



Canadian Patrimoine  
Heritage canadien

**2007-08  
APPLICATION FORM**

***Development of Official-Language Communities Program -  
Community Life component***

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**APPLICATION FORM**  
**Development of Official-Language Communities Support Program**  
**-Community Life component**

<b>PROGRAM FUNDING APPLICATION</b>	[ ]	<b>PROJECT FUNDING APPLICATION</b>	[ ]
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**PART A – INFORMATION ABOUT THE ORGANIZATION**

<b>1. Organization's Official Name</b>	
<b>2. Former Name</b> <i>(if applicable)</i>	
<b>3. Telephone</b>	
<b>4. Fax</b>	
<b>5. E-mail</b>	
<b>6. Website</b>	
<b>7. Mailing Address</b>	
<b>8. Head Office Address</b> <i>(if different from mailing address)</i>	

<b>9. Contact Person</b>	
<b>9a. Name</b>	
<b>9b. Language of communication</b>	French [ ] English [ ]
<b>9c. Telephone</b>	
<b>9d. Fax</b>	
<b>9e. Cell phone</b>	
<b>9f. E-mail</b>	

**10. Organization's Governance**

**10a. Members of the Board of Directors**

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

<b>Name and title</b>	<b>Elected</b> Yes [ ] No [ ]	<b>Date of election</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Appointed</b> Yes [ ] No [ ]	<b>Date appointed</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Member of executive</b> Yes [ ] No [ ]				
	<b>Address</b>				
<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>			

<b>Name and title</b>	<b>Elected</b> Yes [ ] No [ ]	<b>Date of election</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Appointed</b> Yes [ ] No [ ]	<b>Date appointed</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Member of executive</b> Yes [ ] No [ ]				
	<b>Address</b>				
<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>			

<b>Name and title</b>	<b>Elected</b> Yes [ ] No [ ]	<b>Date of election</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Appointed</b> Yes [ ] No [ ]	<b>Date appointed</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Member of executive</b> Yes [ ] No [ ]				
	<b>Address</b>				
<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>			


<b>Name and title</b>	<b>Elected</b> Yes [ ] No [ ]	<b>Date of election</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Appointed</b> Yes [ ] No [ ]	<b>Date appointed</b>			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	<b>Member of executive</b> Yes [ ] No [ ]				
	<b>Address</b>				
<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>			

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		




Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

Name and title	Elected Yes [ ] No [ ]	Date of election			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Appointed Yes [ ] No [ ]	Date appointed			
			<i>DD</i>	<i>MM</i>	<i>yyyy</i>
	Member of executive Yes [ ] No [ ]				
Address					
Telephone	Fax		E-mail		

 11. Attach the minutes of the last Annual General Meeting



<b>12. Organization's Mandate (as per the Constitution and By-laws)</b>

<b>12a. Main Geographical Scope (as per the Constitution and By-laws)</b>			
<input type="checkbox"/> International	<input type="checkbox"/> National	<input type="checkbox"/> Interprovincial/Interterritorial	
<input type="checkbox"/> Provincial/Territorial	<input type="checkbox"/> Regional	<input type="checkbox"/> Municipal	<input type="checkbox"/> Local

<b>13. Status</b>			
<input type="checkbox"/> Unincorporated			
<input type="checkbox"/> In the process of incorporating		Date of application	
		<i>DD</i>	<i>MM</i> <i>YYYY</i>
		 <i>Attach a copy of the application</i>	
<input type="checkbox"/> Federal Registration N°		<input type="checkbox"/> Provincial/territorial Registration N°	
<b>13a. Date incorporated</b>		<i>DD</i>	<i>MM</i> <i>YYYY</i>
<b>13b. The Certificate of Incorporation has been submitted to Canadian Heritage</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
 If not, attach a copy of the Certificate of Incorporation			
<b>13c. Changes have been made to the Certificate of Incorporation since it was submitted to Canadian Heritage</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
 If so, attach a copy of the Certificate of Incorporation			

<b>13d. The Constitution and By-laws have been submitted to Canadian Heritage</b>		Yes [ ] No [ ]
 If not, attach the organization's Constitution and By-laws		
<b>13e. The Constitution and By-laws were amended during the last fiscal year</b>		Yes [ ] No [ ]
 If so, attach the new Constitution and By-laws approved by the organization		

<b>13f. Charitable Organization</b>		Yes [ ] No [ ]		
If so, enter the Canada Customs and Revenue Agency registration number		Registration N°		
Date of registration				
		<i>DD</i>	<i>MM</i>	<i>YYYY</i>
In the process of registering    Yes [ ] No [ ]				
Date of application				
		<i>DD</i>	<i>MM</i>	<i>YYYY</i>

<b>14. Documentation about activities</b>	
<b>14. Attach the following documents</b>	
 <i>Signed financial statements for the last fiscal year</i>  <i>Updated budget for the current fiscal year</i>	
<b>14b. Note:</b> The applicant must provide any further information required by the program (see call letter).	

<b>15. Affiliation with other organizations</b>		Yes [ ] No [ ]
If so, which ones?		



**16. Financial Information**

16a. Date of fiscal year	FROM				TO		
		DD	MM			DD	MM

**PART B – PROGRAM OR PROJECT INFORMATION**

17. Title	
-----------	--

17a. Duration	FROM				TO			
		DD	MM	YYYY		DD	MM	YYYY

**18. Description – Summary (approximately 50 words)**

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18a. Expenses	April 1 to March 31	April 1 to March 31	TOTAL
	YYYY	YYYY	
	\$	\$	\$
18b Amount requested from Canadian Heritage	\$	\$	\$



18c. If the amount of program funding requested from Canadian Heritage is \$74,999 or less, complete and attach the [APPENDIX A](#), for each fiscal year.




18d. If the amount of program funding requested from Canadian Heritage is \$75,000 or more, complete and attach the [APPENDIX B](#), for each fiscal year.



18e. For project funding application, complete and attach the [APPENDIX C](#).

**PART C - SUPPORT**

**19. Financial and other support and sources**

 *Attach appropriate documentation*

Person's name and title	Organization	Telephone	Description of support

**PART D - CONDITIONS**

The assistance provided by the Department can be used only for the purposes described in this application. Once the Department has agreed to grant financial assistance, no major change can be made to the project without Departmental approval; in each case, the Department will determine what constitutes a major change. Funds not expended for these purposes shall be returned to the Department.

The organization bears full responsibility for its debts. The Department will not consider any request for assistance in settling debts.

The organization must agree to comply with all provincial/territorial and federal legislation.

The Department's financial contribution shall be explicitly acknowledged. This assistance must be mentioned in publications funded by the Department. A typical form of acknowledgement is: *"We acknowledge the financial support of the Department of Canadian Heritage"*.

The organization agrees to comply with the spirit and, where applicable, the letter of the *Canadian Human Rights Act*, R.S. 1985, c. H-6, and the *Official Languages Act*, R.S. 1985, ch. 31, 4th suppl.

In the event of receipt of an access to information request concerning this application for financial assistance or any other information concerning the organization that is in the Department's possession, the organization will be consulted before confidential information is disclosed. The *Access to Information Act*, R.S. 1985, c. A-1, provides a possible exemption from disclosure of personal information covered by the *Privacy Act*, R.S. 1985, c. P-21, and confidential information of a financial or commercial nature.

The "PROTECTED (when completed)" designation means that the information concerned is subject to increased protection. When financial assistance is approved, the amount of this assistance, the purpose for which it is granted and the name of the recipient organization can be made known to the public

**PART E-DECLARATION**

I declare 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;
- this organization undertakes, if financial assistance is granted, to provide financial statements and reports on results pursuant to the requirements of the Department of Canadian Heritage;
- this organization commits, if financial assistance is granted, to agree to the assessment of the funded project or programming pursuant to the requirements of the Department of Canadian Heritage

**20. Name(s) of person(s) authorized to sign**



Attach authorization

Signature		Title	
Signature		Title	
Date			

## **APPENDIX A**

### **PROGRAM FUNDING TEMPLATE**

**\$74,999 or less**

The applicant must complete Table 1 for each activity component for each year of programming.  
The applicant must also complete Table 2 for each year of programming

#### **To be completed:**

***Table 1 - Annual Program Funding description by activity component***

***Table 2 - Revenues and expenses by programming year***

**APPENDIX A: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$74,999 or less)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #1	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
----------------------------------------------------------------------------------------------------------------------------------	--

Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX A: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$74,999 or less)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #2	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX A: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$74,999 or less)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #3	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX A: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$74,999 or less)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #4	
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Situation	
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Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required



**APPENDIX A: TABLE 2, REVENUES AND EXPENSES BY PROGRAMMING YEAR (\$74,999 or less)**

<b>ORGANIZATION'S NAME</b>	<b>PROGRAMMING YEAR</b>	<b>FROM</b>				<b>TO</b>			
			<b>DD</b>	<b>MM</b>	<b>YYYY</b>		<b>DD</b>	<b>MM</b>	<b>YYYY</b>

**ACTIVITY COMPONENTS**

<b>DESCRIPTION OF EXPENSES</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>TOTAL EXPENSES</b>	<b>AMOUNT requested from Canadian Heritage</b>
Salaries					\$	
Honoraria					\$	
Travel					\$	
Publicity					\$	
Operating Costs					\$	
Others (describe)					\$	
In-kind					\$	
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

<b>REVENUES</b>	
Amount requested from Canadian Heritage	\$
Source 1 :	\$
Source 2 :	\$
Source 3 :	\$
Organization's financial contribution	\$
In-kind	\$
<b>TOTAL REVENUES</b>	<b>\$</b>

**APPENDIX B**  
**PROGRAM FUNDING TEMPLATE**  
*\$75,000 or more*

The applicant must complete Tables 1 and 2 of annual programming for each activity component.

Where possible, the applicant is asked to present activity components in order of priority.

**To be completed:**

*Table 1: Program funding description per activity component, by programming year*

*Table 2: Revenues and expenses per activity component, by programming year*

*Table 3: Summary of revenues and expenses, by programming year*

**APPENDIX B: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$75,000 or more)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #1	
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Situation	
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Desired outcomes (3 to 5 years)	
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Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
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Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX B: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$75,000 or more)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #2	
-----------------------	--

Situation	
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Desired outcomes (3 to 5 years)	
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Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX B: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$75,000 or more)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #3	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
----------------------------------------------------------------------------------------------------------------------------------	--

Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX B: TABLE 1, ANNUAL PROGRAM FUNDING DESCRIPTION BY ACTIVITY COMPONENT (\$75,000 or more)**

ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #4	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
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Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results during the programming year	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

APPENDIX B: TABLE 2, REVENUES AND EXPENSES PER ACTIVITY COMPONENT BY PROGRAMMING YEAR (\$75,000 or more)										
ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO				
			DD	MM	YYYY		DD	MM	YYYY	
<b>Activity component #1</b>										
	<b>TOTAL EXPENSES</b>		<b>REVENUE SOURCES</b>							
<b>Expense categories</b>	<b>Required financial resources</b>		<b>Amount requested from Canadian Heritage</b>	<b>Others (describe)</b>	<b>Organization's financial contribution</b>	<b>In-kind</b>				
Salaries										
Honoraria										
Travel										
Publicity										
Operating Costs										
Others (describe)										
In-kind										
		<b>REVENUES SUB-TOTAL</b>	\$	\$	\$	\$				
<b>TOTAL EXPENSES</b>	\$		<b>TOTAL REVENUES</b>				\$			

APPENDIX B: TABLE 2, REVENUES AND EXPENSES PER ACTIVITY COMPONENT BY PROGRAMMING YEAR (\$75,000 or more)										
ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO				
			DD	MM	YYYY		DD	MM	YYYY	
<b>Activity component #2</b>										
	<b>TOTAL EXPENSES</b>		<b>REVENUE SOURCES</b>							
<b>Expense categories</b>	<b>Required financial resources</b>		<b>Amount requested from Canadian Heritage</b>	<b>Others (describe)</b>	<b>Organization's financial contribution</b>	<b>In-kind</b>				
Salaries										
Honoraria										
Travel										
Publicity										
Operating Costs										
Others (describe)										
In-kind										
	↓	<b>REVENUES SUB-TOTAL</b>	\$	\$	\$	\$		←		
<b>TOTAL EXPENSES</b>	\$						<b>TOTAL REVENUES</b>	\$		



APPENDIX B: TABLE 2, REVENUES AND EXPENSES PER ACTIVITY COMPONENT BY PROGRAMMING YEAR (\$75,000 or more)										
ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO				
			DD	MM	YYYY		DD	MM	YYYY	
<b>Activity component #3</b>										
	<b>TOTAL EXPENSES</b>		<b>REVENUE SOURCES</b>							
<b>Expense categories</b>	<b>Required financial resources</b>		<b>Amount requested from Canadian Heritage</b>	<b>Others (describe)</b>	<b>Organization's financial contribution</b>	<b>In-kind</b>				
Salaries										
Honoraria										
Travel										
Publicity										
Operating Costs										
Others (describe)										
In-kind										
		<b>REVENUES SUB-TOTAL</b>	\$	\$	\$	\$				
<b>TOTAL EXPENSES</b>	\$						<b>TOTAL REVENUES</b>	\$		

APPENDIX B: TABLE 2, REVENUES AND EXPENSES PER ACTIVITY COMPONENT BY PROGRAMMING YEAR (\$75,000 or more)									
ORGANIZATION'S NAME	PROGRAMMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #4									
TOTAL EXPENSES		REVENUE SOURCES							
Expense categories	Required financial resources		Amount requested from Canadian Heritage	Others (describe)	Organization's financial contribution	In-kind			
Salaries									
Honoraria									
Travel									
Publicity									
Operating Costs									
Others (describe)									
In-kind									
		<b>REVENUES SUB-TOTAL</b>	\$	\$	\$	\$			
<b>TOTAL EXPENSES</b>	\$						<b>TOTAL REVENUES</b>	\$	

APPENDIX B: TABLE 3, SUMMARY OF REVENUES AND EXPENSES BY PROGRAMMING YEAR (\$75,000 or more)									
ORGANIZATION'S NAME	PROGRAMING YEAR	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY
ACTIVITY COMPONENT									
EXPENSES	1	2	3	4	TOTAL EXPENSES				
DESCRIPTION	Total expenses for activity component	Amount requested from Canadian Heritage	Total expenses for activity component	Amount requested from Canadian Heritage	Total expenses for activity component	Amount requested from Canadian Heritage	Total expenses for activity component	Amount requested from Canadian Heritage	
Salaries									
Honoraria									
Travel									
Publicity									
Operating Costs									
Others (describe)									
In-kind									
<b>TOTAL EXPENSES</b>	\$		\$		\$		\$		\$
<b>REVENUES</b>									<b>TOTAL REVENUES</b>
Amount requested from Canadian Heritage	\$		\$		\$		\$		\$
Source 1									\$
Source 2									\$
Organization's financial contribution									\$
In-kind									\$
<b>TOTAL REVENUES</b>	\$		\$		\$		\$		\$



**APPENDIX C**  
**PROJECT FUNDING TEMPLATE**

**To be completed:**

*Table 1 - Project description*

*Table 2 - Revenues and expenses*

**APPENDIX C: TABLE 1, PROJECT DESCRIPTION**

ORGANIZATION'S NAME	PROJECT TITLE AND PHASE	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #1	
-----------------------	--

Situation	
-----------	--

Desired outcomes (3 to 5 years)	
---------------------------------	--

Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
----------------------------------------------------------------------------------------------------------------------------------	--

Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
---------------------------------------------------	--

Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results for the project	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX C: TABLE 1, PROJECT DESCRIPTION**

ORGANIZATION'S NAME	PROJECT TITLE AND PHASE	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #2	
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Situation	
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Desired outcomes (3 to 5 years)	
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Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results for the project	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX C: TABLE 1, PROJECT DESCRIPTION**

ORGANIZATION'S NAME	PROJECT TITLE AND PHASE	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #3	
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Situation	
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Desired outcomes (3 to 5 years)	
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Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
---------------------------------------------------	--

Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results for the project	Performance Indicators	Activities (in order of priority)	Schedule	Resources required

**APPENDIX C: TABLE 1, PROJECT DESCRIPTION**

ORGANIZATION'S NAME	PROJECT TITLE AND PHASE	FROM				TO			
			DD	MM	YYYY		DD	MM	YYYY

Activity component #4	
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Situation	
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Desired outcomes (3 to 5 years)	
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Links with the <i>Development of Official-Language Communities Program Results-Based Management and Accountability Framework</i>	
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Links with the <i>Development of Official-Language Communities Program, Community Life</i> component objectives	
-----------------------------------------------------------------------------------------------------------------	--

Links with the community's development priorities	
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Results achieved during the last fiscal year	
----------------------------------------------	--

Targeted direct results for the project	Performance Indicators	Activities (in order of priority)	Schedule	Resources required



**APPENDIX C: TABLE 2, REVENUES AND EXPENSES BY PROJECT**

<b>ORGANIZATION'S NAME</b>	<b>PROJECT TITLE AND PHASE</b>	<i>FROM</i>				<i>TO</i>			
			<i>DD</i>	<i>MM</i>	<i>YYYY</i>		<i>DD</i>	<i>MM</i>	<i>YYYY</i>

<b>EXPENSES</b>			<b>REVENUE SOURCES</b>					
<b>Expense categories</b>	<b>Required financial resources</b>	<b>Amount requested from Canadian Heritage</b>	<b>Others (describe)</b>			<b>Organization's financial contribution</b>	<b>In-kind</b>	<b>TOTAL</b>
			<b>Source 1</b>	<b>Source 2</b>	<b>Source 3</b>			
Salaries								\$
Honoraria								\$
Travel								\$
Publicity								\$
Operating Costs								\$
Others (describe)								\$
In-kind								\$
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$	\$

***APPENDIX D***  
***Conflict of Interest***  
***REFERENCE: T.B. 806325***

<p><b>Conflict of Interest</b> <b>REFERENCE: T.B. 806325</b></p> <p><i>To enhance public confidence in the integrity of public office holders and the public service, the government has issued the Conflict of Interest and Post Employment Code for Public Office Holders. In order to ensure that safeguards are in place to prevent conflict of interest by former public office holders, applicants for contributions shall provide answers to the contributor on the following questions:</i></p> <p><i>Do you presently employ, in your organisation, a former public office holder who left the federal government in the last twelve months and who was at an SM (senior manager) level or above while in public office?</i></p> <p>Yes [ ] No [ ]</p> <p><i>If you have answered yes to this question, would you please ask that the employee contact his/her former department to obtain written confirmation that he/she is in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code. Such confirmation must be provided to the contributor.</i></p> <p>(Organization)</p> <p>(Signature)</p> <p>(Name in print)</p> <p>(Position held)</p>	<p><b>Conflit d'intérêt</b> <b>RÉFÉRENCE: C.T. 806325</b></p> <p><i>Pour accroître la confiance du public dans les fonctionnaires et la fonction publique, le gouvernement a publié le Code régissant les conflits d'intérêts et l'après-mandat s'appliquant à la fonction publique. Afin de poser des balises susceptibles de prévenir les conflits d'intérêt de la part d'anciens fonctionnaires, les demandeurs de contributions répondront à l'intention du donateur aux questions suivantes :</i></p> <p><i>Votre organisation a-t-elle actuellement à son service un ancien fonctionnaire qui a quitté l'administration fédérale au cours des douze derniers mois et qui détenait un poste au moins de niveau SM (gestion supérieure) au sein de la fonction publique ?</i></p> <p>Oui [ ] Non [ ]</p> <p><i>Si vous avez répondu par l'affirmative à cette question, auriez-vous l'obligeance de demander à cet employé de communiquer avec son ancien ministère pour obtenir la confirmation écrite qu'il(elle) respecte les dispositions relatives à l'après-mandat du Code régissant les conflits d'intérêt et l'après-mandat. Cette confirmation doit être remise à l'auteur de la contribution.</i></p> <p>(Organisation)</p> <p>(Signature)</p> <p>(Nom en lettres moulées)</p> <p>(Titre du poste)</p>
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## ***APPENDIX E***

### ***CHECKLIST***

**CHECKLIST**

Check documents attached to this application by the organization	Check documents attached to this application by the organization
Minutes of the last Annual General Meeting	Minutes of the last Annual General Meeting
Copy of the Application to Incorporate (if applicable)	Copy of the Application to Incorporate (if applicable)
Copy of the Certificate of Incorporation (if applicable)	Copy of the Certificate of Incorporation (if applicable)
Constitution and By-laws of the organization (if applicable)	Constitution and By-laws of the organization (if applicable)
Signed Financial Statement for the last fiscal year	Signed Financial Statement for the last fiscal year
Additional information required by the Program	Additional information required by the Program
Documentation pertaining to financial and other support	Documentation pertaining to financial and other support
Authorization to sign for the organization	Authorization to sign for the organization
APPENDIX A: Program Funding Template (\$74,999 or less)	APPENDIX A: Program Funding Template (\$74,999 or less)
APPENDIX B: Program Funding Template (\$75,000 or more)	APPENDIX B: Program Funding Template (\$75,000 or more)
APPENDIX C: Project Funding Template	APPENDIX C: Project Funding Template
APPENDIX D: Conflict of Interest-Reference T.B. 806325 -	APPENDIX D: Conflict of Interest-Reference T.B. 806325 -
APPENDIX E: Checklist	APPENDIX E: Checklist

***APPENDIX F***  
**REPORT ON RESULTS**

<b>Organization's name</b>	<b>Telephone:</b>
<b>Name of Contact Person</b>	<b>Program or Project Title :</b>

**REPORT ON RESULTS**

<b>YEAR</b>	<b>FROM</b>				<b>TO</b>			
		DD	MM	YYYY		DD	MM	YYYY

Activity component (program funding only)	Targeted direct results	Performance indicators	Summary of achieved activities	Data sources and collection method	Assessment of results achieved

**Signature and title :**