



GENERAL APPLICATION

PROTECTED when completed

INSTRUCTIONS

1. Complete all sections, sign and date the form (please type or print responses).
2. Attach two copies of the project proposal.
3. Send the form and the project proposal to the Canadian Heritage Office.
4. Please refer to the Program Guidelines and the back of the form for instructions on preparing a proposal.

PART A – APPLICANT INFORMATION

ORGANIZATION	
Name in Full	Previous Name of Organization
Scope of Organization's Activities <input type="checkbox"/> Local <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial / Territorial <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International	
LEGAL STATUS	
Incorporated <input type="checkbox"/> Yes <input type="checkbox"/> Federal <input type="checkbox"/> No <input type="checkbox"/> Provincial / Territorial	Corporate Registration No. _____ <input type="checkbox"/> In process Date _____ Date applied _____
Registered with Canada Customs and Revenue Agency as a Charitable Organization <input type="checkbox"/> Yes <input type="checkbox"/> No	Registration No. _____ <input type="checkbox"/> In process Date _____ Date applied _____
CONTACT PERSON'S NAME <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	
First Name	Family Name Title
INDIVIDUAL	
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Canadian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
First Name	Family Name Landed Immigrant <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please see Section 4b on the back of the form)
ALL APPLICANTS	
Street Address (City, Province, Postal Code)	Mailing Address (if different)
Office Tel. No. ()	Residence Tel. No. ()
Fax ()	E-Mail
Web site	
Have you previously received funding from the Multiculturalism Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, under what name
	Date
In which official language do you wish to communicate? <input type="checkbox"/> English <input type="checkbox"/> French	

PART B – PROJECT SUMMARY INFORMATION

Main type of activity that describes your project <input type="checkbox"/> Community Development <input type="checkbox"/> Institutional Development <input type="checkbox"/> Public Education <input type="checkbox"/> Research	
Project Title	
Project Description	
Proposed Start Date	Proposed End Date
Total Cost for Project \$	Amount requested from the Multiculturalism Program? \$
Have you also applied to other federal departments? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, specify

PART C - AFFIRMATION

I AFFIRM THAT the information in this application is accurate and complete, and that the plans and budgets are fairly presented. I agree that, once funding is provided, any change to the proposal will require prior approval by the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the funding agreement. I also agree to submit a final report and, where required, financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the Canadian Multiculturalism Act, the Official Languages Act and the Canadian Charter of Rights and Freedoms and other human rights legislation.

SIGNATURE OF AUTHORIZED OFFICER

Signature of Authorized Officer Name and Title (please print) Date

OFFICE USE ONLY	Date Received	File No.	Program Officer
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PREPARING A PROJECT PROPOSAL

The following outline is designed to help you to prepare your project proposal.

For more detailed information, please consult both the Multiculturalism Program guidelines and a Program Officer at the Department of Canadian Heritage.

Section 1: Project Proposal

A. Relevance to the Multiculturalism Program

- Which Program objective will your project contribute to? Explain how.

B. Need or issue addressed by the project

- Have you identified the specific local, social development issue the project will help to address?
- As background information, have you talked about the community and how this situation came about?
- Have you provided supporting material that will help to describe the community and what is happening in it? (This can include stories, newspaper articles, letters from individuals and organizations, and research findings.)

C. Expected results and evaluation

1. Impact (long term results)

- What will be accomplished by the project in relation to the situation / issue that you have described in Section 1.B?

2. Outcomes and reach (How are people or groups affected)

- Have you identified the people, groups or institutions affected by the project? What changes do you expect this project will have on them?
- Are the people, groups or institutions who are affected by the project involved in its design, implementation and evaluation? If yes, how? If not, why?
- Have you identified who are your partners in this project and why?

3. Activities and Outputs (immediate tangible effects or products of the project)

- Have you identified the activities you plan to carry out in your project? What will your project generate and what plans do you have to distribute and share your learning or product?

4. Evaluation Plan

- Have you identified how you intend to measure the project results?
- What tools will you use to collect the information?
- How will you know the project has succeeded or failed?

Section 2: Action Plan

- Have you provided a detailed plan of the project's activities? (important dates, who is responsible and the resources needed to do it)
- If you have a communication plan for the project, have you included it?

Section 3: Project Budget

- Have you provided a detailed budget clearly linked to the activities? (detailed description of the budgetary items, including the expected cost of each; refer to p. 15 of the Guidelines for an example of the proposed budget, showing how costs are estimated).
- Have you included a list of other financial contribution sources requested or received? Have you identified the "in kind contributions" and an estimate of any revenue the project is expected to generate?

Section 4: Project Sponsor (Please select ONE profile only)

Section 4A: Organization Profile

- What are your organization's mandate and objectives? How does the project relate to your mandate?
- What is your organization's experience in addressing the issue and in conducting similar projects? Provide a description of a recent example.
- Describe your membership, if applicable.
- Have you provided a complete list of the organization's current board of directors, including names and titles?
- Have you indicated the name, title and telephone number of the contact person for the project?
- Have you provided a letter identifying, by name and title, who has signing authority for the organization?
- Have you provided copies of the organization's incorporation and letters patent?

Section 4B: Individual Profile

- What is your experience in this field? How do your knowledge and experience qualify you to carry out this project?
- Have you provided three references who can attest to your knowledge and experience?
- Have you attached a copy of your personal résumé?
- Have you attached a proof of your landed immigrant status?
- Attach in an appendix to the proposal any supporting documentation.

Section 4C: Ad Hoc Committee Profile

- Who are the members (individuals or groups) of the Ad Hoc Committee?
- What are the committee members' experiences in this field? How do they qualify them to carry out this project?
- Have you provided three references who can attest to the knowledge and experience of committee members.
- Attach a copy of personal résumés and any supporting documentation in an appendix to the proposal.