



Agence spatiale
canadienne

Canadian Space
Agency



Youth Space Awareness Grants and Contributions Program

PROGRAM APPLICATION FORM

PROJECT TITLE	DATE OF SUBMISSION	
SUMMARY		
TYPE OF FUNDING REQUESTED: Contribution _____	BUDGET Anticipated Total Expenses \$ _____ Anticipated Total Income \$ _____ (excluding funds requested) Amount Requested (as per page 6) \$ _____	
ORGANIZATION REQUESTING FUNDING Name: _____ Title: _____ Address: _____ _____ _____ Phone: _____ Facsimile: _____ E-mail: _____ Indicate the name of the organization to be printed on the cheque. _____	TYPE OF ORGANIZATION _____ _____ _____ <input type="checkbox"/> Yes, I am not-for-profit <input type="checkbox"/> Yes, I am sponsored by a not-for-profit organization.	_____ Signature Applicant _____ Name & Title Date _____ Signature Authorized Representative of Sponsoring Organization _____ Name & Title Date



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PROPOSAL

ORGANIZATION: Describe the nature of your organization (as per summary), its overall goals, objectives and governing philosophy. If possible, briefly outline its history and role in promoting space awareness to Canadian youth.

OBJECTIVES: State the goals and anticipated results of the program or activity to be undertaken and how they satisfy the objectives of the Youth Space Awareness Grants and Contributions Program for the promotion of the Canadian Space Program.



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AUDIENCE: State the target audience for the project, program or activity, its size and location, and explain how the proposal will reach this audience and its anticipated impact.

PROJECT DESIGN AND DELIVERY: Describe the measures which will be used to ensure proper delivery to the intended audience (i.e. commitment of publisher, broadcaster, distributor, exhibit venues, etc.)



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ANTICIPATED INCOME

1. List contributions from federal and provincial governments, private, etc.

Type	Commitment Letters	Amount
a) _____	_____	\$ _____
b) _____	_____	\$ _____
c) _____	_____	\$ _____
d) _____	_____	\$ _____
e) _____	_____	\$ _____
TOTAL 1		\$ _____

2. List contributions "in kind", such as salaries, equipment, space, etc. (Note: these amounts cannot be included in the total anticipated income.)

Type	Source	Estimated value
a) _____	_____	\$ _____
b) _____	_____	\$ _____
c) _____	_____	\$ _____
d) _____	_____	\$ _____
TOTAL 2		\$ _____

3. List anticipated income generated by the project, program or activity from sales, entrance fees, etc.

a) _____	\$ _____	
b) _____	\$ _____	
c) _____	\$ _____	
TOTAL 3		\$ _____
TOTAL ANTICIPATED INCOME		\$ _____
(add total 1 and 3)		\$ _____



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PROJECT FINANCIAL STATEMENT/BUDGET OUTLINE

Empty box for project financial statement/budget outline.



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ANTICIPATED EXPENDITURES

1. Salaries: Indicate only those salaries for which the Canadian Space Agency's funding is requested – all others should be listed under "in kind" contributions.

Individual/title	Total	Requested from the Canadian Space Agency
a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
c) _____	\$ _____	\$ _____
d) _____	\$ _____	\$ _____

2. Travel and living expenses.

a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
c) _____	\$ _____	\$ _____

3. List other direct costs: space, equipment, telephone, postage, materials, furniture, other (list)

a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
c) _____	\$ _____	\$ _____

4. Subcontracts, honoraria, other fees.

a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
i) Total Anticipated expenditures		\$ _____
ii) Total Anticipated income		\$ _____
iii) Total Cost (I – ii)		\$ _____

TOTAL REQUESTED FROM THE CANADIAN SPACE AGENCY

Indicate ratio of Canadian Space Agency funding to overall funding required _____ %

CASH FLOW



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MONITORING AND EVALUATION PLAN: Summarize the anticipated outcome of the project, program or activity and indicate the means that will be used to evaluate the outcome. When activities or programs are new initiatives, this should be clearly stated.

CREDENTIALS: Provide information establishing the ability of the organization and individuals involved to carry out the proposed work. Where possible, two independent references (name, title, address and telephone number) should be provided. This section should list the curricula vitae, appendices, brochures, samples (videotapes, publications, etc.) included with the application.



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OTHER: Include any other relevant information in this section. Indicate if the current application has been considered under other government programs and why it was not accepted. Provide pertinent information if the proposal is being concurrently submitted to other government programs.

REMARKS

All proposals received are treated as confidential and unused copies of the proposals are disposed of in an appropriate manner.

Requests to have material returned must be made in a separate letter, although the letter may be sent with the application. Material to be returned must represent a relatively substantial value (i.e. videotapes, hard cover books, etc.). The Crown does not accept responsibility for loss or damage.

Please note that the concrete results of funded projects and activities (i.e. videotapes, books, magazines, etc.) will be required with the final report and separate copies will be retained by the Canadian Space Agency.

Reminder: Projects involving commercialization of products are not eligible for funding.