Canadian Heritage   Patrimoine canadien

2007-08
FUNDING APPLICATION GUIDE

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

This Guide explain 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. You will find the addresses and telephone numbers of Department offices at the end of this Guide. 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:

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
Appendix F – Report on Results – **when required by the Department**

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.

Both the Application Form and this Guide are available in electronic or printed format on **http://www.canadianheritage.gc.ca/pc-ch/form/index_e.cfm**. You must print, sign and submit an original copy of the Application Form. A copy of the completed electronic 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

Program Funding

Funding provided to organizations for **regular and ongoing** activities consistent with the objectives of the Collaboration Accords if applicable, community priorities and funding criteria. In other words, the funding is provided to cover the organization's annual activities and operating costs.

Project Funding

Funding provided to organizations for specific activities consistent with the objectives of the Collaboration Accords if applicable, community priorities and funding criteria but not forming part of the organization's ongoing programs. These are one-time activities with a clear start date and end date that do not require ongoing funding.

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.

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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
14a. 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.

14b. Note: Additional Information (see call letter)

The applicant must provide any further information required by the Program in compliance with the approved criteria. Requirements may vary with geographical scope of activity; these requirements are set out in the call letter for applications.

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.

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

18. Description - Summary

Summarize in fifty words the main activities of the program or project for which you are requesting funding.

18a. Expenses

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

18b. Amount requested from Canadian Heritage

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

18c. 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**.

18d. 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**.

18e. 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 the vitality and development of official-language minority communities. 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 *Development of Official-Language Communities 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 *Development of Official-Language Communities Program.*

Long-term Results

- Sustainability of Canada's official-language minority communities

- Increased social cohesion in Canada.

Intermediate Results

- Increased official-language minority communities' access to quality education in their language, in their community

- Increased official-language minority communities' access to programs and services offered in their language by federal departments and agencies, the provinces, territories and municipalities and community organizations

- Increased official-language minority communities' ability to live in their own language, to participate in Canadian society and to ensure their long-term development

- Better cooperation among multiple partners to foster the growth and vitality of official-language minority communities

- More targeted efforts by the federal government and its partners in supporting official-language minority communities' development

Links with the Objectives of the *Development of Official-Language Communities* Program *- Community Life* component*:*

Describe in a few words how the results will further one or more of the objectives of the *Development of Official-Language Communities* Program *- Community Life* component

- foster the implementation of activities and projects that ensure the long-term development of minority communities in key sectors

- help provincial and territorial governments and their creations foster

the growth of official-language minority communities (Anglophones in Quebec and Francophones outside Quebec) by providing them, in accordance with the development priorities identified by the communities, with services in English in Quebec and in French outside Quebec, as well as the necessary infrastructure to provide these services

- help expand and diversify the range of partners working together on the development of official-language minority communities

- help make official-language minority communities more inclusive

Links with Community Development Priorities

Describe the links with community development priorities set forth in the call for application letter.

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. 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.

List your activities for each result (one result achieved through a number of 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.

Activities (in order of priority**)**

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.

Schedule

Indicate the time required to complete each activity (e.g.: April 2007; ongoing; fall/winter 2007-08, 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

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.

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

This template is to be used to submit the annual analysis of results to the Department. The information to be provided under the **Activity components, Targeted direct results and Performance indicators** is identical to the information in your original Application Form (Table 1, Appendices A, B, C).

Summary of completed activities

Indicate the most significant activities (planned or new) carried out during the year to achieve each targeted direct result.

Data sources and collection method

Indicate where and how the applicant collected the information used to assess results (e.g. surveys, interviews, etc.).

Assessment of results achieved

Indicate the results achieved and any unanticipated results. Provide an assessment of the lessons learned and the extent to which results were achieved.

CANADIAN HERITAGE OFFICES

Official Languages Support Programs
Head Office
Department of Canadian Heritage
Ottawa, Ontario
K1A 0M5
Telephone: (819) 994-2222
Facsimile: (819) 953-6580

Official Languages Support Programs
Canadian Heritage
400 - 300 West Georgia Street
Vancouver, British Columbia
V6B 6C6
Telephone: (604) 666-0176
Facsimile: (604) 666-3508

Official Languages Support Programs
Canadian Heritage, Northwest Territories/Nunavut
Room 319, Greenstone Building
Post Office Box 460
5101, 50th Avenue
Yellowknife, Northwest Territories
X1A 2N4
Telephone: (867) 766-8485
              (867) 766-8486
Facsimile: (867) 766-8489

Official Languages Support Programs
Canadian Heritage
205 - 300 Main Street
Whitehorse, Yukon
Y1A 2B5
Telephone: (867) 667-3908
Facsimile: (867) 393-6701

Official Languages Support Programs
Canadian Heritage
Ontario Regional Office
400 – 150 John Street
Toronto, Ontario
M5V 3T6
Telephone: (416) 954-0395
Facsimile: (416) 954-4515
              (416) 954-2909

Official Languages Support Programs
Canadian Heritage
1630 - 9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
Telephone: (780) 495-3350
Facsimile: (780) 495-4873

Official Languages Support Programs
Canadian Heritage
310,138 – 4th Avenue S.E.
Calgary (Alberta)
T2G 4Z6
Telephone: (403) 292-4640
Facsimile: (403) 292-6004

Official Languages Support Programs
Canadian Heritage
100 - 2201 11th Avenue
Regina, Saskatchewan
S4P 0J8
Telephone: (306) 780-7287
Facsimile: (306) 780-6630

Official Languages Support Programs
Canadian Heritage
310 - 101, 22nd Street East
Saskatoon, Saskatchewan
S7K 0E1
Telephone: (306) 975-5505
Facsimile: (306) 975-4675

Official Languages Support Programs
Canadian Heritage
Post Office Box 2160
275 Portage Avenue
Winnipeg, Manitoba
R3C 3R5
Telephone: (204) 984-4875
Facsimile: (204) 983-5365

CANADIAN HERITAGE OFFICES (Continued)

Official Languages Support Programs
Canadian Heritage
Ottawa District Office
330 - 350 Albert Street
Ottawa, Ontario
K1A 0M5
Telephone: (613) 996-5977
Facsimile: (613) 996-9255

Official Languages Support Programs
Canadian Heritage
Sudbury District Office
604 - 10 Elm Street
Sudbury, Ontario
P3C 5N3
Telephone: (795) 670-6194
                (705) 671-4107
                (705) 670-5536
Facsimile: (705) 671-0620

Official Languages Support Programs
Canadian Heritage
London District Office
1th Floor, 457 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519) 645-5463
Facsimile: (519) 645-5543

Official Languages Support Programs
Canadian Heritage
Guy-Favreau Complex, West Tower
6th Floor, 200 René-Lévesque Boulevard West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2332
Facsimile: (514) 496-4841

Official Languages Support Programs
Canadian Heritage
Atlantic Regional Office
1045 Main Street, Unit 106
Moncton, New Brunswick
E1C 1H1
Telephone: (506) 851-7066
Facsimile: (506) 851-7079

Official Languages Support Programs
Canadian Heritage
Historic Properties
Old Red Store
2nd floor, Suite 200
1869 Upper Water Street
Halifax, Nova Scotia
B3J 1S9

Telephone: (902) 426-2244
Facsimile: (902) 426-5428

Official Languages Support Programs
Canadian Heritage
420 - 119 Kent Street
Charlottetown, Prince Edward Island
C1A 1N3
Telephone: (902) 566-7188
Facsimile: (902) 566-7186

Official Languages Support Programs
Canadian Heritage (Newfoundland and Labrador)
John Cabot Building
5th Floor, 10 Barter's Hill
St. John's, Newfoundland
A1C 5X4
Telephone: (709) 772-5364
Facsimile: (709) 772-2940