

French Second Language Revitalization Program

GRANT APPLICATION FORM 2007-2008

Please answer all questions. You may also provide more information in an attachment. If you are submitting more than one application, please include a covering letter listing all proposed projects and their order of priority. For further information, please contact Simone Touchette at 204-945-6024, toll free at 1-800-282-8069, ext. 6024 or by e-mail at: stouchette@gov.mb.ca.

PART A – INFORMATION ABOUT THE ORGANIZATION	
1. Organization's Official Name	
2. Mailing Address	
3. Website	
4. Name of President of Organization	
5. Name of Contact Person	
6. Title of Contact Person	
7. Address (if different from above)	
8. Telephone	204 - -
9. Fax	204 - -
10. E-mail	
11. Description and Mandate of Organization	
<p><i>State the goals and objectives of the organization. Describe the activities, services and programs provided by the organization that fulfill its mandate. Who are your clients? What are the successes of your organization?</i></p>	
12. Status of Organization	
Nature: <input type="checkbox"/> public institution <input type="checkbox"/> private for profit <input type="checkbox"/> private non-profit <input type="checkbox"/> interest group <input type="checkbox"/> other	Geographical Scope: <input type="checkbox"/> national <input type="checkbox"/> provincial <input type="checkbox"/> regional <input type="checkbox"/> municipal <input type="checkbox"/> local
13. Financial Information (not required for schools or school divisions)	
<p><i>Please attach the following documents:</i></p> <p> Updated operation's budget for the current fiscal year</p> <p> Signed financial statements for the past two years</p> <p><i>Note: The applicant must provide any further information required by the program.</i></p>	

PART B – PROJECT INFORMATION

1. Project Title

2. Duration

From:

To:

3. Project Description

Briefly describe the nature of your project.

4. Link to the Objectives of the Program

How does the project relate to the objectives of the French Second Language Revitalization Program?

- To strengthen, promote and improve access to Basic French programs
- To strengthen, promote and improve access to French Immersion programs
- To improve support and professional development services for teachers
- To improve access to high-quality teaching resources
- To expand the opportunity for learners to use their French language skills

Specify:

5. Targeted Population and Number of Individuals to Benefit from this Project

STUDENTS	French Immersion	Basic French	TOTAL STUDENTS
Elementary (K-8)			
Senior High (9-12)			
GRAND TOTAL			

ADULT STUDENTS	French Immersion	Basic French	TOTAL ADULT STUDENTS
University			
Community College			
Continuing Education			
GRAND TOTAL			

TEACHERS	French Immersion	Basic French	TOTAL TEACHERS
Elementary (M-8)			
Senior High (9-12)			
GRAND TOTAL			

Other (Specify):

6. Statement of Need
<p><i>What needs or important issues is the project addressing? How does it differ from or fit into existing services and projects? Include research, literature or statistics to support your project.</i></p>
7. Strategies
<p><i>Describe the main activities included in your project and indicate how they will be carried out. Include a timetable and sequence of major phases.</i></p>
8. Expected Results
<p><i>What are the measurable or observable results you wish to achieve? Include specific targets (Ex: percentage increase in student enrollment or retention, satisfaction ratings, and quality improvement measures, etc.).</i></p>
9. Indicators and Data Sources
<p><i>How will progress on the project be reported and by whom? Describe which indicators and assessment tools (surveys, observations, interviews, etc.) will be used to determine how well the proposed project will meet its targets.</i></p>
10. Partnerships
<p><i>List the names and addresses of all other organizations that will be involved in the project and describe their roles (office space, rentals, staff secondments, technical support, etc.).</i></p> <p>📎 Attach, if available, appropriate documentation (letters confirming the nature/amount of support).</p>
11. Future Funding
<p><i>If the organization wishes to continue the project after the time frame for which funding was requested, describe how the organization will continue to support the project. What other sources of funding will be available?</i></p>

PART C – TOTAL BUDGET FOR PROPOSED PROJECT

Details of Expenditures	2007-2008	2008-2009
Wages (<i>positions filled by salaried employees, amount of wages and benefits for each</i>) Specify:	\$	\$
Fees (<i>audits and professional services, such as artistic performances, consulting, etc.</i>) Specify:	\$	\$
Office – Operating Costs (<i>rentals, insurance, utilities, telephone, stationery, etc.</i>) Specify:	\$	\$
Project Materials and Supplies Specify:	\$	\$
Transportation (<i>Indicate the nature of the travel costs.</i>) Specify:	\$	\$
Meals and Accommodations Specify:	\$	\$
Advertising (<i>publication of brochures, posters and media advertising</i>) Specify:	\$	\$
Other Specify:	\$	\$
SUB-TOTAL	\$	\$
In Kind Support (<i>volunteer work, free services, use of equipment, etc.</i>) Specify:	\$	\$
TOTAL EXPENDITURES	\$	\$

Revenue Sources	2007-2008	2008-2009
Direct Revenue (<i>registration fees, sales, membership dues, funds raised, subscriptions</i>) Specify:	\$	\$
Contribution from Organization Specify:	\$	\$
Other (<i>all other possible sources of funding from other levels of government, other provincial departments, foundations or donations.</i>) Specify:	\$	\$
French Second Language Revitalization Program	\$	\$
SUB-TOTAL	\$	\$
Contribution In Kind (<i>value of volunteer work, donation of services, supplies and equipment to be used</i>) Specify:	\$	\$
TOTAL REVENUE	\$	\$

PART D - CONDITIONS

Assistance provided under the **French Second Language Revitalization Program** must be used solely for the purposes set out in the application. Once funding has been approved by Manitoba Education, Citizenship and Youth (MECY), no major changes may be made to activities without its approval; moreover, the determination of what constitutes a major change in any particular case shall be determined by MECY. All funds not used for the above-mentioned purposes must be reimbursed to MECY.

The organization is entirely responsible for its debts. MECY shall not consider any application made for the purpose of paying debts.

If a portion of the funding is to be used to pay salaries or fees, federal and provincial legislation concerning salaries and deductions (Ex: taxes, employment insurance) must be observed.

Insofar as possible, the financial contribution of MECY and the federal government must be clearly acknowledged.

The organization is required to keep an accounting of all revenue and expenditures. In addition to the financial statements required at the end of each fiscal year, the organization may be asked to provide supplemental information and supporting documents by the provincial or federal governments. Auditing and monitoring the projects are an integral part of the funding process.

The organization must agree to respect the spirit and the letter of the *Human Rights Act* and the *Official Languages Act*.

Under the *Access to Information Act*, the public may request and obtain information contained in federal and provincial government files. In the event that an application for information concerning this application for funding is received, MECY will consult the organization before any information is released. It is important to point out, however, that only personal information and some confidential financial information concerning a third party may be withheld. Once funding has been approved, the amount, the purpose for which it is granted and the name of the organization can be released to the public.

MECY will notify organizations in writing about the results of their application for funding under the **French Second Language Revitalization Program** as soon as a decision is reached by both provincial and federal governments. Where the request for funding is turned down by MECY, a letter explaining the reasons for the denial of support will be sent to the organization.

The timelines and the instalment schedule will be:

- | | |
|---------------------------|----------------------|
| • Application deadline | January 31, 2007 |
| • Project evaluation | February to May 2007 |
| • Response to applicants | June 2007 |
| • First instalment – 40% | October 2007 |
| • Interim Report deadline | January 31, 2008 |
| • Second instalment – 40% | March 2008 |
| • Final Report deadline | September 15, 2008 |
| • Third instalment – 20% | October 2008 |

PART E – CERTIFICATION

I CERTIFY THAT:

- The information contained in this application is accurate and complete.
- This application is made on behalf and with the approval of the organization whose name appears on page one.
- If funding is granted, the said organization agrees to provide financial statements and activity reports in accordance with the requirements of MECY.
- If funding is granted, the said organization will comply with legislation and the directives of MECY about the accounting of public funds.
- If funding is granted, the said organization is aware that the Provincial Auditor, in accordance with Section 17 of *The Provincial Auditor's Act*, may request information and explanations necessary to fulfill the auditor's responsibilities or perform a financial audit of the project.

Name of Person Authorized to Sign			
Name (print)		Title	
Signature		Date	

Please sign and submit this form before January 31, 2007 to:

Raymond Genest, Director
 Official Languages Programs and Administrative Services Branch
 Manitoba Education, Citizenship and Youth
 Bureau de l'éducation française Division
 509 – 1181 Portage Avenue
 Winnipeg MB R3G 0T3
 Telephone: 204-945-6029, toll free: 1-800-282-8069, ext. 6029
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