



---

# Program Guidelines

July 2003

## Foreword

In 1971, the federal government recognized multiculturalism as a fundamental characteristic of Canadian society through the adoption of a formal multiculturalism policy. The policy encourages a vision of Canada based on the values of equality and mutual respect with regard to race, national or ethnic origin, colour and religion. In 1988, the multiculturalism policy became law when Parliament passed the *Canadian Multiculturalism Act*.

By fostering the multiculturalism policy goals of identity, civic participation and social justice, the Government encourages participation by all citizens in building and shaping a cohesive and inclusive Canadian society.

The policy directs all federal departments and agencies to promote these goals in their respective policies and practices. The mandate, role and responsibilities of the Department of Canadian Heritage include working with Canadians to strengthen their shared sense of identity while respecting the diversity of the land and people. The **Department's Multiculturalism Program** is a fundamental component in carrying out this mandate.

This **applicant's guide** has been prepared to assist applicants seeking project funding from the Multiculturalism Program. Please read it thoroughly for information on:

- Program requirements;
- how to develop your project proposal in line with Program requirements.
- how to complete the application form; and

Thorough and complete information as identified by these *Guidelines* is essential for the Multiculturalism Program to assess and consider your application.

After reading this guide, *contact a Program Officer to discuss the development of your project proposal*. Addresses and telephone numbers of Department of Canadian Heritage offices are provided at the end of this guide.

We've been listening! We've made changes based on comments and recommendations about experience with the Funding Application and Guidelines released in April 1997.

Revised: April 2003

The Department of Canadian Heritage reserves the right to amend and interpret the Program and practices described herein

.....

## Table of Contents

The Multiculturalism Program .....	1
Program Grants and Contributions.....	2
Who Can Apply .....	2
When to Apply .....	3
What is NOT Funded.....	3
The Assessment Process.....	4
What is the Assessment Process?.....	4
General Assessment Criteria.....	5
Additional Assessment Guidelines – Types of Activities .....	5
1) Guidelines for Community Action Projects .....	6
2) Guidelines for Institutional Development Projects.....	6
3) Guidelines for Public Education Projects.....	7
4) Guidelines for Research Projects.....	7
Making an Application.....	8
The Application Form.....	9
Page One – Part A: Applicant Information.....	9
Organization .....	9
Individual .....	10
All Applicants.....	10
Page One – Part B: Project Summary Information .....	11
Page One – Part C: Affirmation.....	12
Preparing a Project Proposal.....	13
Page Two – Section 1: Project Proposal .....	13
Page Two – Section 2: Action Plan .....	14
Page Two – Section 3: Project Budget .....	15
Page Two – Section 4: Applicant Profile (as applicable) .....	16
For an organization: .....	16
For an individual: .....	16
Page Two – Appendix: Supporting Material .....	16
Contacting a Program Officer.....	18
Multiculturalism Program Offices across Canada .....	18
Glossary.....	20

# ..... **The Multiculturalism Program**

The Multiculturalism Program of the Department of Canadian Heritage is one important means by which the government pursues the goals of the multiculturalism policy.

This program focuses on initiatives to achieve the following Program objectives:

**1. Ethno-racial Minorities  
Participate in Public  
Decision-Making**

Assist in the development of strategies that facilitate full and active participation of ethnic, religious, and cultural communities in Canadian society.

**2. Communities and the  
Broad Public Engage in  
Informed Dialogue and  
Sustained Action to  
Combat Racism**

Increase public awareness, understanding and informed public dialogue about multiculturalism, racism and cultural diversity in Canada.

Facilitate collective community initiatives and responses to ethnic, racial, religious, and cultural conflict and hate-motivated activities.

**3. Public Institutions  
Eliminate Systemic  
Barriers**

Improve the ability of public institutions to respond to ethnic, religious and cultural diversity by assisting in the identification and removal of barriers to equitable access and by supporting the involvement of these communities in public decision-making processes.

**4. Federal Policies,  
Programs and Services  
Respond to Ethno-racial  
Diversity**

Encourage and assist in the development of inclusive policies, programs, and practices within federal departments and agencies so that they may meet their obligations under the *Canadian Multiculturalism Act*.

## ..... Program Grants and Contributions

Under the Multiculturalism Program, the Government of Canada provides funding assistance, in the form of grants and contributions, for projects that:

- address at least one *Program objective* as listed above;
- emphasize *social development*; and,
- *highlight community initiative, partnership and self-help.*

Project proposals are assessed and recommended by Department of Canadian Heritage staff for approval by the Minister of State (Multiculturalism and Status of Women) using the terms and conditions for project funding.

As described in *The Assessment Process* these include:

- meeting the general assessment criteria; and
- addressing the additional assessment guidelines.

In addition, funding preference is given to projects that address priorities of the Multiculturalism Program. The Secretary of State (Multiculturalism)(Status of Women) and the Department of Canadian Heritage set priorities to focus on community needs and/or emerging issues. Applicants should consult their Program Officer about current priorities.

## Who Can Apply

The Program accepts funding applications from not-for-profit or community-based organizations (including *ad hoc* committees; multicultural and ethnocultural organizations, associations or centres; non-governmental organizations; coalitions; umbrella organizations). In addition, public institutions, private enterprises (for specific, limited purposes), and individual Canadian citizens and landed immigrants may apply.

Public institutions are defined as organizations in the public or private sector that exert an important and prevalent influence on the general functioning of society (e.g. media, boards of education, colleges and universities, banks and hospitals).

Funding will **not** be provided to federal or provincial departments and agencies, or foreign institutions and organizations nor to individuals who are not landed immigrants, permanent residents or Canadian citizens.

## When to Apply

The Multiculturalism Program operates in fiscal years commencing on April 1. Applications can be submitted throughout the fiscal year. There are no routine, preset deadlines, but the Program will from time to time initiate strategic calls for proposals.

Funding is not provided following the start of a project. Please allow sufficient time in advance of the proposed start date to:

- develop your proposal;
- complete the application form; and
- allow for assessment of your proposal.

Assessment times will vary with the nature and content of a proposal; anticipate a minimum of six weeks to consider and process approval of a final proposal following its receipt. Program Officers are in a position to provide an indication of the time that may be required.

**Please note:** *Projects cannot be assessed until all information required under Program guidelines is complete.*

## What is NOT Funded

The Program provides financial assistance for a wide array of projects involving a range of activities. It **does not** fund:

- activities that have already been undertaken or completed before an application is made;
- annual, or regular executive or board meetings of an organization or association;
- festivals, camps, religious activities, celebrations of foreign national days;
- ongoing production of newsletters, newspapers, magazines, journals, or radio and television broadcasts;
- activities that take place outside Canada;
- profit-making activities;
- provision of direct one-to-one services, e.g. individual counselling; or
- certain budget items: salaries and honoraria for principal officers of an applying organization; capital costs or expenditures; expenses incurred abroad or related to activities outside Canada; international travel.

## ..... The Assessment Process

### What is the Assessment Process?

Funding is awarded following an assessment and recommendation process during which Program Officers:

1. confirm that the applicant and activity are eligible for funding under the program;
2. assure that the required information to make an assessment *is complete and has been included in the application and project proposal*, for example:
  - clearly defined linkages to Program objectives;
  - clear project objectives, and identification of expected outcomes;
  - detailed project plan, budget and rationale for Program funding;
  - clear evidence that the applicant possesses the necessary capacity, expertise and skills to undertake and successfully complete the proposed project; and
  - a plan to assess the impact of the project and evaluate its results;
3. assess the application using the general assessment criteria and guidelines discussed below (see both *General Assessment Criteria AND Additional Assessment Guidelines – Types of Activities*). Applicants should use this information in developing their project proposal.

Funding preference will be given to projects that address strategic priorities relating to Program objectives. Please consult your Program Officer about current priorities.

In assessing a proposal, outside assistance may be provided by experts, analysts or other knowledgeable people who can comment on its merits.

Program staff can only make recommendations on possible funding. The Secretary of State (Multiculturalism) (Status of Women) approves all grants and contributions awarded by the Program.

## General Assessment Criteria

All proposals must meet these general criteria:

- Does the project identify clear objectives and expected outcomes?
- Does the project include a plan to assess its impact and measure its results?
- Does the project provide a detailed budget, including:
  - an explanation of the need for Multiculturalism funding;
  - a description of how funding will be used; and
  - a listing of financial and other resources from different sources (government, community, private sector, individual patrons and the activity itself) which will support the project;
- Does the project, throughout key phases of its development, planning, implementation and evaluation, involve those individuals or groups most affected by the activity?
- Does the project demonstrate the involvement and assistance of key stakeholders (other organizations, institutions, communities and individuals) who are involved in the issue and who can have an impact on the outcome?

- Does the project include a plan to distribute and share, as widely as possible, the information, knowledge and/or experience gained?

In addition to meeting these criteria, a project is assessed on how well it addresses the additional assessment guidelines for specific types of activities (see below). These guidelines reflect principles of social development, i.e. the value of active citizenship and community initiative, and the importance of analysing the links between local and wider social issues.

## Additional Assessment Guidelines - Types of Activities

In achieving Program objectives, the Department of Canadian Heritage will form productive partnerships to develop and carry out projects targeted at improving Canadian society.

Such projects encompass a range of activities that can be grouped into four types:

1. community action;
2. institutional development;
3. public education; and/or
4. research.

To help judge how well a proposed project can carry out such activity(ies), the Program has developed a series of guidelines that will help Program Officers carry out an assessment.

Your project proposal must specify the *type of activity*, based on the four types identified above. Projects may fall within more than one. Before beginning your proposal, discuss with a Program Officer how best to identify the activity.



Based on the type(s) of activity(ies) identified, a project proposal that meets the assessment criteria is further assessed using the appropriate guidelines. These are outlined below to help applicants develop their project proposals.

**Please note:** It is anticipated that all proposed projects can be classified using the four activity types. Any project that falls outside this classification will be assessed using standards or considerations similar to those identified in the guidelines associated with the four activity types.

### 1) Guidelines for Community Action Projects

Community action projects support the efforts of people to define issues facing their communities and develop strategies and solutions that are most appropriate to their circumstances. The hallmarks of action - community capacity, community initiative and empowerment, and community self-help and mutual help – are fundamental to civic participation.

A community action project should:

- Contribute to active citizenship.
- Demonstrate the involvement of those most affected by the issue addressed and build on the strengths and resources of the community.
- Be sensitive to and reflect cultural differences.
- Enlist the support of as broad a range of relevant organizations and institutions as possible.
- Build on the knowledge and experience gained through similar or related work done by others.
- Accommodate diverse points of view from within communities.
- Develop greater understanding and build opportunities for continuing cooperation with those stakeholders who have contributed to the project.

Because participatory or action research projects are fundamentally focussed on developing community action, they will be evaluated primarily against the assessment guidelines for community action.

### 2) Guidelines for Institutional Development Projects

Institutional development projects, which may be initiated either by community organizations or institutions, are designed to ensure that public institutions better respond to and reflect the diverse population they serve. An institutional development project should:

- Be guided by the needs and concerns identified by the communities most affected.
- Build on the knowledge and experience gained through similar or related work done by others.
- Be based on a solid understanding of the corporate/ organizational culture and traditions of the institution.
- Engage the institution in a process of reflection and assessment of internal systems, policies, practices and programs.
- Enjoy the commitment and support of senior managers, including the most senior officer of the institution.
- Ensure that the institution is able to integrate the project into its overall corporate framework.

- Work towards change that will be sustained by the independent commitment, efforts and resources of the institution.

- Help the institution assume a more prominent role or leadership in participation issues.

### **3) Guidelines for Public Education Projects**

Public education projects seek to improve public understanding of multiculturalism and racism, and contribute to informed public dialogue and action on issues related to ethnic and racial diversity in Canada, and other broad social issues affecting their communities.

A public education project should:

- Ensure clear and consistent communications on intentions and actions.

- Define target audiences and messages clearly.

- Give careful consideration to interests, concerns and the current level of knowledge of the target audience.

- Build on information gathered through research and the experience gained from other public education activities.

- Support the inclusion of ethnic and racial minorities in the arena of public debate.

- Demonstrate respect for differing views and opinions and dissent.

### **4) Guidelines for Research Projects**

Research projects funded by the Multiculturalism Program engage in the systematic investigation and study of data and information to increase knowledge and understanding ethnic and racial diversity in Canada. Research projects in community action will be assessed and recommended using the Guidelines for Community Action Projects (please see the guidelines above). Peer review in accordance with established scholarly standards will be used to assess research proposals.

A research project should:

- Respond to needs identified through the work of the Multiculturalism Program in community action, institutional development, public education and research.

- Be part of or contribute to a broader body of work and advance the research in that area of study.

- Include a review of existing related research to set the work within a wider context of study.

- Involve and draw upon the advice of members of communities that are studied or affected by the research.

- Adhere to generally accepted ethical standards that have been established for research.

- Benefit from the collaboration and advice of other researchers, academics and experts.

- Include a plan for the strategic dissemination of research results to decision-makers, the community under study and the widest possible range of interested members of the public.

.....  
**Making an Application**

**IF** your proposed project:

- links to one or more Program objective(s);
- emphasizes social development;
- highlights community initiative, partnership and self-help;
- meets the general assessment criteria and falls within the additional assessment guidelines;

**THEN**, contact a Program Officer:

- to discuss your project proposal; and
- to obtain a funding application form.

Any request for funding must:

- be submitted on the funding application form; and
- include TWO copies of a project proposal in the format described in *Preparing a Project Proposal*. This will help applicants work with a Program Officer to ensure that all information needed for assessment is included.

.....  
**The Application Form**

The Funding Application Form is two pages. Please see the sample at the end of this applicant's guide.

- complete all three parts of page one providing the information as described below; once this has been done, the information is legally protected; and

- use the outline on page two to develop your project proposal providing the information necessary to understand your project and its significance to the Multiculturalism Program. The outline is provided as a guide only.

Please remember that you are encouraged to contact the Department of Canadian Heritage office nearest you to discuss your proposal before submitting an application (addresses are at the end of this guide).

**Page One - Part A:  
Applicant Information**

Here you are asked to provide information about your organization or yourself.

*PLEASE COMPLETE AS APPROPRIATE:*

- *If applying as an organization,* complete the first sub-section (Organization) PLUS the third sub-section (All Applicants).

- *If applying as an individual,* complete the second sub-section (Individual) PLUS the third sub-section (All Applicants).

**ORGANIZATION:**

**Name:**

- please enter the full, unabbreviated name. If the organization is incorporated, give the name shown on the Certificate of Incorporation.

**Previous name of organization:**

- if, in the past five years, the organization operated under a different name, please indicate the full, unabbreviated name.

- if no other name has been used, please indicate "not applicable" (N/A).

**What is the scope of your organization's activities?**

Please identify one of the following that most clearly characterizes your organization:

- local - *a community or neighbourhood within a city or town*
- municipal - *a city or town*
- provincial/territorial - *one province or territory*
- regional - *two or more provinces*
- national - *across Canada*
- international - *two or more countries*

**What is your legal status?**

- is the organization legally incorporated or in the process of being incorporated?
- if yes, please indicate whether incorporation is under federal, provincial or territorial legislation and provide the Corporate Registration Number.
- if in process, please provide the date of the application.

**Are you registered with Revenue Canada as a Charitable Organization?**

- is the organization a registered charity or in the process of being registered?
- if yes, please provide your Charitable Registration number.
- if in process, please provide the date of the application.

**Contact Person's Name:**

- please provide the contact person's name in full, i.e. the staff member responsible for the application and proposed project – first name, middle initial (if any) and family name.

**Form of Address for the Contact Person:**

- please indicate how the person prefers to be addressed (Mr., Mrs., Miss, Ms.). If other (Dr., the Reverend, Rabbi, Imam, Chief) please indicate.

**Title of the Contact Person: (if applicable)**

- please indicate the position title of the contact person; i.e. what official role he/she plays in the applying organization.

**Telephone Numbers (Office and Residence):**

- please provide the area code and telephone numbers where the contact person can be reached day or night (office and residence).

**Fax Number: (if available)**

- please provide the area code and fax number where the contact person can be reached.

**E-mail address: (if available)**

- please provide a complete e-mail address where the contact person can be reached.

**INDIVIDUAL**

**Individual's Name:**

- please enter your name in full - first name, middle initial (if any), and family name.

**Form of Address:**

- please indicate how you prefer to be addressed (Mr., Mrs., Miss, Ms.). If other (Dr., the Reverend, Rabbi, Imam, Chief) please indicate.

**Status:**

- please indicate whether you are a Canadian citizen or permanent resident/landed immigrant.

**ALL APPLICANTS**

**Street Address:**

- please indicate the street address of the applicant, including the postal code. In the case of an organization, this should be the street address of the organization and NOT of the contact person.

**Mailing Address: (if different from the street address)**

- please indicate the full mailing address of the applicant, including the postal code. In the case of an organization, this should be the mailing address of the organization and NOT the contact person.

**Telephone Number:**

- please provide the area code and telephone number for the applicant. In the case of an organization, this should be the telephone number of the organization and NOT of the contact person.

**Fax Number: (if available)**

- please provide the area code and fax number for the applicant. In the case of an organization, this should be the fax number of the organization and NOT of the contact person.

**E-mail address: (if available)**

- please provide a complete e-mail address for the applicant. In the case of an organization, this should be the e-mail address of the organization and NOT of the contact person.

**Web site: (if available)**

- please provide a complete address of the applicant's Web site. In the case of an organization, this should be the Web site of the organization and NOT of the contact person.

**Language of Communication:**

- please indicate whether you prefer communication in English or French.

**You may have made previous applications to the Program that were funded:**

- please indicate if you have received funding in the past.
- if yes, please provide the recipient's name and the year of your most recent grant or contribution.

**Page One - Part B: Project Summary Information**

Here you are asked to provide a summary of the information that is more fully developed in your project proposal.

**What is the main type of activity that describes your project?**

- please identify the main activity type that describes your project: community action, institutional development, public education and/or research. Please refer to *Additional Assessment Guidelines – Types of Activities* above.

**What is the title of your project?**

- please provide the title you have given to this project.

**Describe your project. What is its purpose?**

- please provide a summary paragraph that briefly describes your project outlines, its purpose and which program objective(s) it meets.

**Please note:** This information may be made public as the official summary of your proposed activities.

**What are the proposed project start and end dates?**

- please provide the proposed start and end dates for the project as outlined in your plan.

***What is the total project cost and the amount you are requesting from the Multiculturalism Program?***

- please provide the total dollar amount of project expenditures.
- please provide the total level of funding requested from the Multiculturalism Program.
- these figures are developed and identified in your project budget (see *Page Two Section 3 Project Budget*).

***Have you also applied to other federal departments or agencies?***

- for this project, please indicate whether you have made a funding request to any other federal government department or agency.
- if yes, please provide the name(s) of the department(s) or agency(ies).

**Page One - Part C Affirmation**

Please read this section and discuss it with a Program Officer.

Recipients of funding are required to fulfil a number of responsibilities in recognition of financial support provided by the Multiculturalism Program. With regard to the project the applicant agrees:

- that, once funding is provided, no substantial change in project activity shall be made without consultation with and consent from the Department of Canadian Heritage;
- to acknowledge the support given by the Government of Canada, as appropriate and consistent with the manner of acknowledgment and promotion identified in the project proposal; this will recognize the contribution made in the name of the Multiculturalism Program, Department of Canadian Heritage;

- to complete and provide to the Department of Canadian Heritage an activity and/or evaluation report within two months of completing the project; and

- to provide to the Department of Canadian Heritage copies of any materials developed by the project.

**Signing Authority**

***Name and title:***

- please provide the name of the individual who will sign the application.
- in the case of an organization, this individual must be a signing authority, i.e. the person accountable for any funding received as a result of this application (this is usually the president or member of the executive committee).
- in the case of an organization, provide the position title held by the signing authority, e.g. president, secretary-treasurer.
- the person identified must sign and date the application.

.....

## Preparing a Project Proposal

The project proposal should be concise but include all information needed to make an assessment and recommendation as discussed in this guide. Proposals usually do not exceed 10 pages, excluding attachments and/or appendices.

The following instructions have been developed to assist you in this process.

Please provide the information according to the format identified below. The format represents a logical progression in project development:

- identifying a need
- specifying project objectives
- developing a work plan that defines how resources will be used
- outlining a budget
- carrying out the activity(ies)
- describing an evaluation plan for measuring how well the project met its objectives.

Please note that you are requested to submit two copies of the project proposal.

The outline for the project proposal includes content guidelines to help applicants develop and organize the information.

You should prepare your project proposal only after you have read the *Program Guidelines* and consulted with a Program Officer.

You might wish to include both a title page and table of contents for ease of reference and review. The proposal should include the following material.

**Please note:** Not all information identified under each section will apply to every project; this outline is provided for guidance as you develop your proposal. If you have any questions, please ask your Program Officer.



## Page Two - Section 1: Project Proposal

Here you should provide information that describes your project in terms of the need it addresses, the activity(ies) planned, its result and its relationship to the Multiculturalism Program. The rationale for the project must demonstrate how it will fulfill a need and contribute to the priorities of the Program.

You should demonstrate clearly the relationship between your proposed project and Program objectives. As well, identify the type(s) of activity(ies) undertaken, i.e. community action, institutional development, public education and/or research (see *Additional Assessment Guidelines - Types of Activity*).

Please describe your project in sufficient detail to allow for assessment using the general assessment criteria and additional assessment guidelines (see *The Assessment Process*). The information must be complete and must identify:

- what need(s) will be addressed by the project;
- what goals and objectives you have set for this project – their importance in determining how you will judge whether it was successful;

- who will benefit from this project; and

- what you anticipate will be the outcome of undertaking this project. Please identify solid results so that the plan includes outcomes against which success can be measured.

Also indicate how you intend to recognize the financial assistance provided by the Multiculturalism Program of the Department of Canadian Heritage.

## Page Two - Section 2: Action Plan

Here you should provide information setting out the project work plan. This description details the range and complexity of activities to be undertaken, the target audience(s), a timetable and comprehensive plan of action indicating clearly those items for which assistance is requested.

The plan should describe how you propose to carry out the project and evaluate its success in achieving stated objectives. It should clearly define how you propose to allocate and use resources during this project.

Describe how the activity will be carried out including, as appropriate, the timetable with key dates, the number of staff and members involved, and the number of resource people to be used – who they are and why they were chosen.

Please identify how the past experience of the individuals or organizations involved in delivering the project will help achieve its objectives during the proposed time period. Please document (letters of support or references from individuals and/or organizations in a position to evaluate the project's potential, personal résumés) any of the cited experience, and include supporting materials in an appendix.

The project plan should also include a description of how any federal contribution will be recognized, and any follow-up activity which helps share knowledge and experience gained through the project.

Please note that the work plan will relate directly to the project budget. Normally, the work plan will not contain anything that is not shown in the budget.

### Page Two – Section 3: Project Budget

Here you should provide all financial information related to the project. Every project proposal needs a detailed budget. The budget provides an item-by-item breakdown identifying all costs attached to items such as materials, rental, publicity, administration, personnel costs, accommodation, travel, evaluation, etc. and a listing of financial contributions requested and/or received from other sources.

Everything that appears in the budget should relate to an element of the work plan and this relationship should be easily identified. Please ensure that the budget includes anticipated revenues and expenditures for the total project.

Please discuss budget development with your Program Officer. Without a full budget explanation, an application is considered incomplete.

Please provide detailed activity information for each budget item (e.g. salaries, facilities, materials, travel, publicity, other). For each activity:

- identify the cost and the amount of financial support you are requesting from the Multiculturalism Program; and,
- specify how you arrived at the estimated cost of each item. Columns will be totalled and the total of all columns will be used to develop a total project expenditure or cost budget.

An example of a proposed project expenditure or cost budget is provided here (remember to include an explanation of how you calculated the cost for each budget item)

Budget Item	Budgeted Cost (\$)	Amount Requested (\$)
.....		
Travel		
- 1 trip to X @ \$0.00	\$00.00	\$00.00
- 2 trips to Y @ \$0.00	\$00.00	\$00.00
Publicity:		
- poster printing @ \$0.00 per thousand	\$00.00	\$00.00
- poster distribution @ \$0.00 per hour	\$00.00	\$00.00
Salaries:		
- 2 staff members @ \$0.00 per month for duration of the project	\$00.00	\$00.00
Facilities:		
- rental on storefront @ \$0.00 per month for the duration of the project	\$00.00	\$00.00
- maintenance and operations @ \$0.00 per month for the duration of the project	\$00.00	\$00.00
Materials:		
- box of printed stationery @ \$0.00 per box	\$00.00	\$00.00
- printing @\$0.00 per thousand	\$00.00	\$00.00
Other (specify):	\$00.00	\$00.00
<b>TOTAL:</b>	<b>\$00.00</b>	<b>\$00.00</b>

The applicant must demonstrate why existing resources cannot meet the needs of the project. Therefore, please provide a list of all sources from which financial assistance has been sought, with an indication of the response; i.e., financial contributions from other government sources, the private sector and/or individual donor. This should also identify the amount of money raised by the activity and the value of contributions in kind including the approximate number and value of volunteer hours devoted to the project.

#### **Page Two Section 4: Applicant Profile (as applicable)**

Here you should provide all information pertaining to your organization or you as an individual applicant that is significant to the assessment of your project proposal. There must be clear evidence that the personnel involved in the development and implementation of the project possess the necessary skills and expertise to ensure successful completion.

##### **For an organization:**

If the applicant is an organization, please provide information on how it functions:

- a description of your mandate and objectives;
- evidence of successful operations as set out in the mandate and objectives;
- a description of membership;
- a list of members of your Board of Directors; and
- a description of your recent activities and any historical information that would clarify your policies and practices.

There are important additional criteria for determining the eligibility of organizations, e.g. whether they have the support of and reflect the community served, operate in accordance with democratic principles, and have an ongoing interest in multiculturalism.

Please append to the proposal any documents pertaining to the membership and community support of your organization and its activities.

##### **For an individual:**

If the applicant is an individual, provide information about how your knowledge and experience allows you to carry out this project. You are required to provide three references who can attest to this.

In addition, please indicate if you are currently a student and include information on your enrollment and program.

Attach as an appendix a copy of your personal resume and any supporting documentation.

## **Page Two - Appendix: Supporting Material**

Here you should attach any supporting material mentioned in the body of the proposal.

Please ensure that this supporting material is appropriately mentioned in the body of the proposal to allow for easy and quick identification.

The supporting material will be determined by the assessment guidelines relating to activities identified in your proposal.

Assure that the supporting material required to substantiate your request for funding is included with the completed application. The evaluation of your proposal is based on the information you provided and you should ensure that it is thorough and complete. Program Officers can help you confirm that all the necessary information has been provided to allow for assessment and recommendation.

## ..... Contacting a Program Officer

The Multiculturalism Program is part of the Department of Canadian Heritage. A list of Departmental offices, telephone/fax numbers and e-mail addresses is included in this guide. Contact any of these offices and ask for general information or answers to specific questions concerning your project and proposal. From these locations, Program Officers:

- provide assistance to organizations or individuals wishing to pursue activities in support of the Multiculturalism Program;
- assess proposals and recommend funding; and,
- ensure regular contact and consultation with the applicant and community.

As a general rule, Program Officers at headquarters deal with applications which are more national in scope, with subject matter that is of national significance and involves participants drawn from three or more provinces.

Officers located in regional offices across Canada deal with applications for projects that are local, provincial or regional in nature. Please keep this in mind when you contact Program Officer.

## Multiculturalism Program Offices across Canada

(Updated Version) July 2003

Canadian Heritage  
**National Office**  
15 Eddy Street, 11th floor, Room 140  
**Hull QC K1A 0M5**  
Tel: (819) 994-2020  
Fax: (819) 953-9228  
E-Mail: multi\_canada@pch.gc.ca  
Toll Free: 1-888-77MULTI or  
1-888-776-8584

### Atlantic Region

Canadian Heritage  
**Regional Office**  
1045 Main Street, 3rd Floor, Unit 106  
**Moncton NB E1C 1H1**  
Tel: (506) 851-7066  
Fax: (506) 851-7079

Canadian Heritage  
**Provincial Office**  
John Cabot Building  
10 Barbers Hill  
**St. John's NF A1C 5X4**  
Tel: (709) 772-5364  
Fax: (709) 772-2940

Canadian Heritage  
**Provincial Office**  
BDC Place  
119 Kent Street, Room 420  
**Charlottetown PE C1A 1N3**  
Tel: (902) 566-7188  
Fax: (902) 566-7186

Canadian Heritage  
**Nova Scotia Office**  
1869 Upper Water Street  
**Halifax NS B3J 1S9**  
Tel: (902) 426-2244  
Fax: (902) 426-5428

## Québec Region

Canadian Heritage  
**Regional Office**  
Complexe Guy-Favreau  
200 René Lévesque Boulevard West  
Tower West, 6th Floor  
**Montréal QC H2Z 1X4**  
Tel: (514) 283-2332  
Fax: (514) 496-1553  
E-mail : pch-qc@pch.gc.ca

Canadian Heritage  
Complexe Guy-Favreau  
**Québec Office**  
3 Passage du Chien d'Or  
**Québec QC G1K 4V7**  
Tel: (418) 648-5054  
Fax: (418) 648-4823  
E-mail : pch-qc@pch.gc.ca

## Ontario Region

Canadian Heritage  
**Regional Office**  
150 John Street, Suite 400  
**Toronto ON M5V 3T6**  
Tel: (416) 973-5400  
Fax: (416) 954-4515

Canadian Heritage  
**London Office**  
457 Richmond Street, Suite 102  
**London ON N6A 3E3**  
Tel: (519) 645-5190  
Fax: (519) 645-5543

Canadian Heritage  
**Hamilton Office**  
150 Main Street West, Suite 425  
**Hamilton ON L8P 1H8**  
Tel: (905) 572-2355  
Fax: (905) 572-4345

Canadian Heritage  
**Ottawa Office**  
350 Albert Street, Room 330  
**Ottawa ON K1A 0M5**  
Tel: (613) 996-5977  
Fax: (613) 996-9255

Canadian Heritage  
**Sudbury Office**  
19 Lisgar Street, Room 306  
**Sudbury ON P3E 3L4**  
Tel: (705) 671-4105  
Fax: (705) 671-0620

Canadian Heritage  
**Thunder Bay Office**  
214 Red River Road, 3rd Floor  
**Thunder Bay ON P7B 1A6**  
Tel: (807) 346-2900  
Fax: (807) 345-9731

## Prairies and Northern Region

Canadian Heritage  
**Regional Office**  
275 Portage Avenue, 2nd Floor  
P.O. Box 2160  
**Winnipeg MB R3C 3R5**  
Tel: (204) 983-3601  
Fax: (204) 983-5365

Canadian Heritage  
**Saskatchewan District Office**  
2201 - 11th Avenue, Room 100  
**Regina SK S4P 0J8**  
Tel: (306) 780-7287  
Fax: (306) 780-6630

Canadian Heritage  
**Saskatoon Office**  
101 - 22nd Street East, Suite 310  
**Saskatoon SK S7K 0E1**  
Tel: (306) 975-4138  
Fax: (306) 975-4675

Canadian Heritage  
**Northwest Territories District Office**  
NWT Communications Building  
5120 - 49th Street, 2<sup>nd</sup> Floor  
P.O. Box 460  
**Yellowknife NT X1A 2N4**  
Tel: (867) 669-2800  
Fax: (867) 669-2809  
Toll free: 1-800-661-0585

Canadian Heritage  
**Nunavut Office**  
P.O. Box 628, Suite 1, Building 917  
**Iqaluit NU XOA 0H0**  
Tel: (867) 979-2983  
Fax: (867) 979-2794

## Western Region

Canadian Heritage  
**Regional Office**  
300 Georgia Street West, Room 400  
**Vancouver BC V6B 6C6**  
Tel: (604) 666-0176  
Fax: (604) 666-3508

Canadian Heritage  
**Alberta District Office**  
Canada Place  
9700 Jasper Avenue, Room 1630  
**Edmonton AB T5J 4C3**  
Tel: (780) 495-3350  
Fax: (780) 495-4873

Canadian Heritage  
**Alberta South Office**  
220 4th Avenue South East,  
Room 585  
**Calgary AB T2G 4X3**  
Tel: (403) 292-5541  
Fax: (403) 292-6004

Canadian Heritage  
**Vancouver Island and  
North Coast Office**  
711 Broughton Street, 2nd floor  
**Victoria BC V8W 1E2**  
Tel: (250) 363-3511  
Fax: (250) 363-8552

Canadian Heritage  
**BC Interior and North Office**  
471 Queensway Avenue, #320  
**Kelowna BC V1Y 6S5**  
Tel: (250) 470-4833  
Fax: (250) 470-4839

Canadian Heritage  
**Yukon District Office**  
205 - 300 Main Street  
**Whitehorse YK Y1A 2B5**  
Tel: (867) 667-3908  
Fax: (867) 393-6701

# .....

## Glossary

To help applicants, definitions for some important terms used in this guide are provided.

### **Financial**

#### **Project funding**

Funding provided for a specific activity that contributes to the attainment of Department of Canadian Heritage, Multiculturalism Program objectives. A project has a definite beginning and end that is separate from the activities normally carried out by an organization or individual. A project may be presented in phases with each given consideration as an individual project.

### **Other (alphabetical order)**

#### **Ad Hoc Committee**

A temporary committee set up to do a specific task; that is, not a permanent standing committee.

#### **Coalition**

A group of individuals and/or broad-based organizations who have come together for a common purpose.

#### **Community**

A group of people sharing interests; for example, related to origin, experience, profession, age, geographical area.

#### **Not-for-Profit Organizations**

Canadian citizens or permanent residents who have voluntarily associated themselves for non-profit purposes, operating in line with democratic principles at the national, provincial, regional, community or neighbourhood levels (e.g. community-based organizations). Included are non-governmental organizations that have membership or purpose related to specific occupation or service (e.g. teachers, federations and labour unions).

#### **Public Institutions**

Organizations in the public or private sector that exert an important and prevalent influence on the general functioning of society, e.g. media, boards of education, colleges and universities, banks and hospitals.

#### **Racism**

Set of implicit or explicit beliefs, presumptions and actions based on an ideology of inherent superiority of one racial or ethnic group over another and evident within organizational or institutional structures or programs and in individual thought and behaviour patterns.

#### **Stakeholders**

All parties (individuals, communities, community-based organizations, public and private sector institutions and funding bodies) that have a vested interest in an issue.

#### **Umbrella Organization**

Federation of organizations or groups that has a broad range of common concerns. It may be incorporated.