Canadian Heritage Patrimoine canadien

FUNDING APPLICATION GUIDE

Support for Innovation
Promotion of Linguistic Duality Component
Enhancement of Official Languages Program
Official Languages Support Programs Branch

Canada

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INTRODUCTION

PROMOTION OF LINGUISTIC DUALITY

The *Promotion of Linguistic Duality* Component of the *Enhancement of Official Languages* Program is one of the ways in which the Department of Canadian Heritage realizes its commitment to official languages in Canada.

This component aims to help organizations from various sectors undertake or continue activities that promote a better understanding of linguistic duality, that promote second language learning, that foster dialogue and build stronger linguistic and cultural links among members of both official language communities, and that promote the provision of services in both official languages, English and French.

Support for Innovation funding aims to encourage innovative projects that promote linguistic duality and the provision of services in both official languages.

The objectives of the sub-components of the *Promotion of Linguistic Duality* Component of the *Enhancement of Official Languages Program* are:

Appreciation and Dialogue
- To build understanding of the value of linguistic duality in Canada;
- To contribute to promoting stronger links among Canadians;
- To help Canadians appreciate the French language and understand its cultural context in Canada;

Bilingual Capability
- To encourage organizations to increase their capacity to work in English and in French and to share best practices in this area.

FUNDING APPLICATION GUIDE

This Funding Application Guide has been prepared for organizations that wish to apply for *Support for Innovation* funding under the *Promotion of Linguistic Duality* component of the *Enhancement of Official Languages* program.

This Guide accompanies the Application Form and provides a detailed outline of the type and content of information required for the application to be considered complete for assessment purposes.

GUIDELINES: SUPPORT FOR INNOVATION

Before completing the attached application form, please ensure that the organization and the proposed activity(ies) meet the eligibility criteria for *Support for Innovation*.

Eligibility of the organization

Support for Innovation funding is available to Canadian non-profit organizations in the voluntary sector. Government departments and agencies are not eligible, nor are individuals.

Eligibility of the proposed activity(ies)

To be eligible:
- the proposed activity(ies) must meet the objectives of the *Promotion of Linguistic Duality* component ;
- the proposed activity(ies) must not generate a profit for the organization.

Application process

Organizations that intend to submit a funding application must consult the Applicant's Guide and complete the request form.

All applications must be submitted before the deadline, which is determined every year. Please consult the website for all the details.

Requests will be analyzed and funding recommendations will be made based on merit, available funds and due diligence principles. All funding decisions will rest with the Minister of Canadian Heritage.

Evaluation Criteria and Funding Decisions

Funding applications will be analyzed based on their merit and the principle of due diligence. All funding decisions are made by the Minister of Canadian Heritage.

Recommendations will consider available funds, and will be based on an analysis addressing the following criteria:

- the compatibility of the project or initiative with the objectives of the *Promotion of Linguistic Duality* component;
- the quality, scope and merit of the project or initiative relative to the results targeted by the *Promotion of Linguistic Duality* component;
- the innovative nature of the project or initiative;
- the visibility of the project or initiative (target group, diversification, quality of partnerships);
- the effectiveness of the implementation plan for the project or initiative (adequate budget allotted in relation to the activities planned, diversification of sources of funding, follow-up actions).

Please note:
- An invitation to submit a funding application does not constitute a financial commitment on the part of the Department.
- An organization that has not received an invitation may, nonetheless, submit a proposal.
- Only those requests containing all required information as outlined in the 'Applicant's Guide' will be considered.

Funding Terms

No funding will be awarded after a project begins.

If a project is recommended, the Department will finance the request either with a grant, or with a contribution agreement in which the targeted results, the reporting and the payment schedule will be detailed. Payments may be issued as a reimbursement of incurred and eligible expenses or as an advance of required funds for upcoming expenses.

Funds for *Support for Innovation* are administered according to the Canadian government's fiscal year, April 1 to March 31. A project covering a different time period, however, may also be administered under a multi-year funding agreement.

Organizations must acknowledge the contribution of the Department of Canadian Heritage in all publicity or advertising programs related to funded activities.

THE APPLICATION FORM IN SHORT
The Form has Five Parts:

> Part A - Information about the organization
> Part B - Information about the proposed activity(ies)
> Part C - Support
> Part D - Conditions
> Part E – Declaration

COMPLETING THE APPLICATION FORM

Please complete **Parts A, B, C** and **E** along with **Appendix A** and agree to the conditions listed in **Part D**.

Numbered paragraphs in the **Funding Application Guide** match those in the **Application Form**. Complete and attach all information requested in the Application Form.

The original Application Form must be duly completed, signed and dated by an individual or individuals authorized by the organization to sign official documents and must be submitted along with all related documentation.

You must print, sign and submit an original copy of the Application Form until the Department recognizes electronic signatures. You must also submit an electronic copy of the completed funding application (by email, diskette or CD).

FOR FURTHER INFORMATION
We strongly urge you to contact a Program Officer before completing your funding application.

PART A - INFORMATION ABOUT THE ORGANIZATION

1. Organization's Official Name

Enter the organization's full official name. If the applicant is incorporated, enter the name that appears on the Certificate of Incorporation.

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 had the same name, or if 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 e-mail address.

6. Web Site (if applicable)

Enter the URL for the organization's website (for example, **www.canadianheritage.gc.ca**).

7. Mailing Address

Enter the organization's complete mailing address.

8. Head Office Address (if different from the 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.

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. Cellular

Enter the contact person's cell phone number including the area code (if applicable).

9f. E-mail

Enter the contact person's e-mail address.

10. Organization's Governance

10a. Members of the Board of Directors or Other

Enter the names, titles, addresses and telephone numbers of the members of the organization's Board of Directors. State whether these members are appointed or elected, and the dates of their election or appointment.

11. Minutes of the Last Annual General Meeting

Attach the minutes of the organization's last Annual General Meeting.

12. Organization's Mandate

Enter the organization's mandate as set out in its Constitution and By-laws.

12a. Main Geographical Scope

Enter the organization's main scope, as set out in its Constitution and By-laws:

- 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 it is in the process of being incorporated, check "in the process of incorporation"*); in the affirmative, state whether it is a federal, provincial or territorial incorporation and provide the registration number for the process.

13a. Date of Incorporation

Enter the date of the organization's 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.

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 have already been submitted to Canadian Heritage under this Program; if not, attach a 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 their submission to Canadian Heritage; if so, attach a copy of the amended Constitution and By-laws approved by the person(s) authorized to sign documents on behalf of the organization.

13f. Charitable Organization

Indicate in the appropriate box whether or not the organization is a registered charitable organization. If so, please enter the Charitable Registration Number (RN) assigned by the Canada Customs and Revenue Agency.

14. Documentation on Activities

14a. Attach the following documents

The organization's financial situation will be taken into account during the review of the application.

- Attach a signed financial statement/audited financial statement for the last fiscal year. Financial statements/audited financial statements include the organization's balance sheets and list its revenue and expenditures.

- Attach the operating budget showing revenues and expenditures to date for the current fiscal year and the forecasted operating budget for the remainder of the fiscal year.

- If the organization had a deficit the previous year or is carrying over an accumulated deficit, explain the reason for this deficit and submit a deficit recovery plan.

- If the organization had a surplus the previous year or has income carried over, explain why the surplus exists and how it will be used.

- If the organization received any funding from Canadian Heritage for the fiscal year of the financial statements/audited financial statements, ensure these correspond to the Department's fiscal year.

- If the organization received $49,999 or less from Canadian Heritage during the last fiscal year, attach a Report on Results and Financial Statement signed by the person(s) authorized to sign on behalf of the organization or, if available, an audited financial statement.

- If the organization received $50,000 or more from Canadian Heritage during the last fiscal year, attach a Report on Results and an audited financial statement, signed by the person(s) authorized to sign on behalf of the organization, the management letter issued by the accounting firm (if a letter was issued) and the organization's reply (if applicable).

14b. Note: Additional Information

The applicant must provide any further information required by the Program in compliance with the approved criteria. Requirements may vary from year to year.

15. Affiliations with 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 - INFORMATION ABOUT THE PROPOSED ACTIVITY(IES)

17. Title

Enter the title of the proposed activity(ies).

17a. Duration

Enter the start and end dates covering your application for funding. The Department allocates funds in accordance with the Government's fiscal year (April 1 to March 31).

18. Description - Summary

Prepare a one-page summary (approximately 250 words) describing the funding proposal and why this work is important.

18a. Expenses

Enter the forecasted amount per fiscal year and the total amount for the period covered in the current application.

18b. Amount Requested from Canadian Heritage

Enter the amount requested from Canadian Heritage per fiscal year and the total amount for the period covered in the current application.

18c. All applicants must complete the TEMPLATE in APPENDIX A

PART C – SUPPORT

19. Financial or Other Support and Sources

Enter anticipated or confirmed financial or in-kind commitments. Attach the appropriate documentation (for example: letters confirming the nature/amount of support). 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 section of the Form outlines conditions of departmental assistance. Please read it carefully.

PART E – DECLARATION

20. Name(s) of Person(s) Authorized to Sign the Funding Application

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.).

Please refer to Appendix A - Table 1

APPENDIX A - TABLE 1

The Application Form reflects a results-based management approach. This approach establishes direct links between funds invested, activities undertaken and results achieved.

Situation

Explain why the organization is undertaking the activity or activities. Describe what led the organization to resolve a problem, to respond to a need or to undertake a challenge.

Desired Outcomes *(3 to 5 years)*

Describe the long-term results the organization wishes to achieve in the organization's community, with a specific target group, or with the Canadian public. Desired Outcomes should be related to the organization's mission or mandate and demonstrate the impact of the proposed activity(ies) on linguistic duality.

Links with the Official Languages Support Programs (OLSP) Results-Based Management and Accountability Framework

In a few paragraphs, outline how the Targeted Direct Results from activities will help to achieve the immediate outcomes identified in the OLSP Results-Based Management and Accountability Framework for the *Promotion of Linguistic Duality* component as outlined below.

IMMEDIATE RESULTS

- Increased participation in activities to promote linguistic duality and to bring Canadians closer together (including more awareness among Canadians of the benefits of learning English or French as a second language)
- Enhancing the importance of the French language and culture in Canada.

- Increased access by Canadians to the services of non-profit organizations in both official languages.

Links with the objectives of the Promotion of Linguistic Duality Component

Describe in a few words how the results will further one or more of the objectives of the *Enhancement of Official Languages* program, *Promotion of Linguistic Duality* Component:

- To build understanding of the value of linguistic duality in Canada;
- To contribute to promoting stronger links among Canadians;
- To help Canadians appreciate the French language and understand its cultural context in Canada;
- To encourage organizations to increase their capacity to work in English and French and to share best practices in this area.

Results Achieved to Date

Describe the progress made to date by the organization, focussing on results achieved.

Targeted Direct Results

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

Describe the proposed approach to measuring progress towards Targeted direct results. Indicators may be quantitative: e.g. frequency, increase or decrease, improvement, number, percentage or ratio. They may also be qualitative: e.g. vitality, presence, 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. Activities involve costs that must be stated in specific terms parallel to activities undertaken.

Schedule

Describe the schedule for completion of activities.

Resources Required

Describe the resources required by the organization to successfully conduct its activities or actions to achieve the Targeted direct results.

The organization must clearly identify the relationship of costs to the achievement of activities.

Resources required may be financial, human *(volunteer or paid)* or physical *(technical resources, rental space, etc.)*

Eligible expenses include (but are not limited to) expenses involved in the design, implementation, management and delivery of projects or initiatives involving the promotion of linguistic duality.

Please refer to Appendix A - Table 2

APPENDIX A - TABLE 2

DESCRIPTION OF EXPENSE CATEGORIES

Salaries

Salaries are the compensation paid for 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.

Travel

Travel includes the total cost of travel (train, air, bus, car, taxi) including meals and accommodation for eligible meetings and activities.

Publicity

Publicity includes brochures, community newsletters, newspaper ads, posters, messages disseminated to the media, etc.

Operational Costs

Operational costs include expenses such as room rentals, postage, telephone, Internet, office supplies, etc.

Other

This category refers to expenses that do not fit into any of the previous categories. The nature of these expenses must be identified.

In-Kind

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 targeted activities excluding volunteer hours spent on the organization's governance (for example: volunteer time on the Board or participation at Annual General Meetings).

The organization must state and explain the method used to calculate volunteer hours (for example: number of volunteer hours multiplied by the market rate for the service rendered).

Total in-kind expenses should equal total in-kind revenue.

DESCRIPTION OF SOURCES OF REVENUE

Amount Requested from Canadian Heritage

Indicate the amount requested from Canadian Heritage.

Source 1, 2, 3, ...

Enter other anticipated sources of revenue. Please identify these sources, which may be community partners, government contributors, foundations, etc.

Organization's Financial Contribution

Enter the amounts the organization will be allocating for the activities. Sources of revenue may include registration fees, membership dues, funds raised, subscriptions, etc.

In-Kind

Enter all in-kind revenue such as donation of services, material, equipment, etc. This category also covers revenue for volunteer hours spent specifically on targeted activities excluding volunteer hours spent on the organization's governance (for example: volunteer time on the Board or participation at Annual General Meetings).

The organization must state and explain the method used to calculate volunteer hours (for example: number of volunteer hours multiplied by the market rate for the service rendered).

Total in-kind expenses should equal total in-kind revenue.

APPENDIX B - CONFLICT OF INTEREST

This form must be filled out and signed by all applicants.

APPENDIX C – CHECKLIST

A checklist is provided as a reminder to include all required documentation.

Once you have completed the application, check off the documents that you have attached and include the checklist with the application.

APPENDIX D – REPORT ON RESULTS

This template is to be used to submit reports on the achievement of results to the Department. Information to be provided on Targeted direct results and Performance indicators is identical to the information provided in the original Application Form, Appendix A, Table 1.

Summary of Completed Activities

Indicate the most significant activities (planned or new) which were undertaken to achieve each targeted direct result.

Data Sources and Collection Method

Indicate where and how the organization collected the information used to assess results.

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 attained based on the performance indicators.