



INSTRUCTIONS

1. Please refer to the instructions on how to prepare your project proposal on the reverse.
2. Complete all sections, sign and date the form; please type or print responses.
3. Send the form and the project proposal to the Department of Canadian Heritage.

PART A - APPLICANT INFORMATION

ORGANIZATION			
Name in Full		Previous Name(s) of Organization	
Scope of Organization's Activities → <input type="checkbox"/> Local <input type="checkbox"/> Municipal <input type="checkbox"/> Provincial / Territorial <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International			
LEGAL STATUS			
Incorporated → <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Federal <input type="checkbox"/> Provincial / Territorial	
		Corporate Registration No. _____	
		<input type="checkbox"/> In process ↓ Date applied _____	
Registered with Revenue Canada as a Charitable Organization → <input type="checkbox"/> Yes <input type="checkbox"/> No		Registration No. _____	
		<input type="checkbox"/> In process ↓ Date applied _____	
CONTACT PERSON'S NAME <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____			
First Name		Family Name	Title
Office Tel. No. ()	Residence Tel. No. ()	Fax ()	E-Mail
INDIVIDUAL			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____			
First Name		Family Name	Canadian Citizen or Permanent Resident / Landed Immigrant → <input type="checkbox"/> Yes <input type="checkbox"/> No
APPLICANT'S ADDRESS			
Street Address (City, Province, Postal Code)		Mailing Address (if different)	
Tel. No. ()	Fax ()	E-Mail	Web site
Have you previously received funding from the Department of Canadian Heritage → <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, under what name and for what year?	Date
In which official language do you wish to communicate? <input type="checkbox"/> English <input type="checkbox"/> French			

PART B - PROJECT SUMMARY INFORMATION

Main type of activity that describes your project	
Project Title	
Project Description	
Proposed Start Date →	End Date →
Total Cost for Project → \$	Amount requested from the Department of Canadian Heritage → \$
Have you also applied to other Federal Departments or other programs of the Department of Canadian Heritage? → <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please specify

PART C - AFFIRMATION

I AFFIRM THAT the information in this application is accurate and complete, and the project proposal, including plans and budgets are fairly represented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, where appropriate. I also agree to submit a final report, and where required, financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the *Canadian Multiculturalism Act*, the *Official Languages Act* and the *Canadian Charter of Rights and Freedom* and other human rights legislation.

SIGNING AUTHORITY

_____	_____	_____
Authorized Signature	Name and Title (please print)	Date

OFFICE USE ONLY	Date Received	File No.	Program Officer
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Part D: Canadian Studies Program

CHECKLIST

Before submitting your application, please ensure that you have completed the following tasks:

BEFORE APPLYING

1. Carefully read the Canadian Studies Program Applicants' Guide.
2. Discuss your project with a Canadian Studies Program Officer.

WHEN APPLYING

More detailed information on required documentation is presented in pages 8 to 10 of the Applicants' Guide.

SUMMARY CHECKLIST	
Required documents, information or descriptions (4 copies of each are required)	Included
1. Signed and completed Application Form.	
2. An explanation of the applicant's eligibility.	
3. A statement that only new content is being created.	
4. A detailed description of the project, its intended users, objectives, scope, methodology and expected results.	
5. An explanation of the pan-Canada focus, application or importance of the project.	
6. A description of how the project meets the first objective of the CSP (p. 4 of the Guide) and one or more priority areas of the current Funding Competition (p. 5 of the Guide).	
7. An explanation of potential general educational and/or pedagogical applications of the project, including a description of how the project will be developed to meet the needs of educators and young Canadians.	
8. A description of how the learning/teachers' guide, if applicable, will be tested by the target audience(s) prior to completion and how the Guide will address curricula requirements for different regions of the country.	
9. A description of how the final product will be developed in both official languages where appropriate and be applicable to both official language groups whenever possible.	
10. A statement that the online content developed will be available for a minimum period of three years (for Web-based projects only).	
11. A detailed budget of expenditures and sources of funding (including anticipated sales and in-kind contributions if applicable), with a monthly or quarterly cash-flow forecast for the entire project, proof of confirmed funding sources, a description of each budget item and a description of the budget items for which CSP funding is requested.	
12. A detailed project development timeline with key milestones for the entire project.	
13. A clear marketing and distribution strategy for the final product to reach educators and young Canadians.	
14. A letter from a bona fide Canadian publisher showing intent to produce and distribute the manuscript (for print learning materials only).	
15. An appropriate follow-up strategy to measure the results (impact and reach) of the project for a minimum period of three years after the project's completion.	
16. A signed certification of agreement to the follow-up requirements (p. 13 of the Guide).	
17. A minimum of two letters of support from experts in the field of the project.	
18. The CVs of the principal project personnel and authors.	
19. Proof of the legal status of the organization.	
20. A list of the Board of Directors or Council members if applicable.	
21. Proof of the signing authority of the contact individual if applicable.	
22. An explanation that any former public office holder or public servant who is in the employment of the applicant for the purposes of the project is in compliance with the Values and Ethics Code for the Public Service, if applicable.	
23. Copies of any examples of previous work done and/or reference materials if applicable.	

CERTIFICATION

We certify that the information provided in this application is accurate and complete. We certify that, should project money be provided by the Canadian Studies Program, it will be spent solely for the purposes indicated in this application.

We understand that the information provided in this application will be used for Program assessment purposes, and that both the application and the assessment process are treated as confidential. If the project is funded, details of the project, including information about the individuals mentioned in this application who are members of the organization or group in question, may be used for public information notices or released under the Access to Information Act.

Authorized signature	Name and Title (please Print)	Date
_____	_____	_____