period covered by the current application.

18c. Amount requested from Canadian Heritage

Enter the total amount requested from Canadian Heritage **by fiscal year** for the period covered by the current application.

18d. If the amount requested from Canadian Heritage is \$74,999 or less

For any program funding application to Canadian Heritage of \$74,999 or less for a fiscal year, the applicant must use the **TEMPLATE in APPENDIX A**.

18e. If the amount requested from Canadian Heritage is \$75,000 or more

For any program funding application to Canadian Heritage of \$75,000 or more for a fiscal year, the applicant must use the **TEMPLATE in APPENDIX B**.

18f. For project funding application, complete and attach APPENDIX C.

For any project funding application, the applicant must use the **TEMPLATE in APPENDIX C**.

PART C – SUPPORT

19. Financial or In-kind Support and Sources

Enter anticipated or confirmed financial or in-kind commitments. Attach the appropriate

documentation outlining the nature of the support (e.g. letter confirming financial support or in-kind contribution, a contract, a signed agreement, etc.). Enter the name, title, organization, and telephone numbers of contact persons along with descriptions of their support, for example, community partners, government departments, foundations, etc.

PART D – CONDITIONS

This part outlines the essential conditions of Departmental assistance.

PART E – DECLARATION

20. Name(s) of Person(s) Authorized to Sign

The application must be signed by one or more persons who are authorized by the organization to sign official documents. The organization's authorization must be attached (for example: a motion from the Annual General Meeting, By-laws, a Resolution of the Board of Directors, etc.).

APPENDICES A, B, C - TABLE 1

The Application Form reflects a results-based management approach. This approach establishes direct links between funds invested, activities undertaken and results achieved.

DEFINITION

Activity component

Describe the organization's activities by category (for example, joint action, communication, promotion, etc.) Programming can consist of a single activity component.

Situation

Explain why the organization is undertaking the activity or project. Describe what led the organization to want to resolve a problem, fill a need or undertake a challenge (for example, explain what is not working well, what could be changed or improved).

Desired Outcomes (3 to 5 years)

Briefly describe (in a few lines) the targeted long-term results in the organization's community or target group. The desired results (one or two) should be related to the organization's mission or mandate and demonstrate the impact of the proposed activity or project on linguistic duality. In general then, one or two sentences for each impact answering the question: where do we want to be in 3 to 5 years?

Links with the *Enhancement of Official Languages Program Results-Based Management and Accountability Framework*

In a few paragraphs, describe how the targeted direct results of activities will help to achieve one or two long-term results or one or two of the intermediate results identified in the *Results-Based Management and Accountability Framework* for the *Enhancement of Official Languages Program* (see list below).

Long-term Results

- All Canadians recognize and support linguistic duality.
- Social cohesion in Canada is increased.

Intermediate Results

- A greater proportion of Canadians has a working knowledge of both official languages
- A greater proportion of Canadians has a better understanding and appreciation of the benefits of linguistic duality
- A greater proportion of Canadians accepts the rights of linguistic minorities and encourage their participation in Canadian society
- Better coordination between different partners who support linguistic duality and the French language
- More targeted efforts by partners with respect to linguistic duality

Links with the Objectives of the *Enhancement of Official Languages Program – Promotion of Linguistic Duality* component:

Describe in a few words how the results will further one or more of the objectives of the *Enhancement of Official Languages Program – Promotion of Linguistic Duality* component

- build understanding of the value of linguistic duality in Canada;
- contribute to promoting stronger links among Canadians;
- help Canadians appreciate the French language and understand its cultural context in Canada and;
- encourage organizations to increase their capacity to work in English and French and to share best practices in this area.

Results Achieved During the Last Fiscal Year

Describe the progress made to date or specifically, progress achieved during the last fiscal year. Inform the Department of the results achieved through past projects/programs similar to this one or other projects you have undertaken.

Targeted Direct Results during Programming Year or the Project duration

Describe the direct cause and effect between planned activities and the new situation that will exist when activities are implemented. The statement of results must describe the change and the cause and effect link between the activities undertaken and the results achieved. The expected results should be those that are within the reasonable control of the applicant and should be stated at a level of detail that will support accountability and performance measurement. They should be clear and concise, and should be limited to three or four for each activity component. Results must be:

- specific: stating the purpose of the change, target group, region;
- measurable: quantifiable using indicators;
- achievable: realistically achievable in a specific time frame;
- relevant: first meeting the needs of the specific situation and then linked to activities.

Performance Indicators

A performance indicator provides a way to determine whether a specific result has been achieved; it therefore helps assess progress towards these results. Indicators can be quantitative: frequency, increase or decrease, improvement, number, percentage or ratio. They can also be qualitative: vitality, relevance, commitment, scope, degree, quality, satisfaction. Applicants should include both quantitative and qualitative performance indicators to measure the achievement of results.

Performance Measurement Methodology

Identify the methods, tools, and techniques that will be used to measure progress (e.g. questionnaire, survey, study, report, etc.)

Activities

Describe the main activities planned in order to achieve direct targeted results (answer the question: what do we do?). A number of activities can contribute to the same targeted direct result. The number of activities should be limited to ten for each activity component. If there are more than ten activities, they should be grouped together under more general headings.

Schedule of Activities

Indicate the time required to complete each activity (e.g.: April 2012; ongoing; fall/winter 2012-13, etc.)

Resources Required

Describe the resources required by the organization to successfully conduct its activities or actions to achieve the targeted direct results. Resources required may be financial, human (volunteer or paid) or physical (technical resources, rental space, etc.). The applicant must itemize anticipated expenses by activity component. **The total resources required must match the total budgeted expenses in Table 2.**

APPENDICES A, B, C - TABLE 2 APPENDIX B – TABLE 3

DESCRIPTION OF EXPENSE CATEGORIES

NOTE: For applications for either programming or project funding that cover more than one federal government fiscal year (i.e. from April 1 to March 31), please provide a budget for each fiscal year.

Salaries

Salaries are the compensation paid to permanent and temporary staff. The organization must list its paid positions and state the percentage of salaries used for calculating benefits.

Honoraria

Honoraria are amounts paid to resource persons and consultants and amounts paid for professional services such as auditing of financial statements.

Travel

Travel includes the total cost of travel (train, air, bus, car, taxi) including meals and accommodation for meetings and eligible activities.

Publicity

Publicity includes brochures, community newsletters, newspaper ads, posters, messages disseminated in the media, etc.

Operating Costs

Operating costs include the following expenses for various program activity or project components: rent, room rentals, electricity, water, telephone, Internet, office supplies, etc.

Other

This item refers to expenses that do not fit into any of the previous categories; the nature of these expenses must be identified. **If the nature of the expenses is not identified, these expenses may be deemed ineligible.**

In-kind (provide details of these expenses)

This category refers to all in-kind expenses such as donated services, material, equipment, etc. This category also covers expenses for volunteer hours spent specifically on program activities or project; this excludes volunteer hours worked for the organization's governance (for example: volunteer time on the Board or at the Annual General Meeting). The organization must specify and explain the method of calculation used (for example: volunteer hours at the market rate). **Total in-kind expenses must equal total in-kind revenues.**

DESCRIPTION OF REVENUE SOURCES

Amount requested from Canadian Heritage

This item shows the amount requested from Canadian Heritage.

Source 1, 2, 3...

These items indicate other anticipated revenue sources. These sources may be community partners, government contributors, foundations, etc. **State each source of revenue but do not itemize by expense category.**

Organization's Financial Contribution

Enter the amounts the organization will be allocating for the program or project. (Sources of revenue may include registration fees, membership dues, funds raised, subscriptions, etc.).

In-kind (clearly describe the source of these revenues)

This category indicates all in-kind revenues such as donations of services, material, equipment, etc.; this item also includes revenues generated by volunteer hours spent directly on program activities or project; this excludes volunteer hours contributed to the organization's governance (for example: volunteer time on the Board or at the Annual General Meeting). The organization must indicate and explain the method of calculation used (for example: volunteer hours at the market rate). **Total in-kind expenses must equal total in-kind revenues.**

APPENDIX D – CONFLICT OF INTÉREST

This form must be filled and signed by the signing authority, whether you check off yes or no.

APPENDIX E – CHECKLIST

A checklist is provided as a reminder for applicants. **Be sure to check off the documents that must be attached to the application and include this list with the application.**

APPENDIX F - REPORT ON RESULTS

If the applicant is successful and funding is provided by the Department, this template is to be used to submit the interim report(s) (if applicable) and a final analysis of results to the Department. For contributions, the information to be provided under the **Activity Components, Targeted Direct Results, and Performance Indicators** headings is found in Appendix A of the contribution agreement. For grants, the information to be provided under the **Activity Components, Targeted Direct Results and Performance Indicators** headings is identical to the information in your original Application Form (Table 1, Appendices A, B, C).

Performance Measurement Methodology

Describe the methods, tools, and techniques used to validate the performance indicators (e.g. questionnaire, survey, study, report, etc.)

Summary of activities proposed and completed

Identify the proposed activities and indicate whether they were completed or not. If applicable, also identify any completed activities that were not initially proposed.

Assessment of results achieved

Provide an assessment of the proposed and completed activities.

Describe the challenges encountered and the successes achieved while explaining any delays, changes, or reasons for the non-completion of proposed activities.

Based on the performance indicators and the performance measurement methodology identified, describe how the activities contributed toward the attainment of the targeted direct results.

Note: In order to facilitate the program officer's analysis, when writing the final report it is suggested that recipients use different coloured text or uppercase when adding to information already submitted in an interim report.

Official Languages Conditions

If applicable, please indicate in this field the results achieved from the activities contributing toward a rapprochement with the other official-language community.