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Application Guidelines for Funding

from the Multiculturalism Program

“Promoting Integration”

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Application Guidelines for Funding

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“Promoting Integration”

Introduction

The Multiculturalism Program draws its mandate from the *Canadian Multiculturalism Act* (1988). The Government of Canada is committed to reaching out to all Canadians and is developing lasting relationships with ethnic and religious communities in Canada. It encourages these communities to participate fully in society by enhancing their level of economic, social, and cultural integration.

The Multiculturalism Program is a program of the Department of Canadian Heritage. The Multiculturalism Program supports the Department's mandate and the *Canadian Multiculturalism Act* by helping all Canadians to participate fully in the economic, political, social and cultural life of the country.

These *Application Guidelines for Funding* have been prepared to assist applicants seeking project funding support from the Multiculturalism Program. Please read them thoroughly.

These guidelines will help you:

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

After reading these *Guidelines*, and before preparing a project proposal, please contact a Program Officer to discuss your project. It is essential that you provide thorough and complete information, as identified by these *Guidelines*, so that Program Officers at the Multiculturalism Program can assess and consider your application.

A list of departmental offices, telephone/fax numbers and e-mail addresses is included as Appendix B at the end of the *Guidelines*. Program Officers in any of these locations, can:

- 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.

As a general rule, Multiculturalism Program Officers at the National Office in Gatineau, Quebec deal with applications that are national in scope. This may mean matters of national significance, or projects involving participants from three or more provinces in at least two regions. 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 a Program Officer.

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The Multiculturalism Program

Grants and Contributions Funding

Objectives

Funding provided under the terms of the Multiculturalism Program focuses on initiatives to achieve the following program objectives:

1. Ethno-cultural/racial minorities participate in public decision-making (civic participation)

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

2. Communities and the broad public engage in informed dialogue and sustained action to combat racism (anti-racism/anti-hate/cross-cultural understanding)

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

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

3. Public institutions eliminate systemic barriers (institutional change)

To improve the ability of public institutions to respond to ethnic, racial, cultural, and religious diversity by assisting in the identification and removal of barriers to equitable access and by supporting the involvement of these ethno-racial/cultural communities in the public decision-making process.

Priorities

Since its inception, the Multiculturalism Program has evolved over time to respond to Canada's changing diversity and to address emerging issues in our pluralistic society.

In 2007-08 and 2008-09, the Multiculturalism Program will pay particular attention to the following priorities:

1. Support the economic, social, and cultural integration of new Canadians and cultural communities

Emphasis will be placed on projects which aim to:

- assist new Canadians and cultural communities to gain knowledge and skills for economic, social, and cultural integration and civic engagement;
- provide opportunities and support for the involvement of new Canadians and cultural communities to work in partnerships with various stakeholders towards identifying and resolving issues affecting them (schools, social services, employment, recognition of foreign credentials, justice systems, policing, media, etc);
- improve the ability of public institutions to respond to, and integrate, ethnic, racial, cultural, and religious diversity by assisting in the identification and removal of barriers to equitable access.

2. Facilitate programs such as mentorship, volunteerism, leadership, and civic education among at-risk cultural youth

Areas of emphasis include projects that will:

- assist cultural youth at risk to gain self-confidence, knowledge, and skills for participation and civic engagement (volunteerism);
- provide opportunities for youth through partnerships with their peers, adults, and community leaders as well as through mentorship initiatives, to gain practical learning experience and develop the skills necessary to contribute to the economic, social and cultural life of their communities;
- assist in addressing the root causes of cultural youth marginalization, detachment, and radicalization;
- assist youth in responding to racism and hate-motivated activities.

3. Promote inter-cultural understanding and Canadian values (democracy, freedom, human rights and rule of law) through community initiatives, with the objective of addressing issues of cultural social exclusion (parallel communities) and radicalization

Areas of emphasis include projects that will:

- foster interaction between different communities and support cross-sector collaboration in community-based projects to build and shape an inclusive and respectful society;
- facilitate collective community initiatives and responses to combat

ethnic, racial, cultural and religious conflicts and hate-motivated activities;

- support community-based initiatives designed to facilitate inter-faith dialogue and increase understanding of the place of religion in Canada in order to combat ignorance and faulty assumptions and foster constructive and informed dialogue about multiculturalism, religions, racism, cultural diversity, and Canadian values;
- encourage activities aimed at reaching society at large to facilitate inter-cultural understanding and address the cultural social exclusion of some communities;
- increase awareness and understanding of racism and discrimination and take action to foster equal opportunities for all people;
- reduce or eliminate factors contributing to exclusion, disenchantment, and radicalization.

What is Funded

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

- address an issue related to one or more of the program objectives or priorities as listed above;
- use social development approaches to achieve measurable results¹;
- involve the broad community (community-based, neighbourhood-based and/or coalitions that are inclusive);
- focus on action and measurable results leading to sustainable and lasting changes to address community issues;
- involve partnerships, such as other federal departments; provincial, territorial and municipal levels of governments; public institutions; collaboration with the private or the voluntary sector, etc.

Projects developed to support youth should be relevant to youth, resonate with young people, and include their involvement in the planning, delivery, and

¹ By respecting principles of social development, approved Multiculturalism Program projects will use approaches that ensure that:

1. Communities help define their problems and develop solutions that are most appropriate to their circumstances;
2. Communities participate in efforts to improve their standard of living, with as much reliance as possible on their own initiative;
3. There is recognition of the legitimacy and value of diverse viewpoints within communities and there is no expectation of unanimity or a single representative voice based on ethnicity or race;
4. There is provision of technical and other services and institutional help that encourage community initiative, self-help and mutual help and make these more effective; and
5. Links are made between local concerns and wider social issues.

evaluation of the project.

Pertinent, reasonable, and essential expenses required to carry out the project will be considered to be eligible expenses. Funding preference will be given to projects that include other sources of funding, including cash and in-kind contributions.

What is NOT Funded

The Program **does not** fund:

- activities that have already been undertaken or completed before an application is made;
- **annual** or **regular** executive board meetings of an organization or association;
- festivals, camps, religious activities or celebrations of foreign national days and other cultural events;
- heritage language initiatives;
- commemorative walks or parades;
- **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 counseling;
- development of a Web site;
- production of films and videos that are not for educational purposes;
- certain budget items such as:
 - any type of Director's fees for volunteer members of Boards or other governing bodies;
 - capital costs or expenditures;
 - any international travel or expenses incurred abroad or related to activities outside Canada;
 - core program expenses;
 - eligible travel and accommodation costs that exceed the Government of Canada's Travel Directive (Please see: www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/HOSP1_1e); and
 - eligible costs for hospitality (meals and refreshments for workshop participants only) that exceed the meal rate per person under the Treasury

Board Travel Directive noted above.

- in-kind expenses.

Who Can Apply

The Program accepts funding applications for not-for-profit projects from:

- Canadian not-for-profit organizations or associations;
- non-federal Canadian public or public-interest institutions such as the media, boards of education, schools, colleges and universities, chambers of commerce, law enforcement and police agencies, hospitals, and other health care institutions;
- regional and municipal governments and their agencies;
- First Nations and Inuit governments, band councils and organizations; and
- Canadian citizens and permanent residents.

Who is not Eligible to Apply

Funding will **not** be provided to:

- federal, provincial or territorial departments and agencies;
- foreign institutions and organizations; or
- individuals who are not permanent residents or Canadian citizens.

When to Apply

Applications can be submitted throughout the fiscal year. There are no preset deadlines for applications for projects.

Please allow sufficient time in advance of the proposed start date to:

- discuss your project idea with a Program Officer;
- 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.

Applicants can expect a **minimum of eight weeks** following submission of a **complete** project proposal for assessment and file processing.

Some application may take longer to assess and evaluate.

The Assessment Process

Proposals cannot be assessed until all the information required under the *Application Guidelines for Funding* is complete.

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

- confirm that the applicant and project are eligible for funding under the Program;
- ensure that the required information *is complete and has been included in the application and project proposal*;
- assess the application and seek, if required, assistance and advice from experts, analysts, or other knowledgeable people; and
- prepare an assessment to recommend the project, if appropriate, to the Secretary of State (Multiculturalism and Canadian Identity) and to the Minister of Canadian Heritage or her/his designate, who approves all grants and contributions awarded through the Program.

Assessment Criteria

All applications **must** include a signed and dated **General Application Form** (see Appendix A) that includes a project proposal with:

- a clear description of the issue that the project addresses, the need for the project, and how the issue and the need are related to one or more of the objectives of the Multiculturalism Program;
- clear objectives and expected outcomes demonstrating how the project will produce measurable results that contribute to achieving the objectives of the Multiculturalism Program;
- a rationale for seeking funding which explains why funding from the Multiculturalism Program is needed;
- a detailed budget showing all revenues and expenses for the project related to an action plan that outlines activities and milestones. The project budget will include a listing of financial and other resources from all sources and identify activities that are related to these funding sources (government, community, private sector, individuals and the applicant);
- clear evidence that the applicant has the capacity, expertise, and skills to undertake and successfully complete the proposed project;
- documentation demonstrating the participation and assistance of key stakeholders/partners (other organizations, institutions, communities and individuals) who are involved in the issue and who can have an impact on the outcome;
- documentation demonstrating how the communities most affected by the issue are involved throughout the key phases of development, planning, implementation, and evaluation of the project;
- an evaluation plan that outlines the indicators, evaluation strategies and tools that will be used to measure and assess project results and impacts; and

- a distribution plan to share, as widely as possible, the information, knowledge and/or experience gained as a result of the proposed project.

Where applicable, project proposals should also include documentation demonstrating that the project is built on best practices acquired through involvement in similar or related initiatives.

Instructions for completing the General Application Form

The General Application Form has four parts and is found in Appendix A.

First, complete Parts 1 to 2 of the General Application Form providing the information described below.

Second, use the outline provided in Part 3 of the General Application Form to develop your project proposal by providing the information that describes your project and its significance to the Multiculturalism Program. The outline is provided as a guide only.

Finally, complete, sign, and date Part 4 of the form.

Before submitting an application, please discuss your proposal with a Multiculturalism Program Officer. Consult Appendix B to locate the Department of Canadian Heritage office nearest you.

Part 1: Applicant Information

In this section of the application you are asked to provide information about your organization or yourself.

PLEASE COMPLETE AS APPROPRIATE:

If applying as an organization complete the form under the heading “Organization (Including Ad Hoc Committees)”.

If applying as an individual complete the form under the heading “Individual”.

ORGANIZATION:

1. Official Name:

Provide the full, unabbreviated name. If the organization is incorporated, provide the name shown on the Certificate of Incorporation.

2. Previous name of organization:

If, in the past five years, the organization operated under a different name, provide the full, unabbreviated name.

If no other name has been used, indicate “not applicable” (N/A).

3. Street Address:

Indicate the street address including the postal code.

4. Mailing Address (if different from the street address):

Indicate the full mailing address including the postal code.

5. Office Telephone Number:

Provide the area code and telephone number where the contact person can be reached.

6. Fax Number: (if available)

Provide the area code and fax number where the contact person can be reached.

7. E-mail address: (if applicable)

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

8. Website: (if applicable)

Enter the organization's Internet address.

9. What is the scope of your organization's activities?

Identify the scope that most clearly characterizes the reach of 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*
-

10. What is your legal status?

Is the organization legally incorporated or in the process of being incorporated?

- If yes, indicate whether incorporation is under federal, provincial, or territorial legislation and provide the Corporate Registration Number.
 - If in process, provide the date of the application.
-

10a. Date of Incorporation

Provide the organization's date of incorporation.

10b. 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 to your application.

10c. Changes to the Certificate of Incorporation

State whether there have been changes to the Certificate of Incorporation since it was last submitted to the Program. If so, attach a copy of the new Certificate to your application.

10d. 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.

10e. Amendments to Constitution and By-Laws

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.

10f. Charitable Organization

If your organization is a registered charity, enter the Charitable Registration Number (RN) assigned by the Canada Customs and Revenue Agency.

10g. Most recent Annual Report including the Minutes of the last Annual General Meeting

Attach the most recent Annual Report and the Minutes of the organization's last Annual General Meeting.

10h. Organization's Mandate

Provide the mandate statement of your organization.

11. Contact Person

Provide the name and the contact information of the person who will be the main contact for the application.

12. Organization's Governance — Members of the Board of Directors

Provide 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 elected or appointed and the dates of their election or appointment.

13. Describe the Finances of your Organization**13a. Financial Information**

Provide the start and end dates of the organization's financial year.

13b. Documentation on Activities

Provide the Financial Statements for the last financial year and any further information required by your Multiculturalism Program Officer.

13c. Additional Financial Information

Provide additional information requested by your Multiculturalism Program Officer.

INDIVIDUAL:**1. Individual's Name:**

Provide your name in full – first name, middle initial (if any), and family name.

2. Form of Address:

Indicate how you prefer to be addressed: Mr., Mrs., Miss, Ms., Dr., the Reverend, Rabbi, Imam, Chief, etc.

3. Status:

Indicate whether you are a Canadian citizen or a permanent resident of Canada.

4. Street Address:

Indicate your street address including the postal code.

5. Mailing Address: (if different from the street address)

Indicate your full mailing address including the postal code.

6. Telephone Number:

Provide your area code and telephone number.

7. Fax Number: (if available)

Provide your area code and fax number.

8. E-mail address: (if available)

Provide your complete e-mail address.

9. Web site: (if available)

Provide the complete address of your Web site.

10. Language of Communication:

Indicate whether you prefer communication in English or French.

11. Previous Applications:

Indicate if you have applied to the Department of Canadian Heritage in the past.

If yes, provide the name the application was submitted under and the year of the most recent grant or contribution.

Part 2: Project Summary Information

TO BE COMPLETED BY ALL APPLICANTS

This information may be made public as the official summary of your proposed project.

1. What is the title of your project?

Provide the title you have given to this project.

2. Describe your project. What is its purpose?

Provide a summary paragraph of 50 words or less that briefly describes your project, its purpose, its relevance to the Multiculturalism Program objective(s), and its key activities.

3. What are the proposed project start and end dates?

Provide the proposed start and end dates for the project.

4. What is the total project budgeted cost and the amount you are requesting from the Multiculturalism Program?

Provide the total project cost.

Provide the total level of funding requested from the Multiculturalism Program.

5. Have you also applied to other funders?

Indicate whether you have made a funding request for this project to any other government department or agency (federal, provincial, territorial, regional, municipal), private foundation, community organization and/or other source of funding.

If yes, provide the name(s) of the department(s) or agency(ies), or other organizations or persons for all confirmed and potential sources of funding and in-kind support.

6. Will you as an individual applicant or as an organization be providing funding support to the project?

Indicate all confirmed or potential cash and in-kind contributions to this project.

Part 3: Preparing a Project Proposal

TO BE COMPLETED BY ALL APPLICANTS

The project proposal should be concise and clear and include all information required as outlined in these *Application Guidelines*. Proposals average about 10 pages, excluding attachments and/or appendices. The following instructions have been developed to assist you in this process. Please provide the information in the format identified below.

You should prepare your project proposal only after you have read the *Application Guidelines for Funding* and consulted with a Program Officer. In addition to other instructions, your officer will provide you with a template that should be used to describe the measurable results of your project. This form should also be used to provide a clear overview of activities and outputs of your project.

Please include both a title page and table of contents for ease of reference and review. The proposal should include the following sections described in the General Application Form.

- Section 3.1 The project outline
- Section 3.2 Action plan
- Section 3.3 Project budget
- Section 3.4 Profile of the sponsoring organization or applicant
- Section 3.5 Supporting material

Section 3.1: Project Outline

Please provide information that describes your project in terms of the needs it addresses, the activity(ies) planned, its measurable results in relation to the objectives of the Multiculturalism Program and its relationship to the priorities of the Multiculturalism Program.

The outline must be complete and must identify:

- the relevance of this project to the Multiculturalism Program objectives and priorities;
- the need(s) or issue(s) that will be addressed by the project;
- the goals and objectives you have set for this project. These are important to determine the success of your project;
- your stakeholders and partners;
- who will benefit from this project;
- the communities most affected by your proposed initiative and how they are involved through the key phases of your project;
- the anticipated short-, medium-, and long-term outcome(s) of this project. (Please identify indicators and measurable results using the template provided by your Program Officer);

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.

- an evaluation plan for your project, including criteria and methodology;
- a distribution plan to share the information, knowledge, and/or experience gained as a result of your proposed project; and
- where applicable, information which demonstrates that the project is built on best practices acquired through involvement in similar or related initiatives.

Section 3.2: Action Plan

Please provide an action plan that clearly links project activities to project objectives and anticipated outcomes. The action plan should describe:

- the range and complexity of activities to be undertaken (e.g. workshops, needs assessments, capacity building initiatives, research including literature reviews and policy papers, or public education activities). Each activity should relate to outcomes identified in the project outline;
- the intended participants and target audiences;
- the timetable with key dates;
- a comprehensive work plan indicating clearly those items for which assistance is requested, including:
 - the number of staff and members involved;
 - people who will be involved in the project – explain who they are and provide confirmation that they have the requisite skill sets to do the work; and
- the project deliverables including products and events.

The plan should describe how you propose to allocate and use resources (material and human) during this project, and describe how the activities will be carried out.

The action plan must relate directly to the project budget. It should describe details related to the revenue and expense line items of the budget.

Please identify how the federal government contribution will be recognized.

Section 3.3: Project Budget

Please provide all financial information related to the project in a format that clearly relates to the project activities identified in the action plan. Without a full and detailed budget explanation, an application is considered incomplete. The budget should include an item-by-item breakdown of expenses identifying all costs. Include costs that will be covered by in-kind contributions such as volunteer hours and donated services. Examples include:

- materials;
- rental;
- publicity;

- administration;
- salaries, benefits, and fees;
- hospitality (only for meals and refreshments for workshop participants);
- travel and accommodation (in accordance with the Government of Canada's Travel Directive)
(Please see: www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/HOSP1_1e);
- evaluation and audit; and
- insurance (any public events funded by the Multiculturalism Program must be covered by insurance).

Provide detailed information for each budget item (e.g. materials, rental, publicity, administration, etc). For each budget item:

- identify the cost, and the amount of financial support you are requesting from the Multiculturalism Program;
- identify the other sources of cash or in-kind revenue for each expense item;
- specify how you arrived at the estimated total cost of each item; and
- total each column indicating the total eligible expenses and the total cost of all expenses.

In your proposal an explanation should be provided of how the cost for each budget item has been calculated.

An example of a budget is provided below.

EXPENSES

<i>Budget Item</i>	<i>Total Budgeted Cost (\$)</i>	<i>Amount Requested for Eligible Expenses(\$)</i>	<i>Amount of Other Resources, Cash (\$)</i>	<i>Amount of Other Resources, In-kind (\$)</i>	<i>Explanation</i>
Materials:					
• Box of printed stationary @ \$0.00 per box	\$00.00	\$00.00	\$00.00	\$00.00	
Rental:					
• Rental of office space @ \$0.00 per month for the duration of the project	\$00.00	\$00.00	\$00.00	\$00.00	
Publicity:					
• Poster printing @ \$0.00 per thousand	\$00.00	\$00.00	\$00.00	\$00.00	
• Poster distribution @ \$0.00 per hour	\$00.00	\$00.00	\$00.00	\$00.00	
Administration:					
Salaries, Benefits and Fees:					
• Researcher @ \$0.00 per hour for the duration of the project	\$00.00	\$00.00	\$00.00	\$00.00	
Hospitality					
Travel:					
• 1 trip to X @ \$0.00	\$00.00	\$00.00	\$00.00	\$00.00	
• 2 trips to Y @ \$0.00	\$00.00	\$00.00	\$00.00	\$00.00	
Evaluation					
Audit					
Insurance					
Other specify	\$00.00	\$00.00	\$00.00	\$00.00	
Total of Eligible Expenses	\$00.00	\$00.00	\$00.00	\$00.00	
Total Expenses	\$00.00	\$00.00	\$00.00	\$00.00	

Revenues from All Sources:

	<i>Name of the source</i>	<i>Amount, Cash (\$)</i>	<i>Amount, In-kind (\$)</i>	<i>Confirmed or under evaluation</i>	<i>Contact</i>
Total Revenues					

Applicants must demonstrate why their resources are not sufficient to cover the cost of the project. Therefore, please provide a list of all potential sources of revenue from which financial assistance has been sought, with an indication of the response; i.e., the amount of financial contributions from other government sources, the private sector and/or individual donors. Please also identify the value of in-kind contributions including the anticipated number and value of volunteer hours devoted to the project. Provide the contact information for funding that will be supplied from these other sources.

Once the proposal is received, Program officers will provide you with templates to prepare a cash flow describing the revenues and expenditures of the project for each fiscal year of the initiative. In order for your budget to balance, the total in-kind expenses for the project must equal the total in-kind revenues.

Section 3.4: Applicant Profile

Please provide all information pertaining to your organization, your ad hoc committee, or you as an individual applicant, that is significant to the assessment of your project proposal.

Identify how the past experience of the individuals or organizations involved in delivering the project will help achieve its objectives. Enclose resumés of key personnel. Include supporting materials in an appendix.

For an Organization:

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

- a description of your recent activities and any information relevant to the project proposal; and
- documents pertaining to the membership and community support of your organization and its activities.

For an Ad Hoc Committee:

Describe the members of your committee and indicate how their experience and knowledge qualify your group to carry out the project. Provide three references attesting to the qualifications of the committee members. Identify the person who will have signing authority. Attach all supporting documentation in an appendix.


For an individual:

If the applicant is an individual, provide information about how your knowledge and experience qualify you to carry out this project. You are required to provide three references in writing to attest to your qualifications. If you are a permanent resident, please provide proof of your residency status. Attach, as an appendix, a copy of your personal resumé and any supporting documentation.

Section 3.5: Supporting Material

Ensure that the supporting material required to substantiate your request for funding is included with the completed application and that reference to this material is appropriately mentioned in the body of the proposal to allow for easy and quick identification.

Each application should be accompanied by at least two letters of support from representatives of the community affected by the project.

Provide a list of all other attachments to your proposal. In the application form, attachments are identified by a . During the review process for your application, Program Officers will help you confirm that all the necessary information has been provided.

Part 4: Affirmation and Signature of Authorized Officer

Recipients of funding are required to fulfill a number of responsibilities in recognition of financial support provided by the Multiculturalism Program.

With regard to the project, as an applicant you must also affirm that you:

- agree to all terms and conditions set forth in the *Application Guidelines for Funding*;
- agree that all statements made in the *General Application Form* and the attached supplementary information are true;
- agree that the Department of Canadian Heritage, its agents or contractors, may audit any books and records that may be relevant to the verification of any statement or representation made in this application form and accompanying documents;
- provide an assurance that, where lobbyists are utilized they are registered in accordance with the *Lobbyists Registration Act* and that you or your organization have not directly or indirectly paid or agreed to pay contingency fees for the solicitation, negotiation or obtainment of the contribution to any person other than an employee acting in the normal course of the employee's duties;
- ensure that no current or former public office holder or public servant who is not in compliance with the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* will derive a direct benefit from the contribution;
- confirm that the financial support of the Government of Canada will be acknowledged as set out in the *Application Guidelines* and in the contribution agreement (see Public Acknowledgement of Financial Assistance http://www.pch.gc.ca/pc-ch/financ/Acknowledgement05Web_e.pdf);
- understand that, if the Department of Canadian Heritage determines that you have submitted false information, you may be required to refund the whole of any funding received from the Program and will be ineligible to benefit from the Program (Note: applicants who knowingly provide false information may be committing a criminal offence and be subject to prosecution);
- understand that the information provided in this application may be accessible under the *Access to Information Act*;
- agree to respect the spirit and intent of the *Canadian Multiculturalism Act*, the *Official Languages Act*, the *Charter of Rights and Freedoms*, and other human rights legislation;
- agree that once funding is provided, no substantial change in project activities shall be made without consultation with, and consent from, the Multiculturalism Program;

- agree to provide to the Multiculturalism Program an activity and evaluation report and other reports as specified within two months of completing the project;
- agree to provide to the Multiculturalism Program copies of any materials (electronic and hard copy) developed as a result of the project within two months of the project's completion; and
- agree to comply with the terms and conditions set out in the contribution agreement, if your project is approved and you are provided with contribution funding.

Project activities undertaken before receipt of the General Application Form are not eligible for support from the Multiculturalism Program. It is not recommended that applicants initiate activities before their project is approved.

Signature of Authorized Officer

Name and Title:

- Provide the name of the individual who will sign the application.
- In the case of an organization, this individual must have signing authority, i.e. the person identified in the by-laws or in a resolution of the Board of Directors.
- Provide the position title held by the signing authority, e.g. president, secretary-treasurer.
- The person identified must sign and date the application.
- In the case of an ad hoc committee, provide the name of the contact person, as well as their title (if applicable). Indicate how this person was chosen to be authorized to sign for the committee.

Appendix A

General Application Form

INTRODUCTION

These *Application Guidelines* have been prepared for applicants wishing to apply for project funding under the terms and conditions of the Multiculturalism Program.

Pages 8 to 20 of these *Guidelines* explain in detail how to fill out the General 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 changes made on the pages of the form must be struck out with a single line and the correction written above. All changes 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 these *Guidelines* (see Appendix B).

THE GENERAL APPLICATION FORM HAS FOUR PARTS

Part 1 - Information about the Organization or Individual

Part 2 - Project Summary Information

Part 3 - Preparing a Project Proposal

Part 4 - Affirmation and Signing Authority

HOW TO FILL OUT THE FORM

You must complete Parts 1, 2, 3 and 4.

Complete the General Application Form and be sure to attach **ALL** the information required to prevent any delay in the processing of the application.

Both the General Application Form and these *Guidelines* are available in electronic or printed format at http://www.canadianheritage.gc.ca/pc-ch/form/index_e.cfm. **You must print, sign, and submit an original copy of the *General Application Form*.** An electronic copy of the completed application form and your proposal would also be appreciated.



Application Guidelines for Funding

from the Multiculturalism Program

PROTECTED WHEN COMPLETED

Canada








PART 1 – INFORMATION ABOUT THE APPLICANT

ORGANIZATION (INCLUDING AD HOC COMMITTEES)

1. Organization's Official Name	
2. Previous name of organization (if applicable)	
3. Street Address	(street) _____ (city) _____ (province) _____ (postal code) _____
4. Mailing Address (if different from street address)	(street) _____ (city) _____ (province) _____ (postal code) _____
5. Office Telephone number	
6. Fax number (if applicable)	
7. E-mail address (if applicable)	
8. Website (if applicable)	
9. What is the scope of your organization's activities?	<input type="radio"/> Local <input type="radio"/> Municipal <input type="radio"/> Provincial/territorial <input type="radio"/> Regional <input type="radio"/> National
10. What is your legal status?	State whether the organization is <input type="radio"/> incorporated; if yes state whether it is a <input type="radio"/> federal, <input type="radio"/> provincial or <input type="radio"/> territorial corporation and provide its Corporate Registration Number. _____ <input type="radio"/> if in the process of being incorporated provide the date of the application _____/_____/_____ DD MM YY



10a. Date of Incorporation	____ / ____ / ____ DD MM YY
10b. Certificate of Incorporation submitted to Canadian Heritage under this Program	<input type="radio"/> Yes <input type="radio"/> No  <i>if not, attach a copy of the Certificate of Incorporation.</i>
10c. Changes to the Certificate of Incorporation since it was last submitted to the Program	<input type="radio"/> Yes  <i>if so, attach a copy of the new Certificate of Incorporation.</i> <input type="radio"/> No
10d. Constitution and By-Laws submitted to Canadian Heritage under this Program	<input type="radio"/> Yes <input type="radio"/> No  <i>if not, attach a dated copy of the Constitution and By-laws.</i>
10e. Constitution and By-Laws amended since the last Annual General Meeting	<input type="radio"/> Yes  <i>if so, attach a copy of the amended Constitution and By-laws approved by the appropriate authorities.</i> <input type="radio"/> No
10f. Charitable Organization	<input type="radio"/> Yes <input type="radio"/> No Registration # _____
10g. Most recent Annual Report including the Minutes of the last Annual General Meeting	 Attach the most recent Annual Report and the Minutes of the organization's last Annual General Meeting even if they have not been ratified by the members.
10h. Organization's Mandate	_____ _____ _____
11. Contact Person 11a. Name and Title	Name _____ Title _____
11b. Language of Communication	<input type="radio"/> English <input type="radio"/> French



11c. Telephone

(Day) _____

(Evening) _____

11d. Fax

11e. Cell phone

11f. E-mail

**12. Organization's Governance –
Members of the Board
of Directors**

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY



Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY

Name _____ Title _____

Address _____

Telephone _____

Appointed _____ / _____ / _____
DD MM YY

Elected _____ / _____ / _____
DD MM YY



13. Describe the Finances of your Organization

13a. Financial Information.

Provide the start and end dates of the organization's financial year

From _____ / _____ / _____ To _____ / _____ / _____
DD MM YY DD MM YY

13b. Documentation on Activities. Attach the following documents:

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



Attach the financial statements for the last financial year, signed in accordance with the by-laws and regulations. Financial statements include the organization's balance sheets and list its revenues and expenses.

- If the organization received \$99,999 or less from Canadian Heritage under this Program during the last financial year, attach a financial statement signed by the person(s) authorized to sign on the behalf of the organization or, if available, an audited financial statement.
- If the organization received \$100,000 or more from Canadian Heritage under this Program during the last financial year, attach an audited financial statement, signed by the person(s) authorized to sign on the behalf of the organization, the auditors' Management Letter and, if applicable, the organization's reply to the Management Letter. If there is no Management Letter, this fact must be confirmed in writing by the accounting firm.
- 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.



13c. Note: Additional Financial Information



The applicant must provide any further information required by your Program Officer.

INDIVIDUAL

1. Individual's Name

First Name Middle Initial Family Name

2. Form of address

Mr Mrs Miss Ms Dr
 Other _____

3. Status

Canadian citizen
 Permanent resident of Canada

4. Street Address

(street) _____
(city) _____
(province) _____
(postal code) _____

5. Mailing address

(if different from street address)

(street) _____
(city) _____
(province) _____
(postal code) _____

6. Telephone number

7. Fax number (if available)

8. E-mail address (if available)

9. Website (if applicable)

10. Language of Communication

English French

11. Previous Applications

Yes No If yes please provide:

Applicant's name _____

Year of the grant or contribution _____



PART 2 – PROJECT SUMMARY INFORMATION

1. What is the title of your project?

2. Describe your project. What is its purpose?



Attach your summary paragraph.

3. What are the proposed project start and end dates?

Start

End

____ / ____ / ____ ____ / ____ / ____
DD MM YY DD MM YY

4. What is the total project budgeted cost and the amount you are requesting from the Multiculturalism Program?

Total project cost _____

Amount requesting _____

5. Have you also applied to other funders?

Yes No If yes, please provide:

Name _____

Name _____

Name _____

Name _____

5. Will you as an individual applicant or as an organization be providing funding support to the project?

Yes No If yes, please provide:

Amount _____ For _____

Amount _____ For _____

Amount _____ For _____

Amount _____ For _____



PART 3 – PREPARING A PROJECT PROPOSAL

3.1 Project Outline



Attach your Project Outline.

3.2 Action Plan



Attach your Action Plan.

3.3 Project Budget



Attach your Project Budget.

3.4 Application Profile



Attach your Application Profile.

3.5 Supporting Material



Attach at least two letters of support and other appropriate documentation to support your application:

Name _____

Title _____

Organization _____

Telephone _____

Description of Support _____

Name _____

Title _____

Organization _____

Telephone _____

Description of Support _____

Name _____

Title _____

Organization _____

Telephone _____

Description of Support _____



Attach a list of all other supporting documentation provided with this proposal.



PART 4 – AFFIRMATION AND SIGNATURE OF AUTHORIZED OFFICER

• I agree to all terms and conditions set forth in the *Application Guidelines for Funding*

Yes No If No, please explain:

• I agree that all statements made in the *General Application Form* and the attached supplementary information are true

Yes No If No, please explain:

• I agree that the Department of Canadian Heritage, its agents or contractors, may audit any books and records that may be relevant to the verification of any statement or representation made in this application form and accompanying documents

Yes No If No, please explain:

• I agree to provide an assurance that, where lobbyists are utilized they are registered in accordance with the *Lobbyists Registration Act* and that neither I, nor the organization have directly or indirectly paid or agreed to pay contingency fees for the solicitation, registration or obtainment of the contribution, of any person other than an employee acting in the normal course of the employee's duties

Yes No If No, please explain:



• I agree to provide an assurance that no current or former public office holder or public servant who is not in compliance with the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* will derive a direct benefit from the contribution

Yes No If No, please explain:

• I confirm that the financial support of the Government of Canada will be acknowledged as set out in the *Application Guidelines* and in the contribution agreement

Yes No If No, please explain:

• I understand that, if the Department of Canadian Heritage determines that I have submitted false information, I, and/or the organization may be required to refund the whole of any funding received from the Program and will be ineligible to benefit from the Program. (I understand that applicants who knowingly provide false information may be committing a criminal offence and be subject to prosecution)

Yes No If No, please explain:

• I understand that the information provided in this application may be accessible under the *Access to Information Act*

Yes No If No, please explain:

• I agree to respect the spirit and intent of the *Canadian Multiculturalism Act*, the *Official Languages Act*, the *Charter of Rights and Freedoms* and other human rights legislation

Yes No If No, please explain:



• I agree that once funding is provided, no substantial change in project activities shall be made without consultation with, and consent from, the Multiculturalism Program

Yes No If No, please explain:

• I agree that within two months of completing the project I, or the organization, will provide to the Multiculturalism Program an activity and evaluation report and other reports as specified

Yes No If No, please explain:

• I agree to provide to the Multiculturalism Program copies of any materials (electronic and hard copy) developed as a result of the project

Yes No If No, please explain:

• I agree to comply with the terms and conditions set out in the agreement if my project is approved and I am provided with funding

Yes No If No, please explain:

Signature of Authorized Officer



Attach authorization(s)

Name(s) of person(s) authorized to sign

Signature _____

Print Name _____

Title _____ Date _____

Signature _____

Print Name _____

Title _____ Date _____



Appendix B

Multiculturalism Program Offices across Canada

The Multiculturalism Program is a national program, with headquarters in Gatineau, Quebec as well as five regional offices and more than 23 other offices or points of service across the Atlantic, Quebec, Ontario, Prairies and Northern, and Western regions.

National Office

Canadian Heritage
15 Eddy Street, 11th floor
Gatineau, Quebec K1A 0M5
Fax: 819 956-1974
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, New Brunswick
E1C 1H1
Tel: 506 851-7066
Fax: 506 851-7079

Canadian Heritage
Provincial Office
John Cabot Building
10 Barters Hill
P.O. Box 5879
**St. John's, Newfoundland
and Labrador A1C 5X4**
Tel: 709 772-5364
Fax: 709 772-2940

Canadian Heritage
Provincial Office
Jean Canfield Government
of Canada Building
191 University Avenue, 2nd Floor
**Charlottetown, Prince Edward
Island C1A 4L2**
Tel: 902 566-7188
Fax: 902 566-7186

Canadian Heritage
Nova Scotia Office
Old Red Store
1869 Upper Water Street
Suite 200
Halifax, Nova Scotia B3J 1S9
Tel: 902 426-2244
Fax: 902 426-5428

Quebec Region

Canadian Heritage
Regional Office
Complexe Guy-Favreau
200 René Lévesque Boulevard West
Tower West, 6th Floor
Montréal, Quebec H2Z 1X4
Tel: 514 283-2332
Fax: 514 496-1553

Canadian Heritage
Québec Office
3 Passage du Chien d'Or
P.O. Box 6060
Québec, Quebec G1R 4V7
Tel: 418 648-5054
Fax: 418 648-4823

Ontario Region

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

Canadian Heritage
London Office
457 Richmond Street
6th Floor, Suite 102
London, Ontario N6A 3E3
Tel: 519 645-4659
Fax: 519 645-5543

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

Canadian Heritage
Sudbury Office
10 Elm Street, Suite 604
Sudbury, Ontario P3C 5N3
Tel: 705 671-4105
Fax: 705 671-0620

Prairies and Northern Region

Canadian Heritage
**Regional Office and Manitoba
District Office**
275 Portage Avenue, 2nd Floor
P.O. Box 2160
Winnipeg, Manitoba R3C 3R5
Tel: 204 983-3601
Fax: 204 983-4751

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

Canadian Heritage
**Northwest Territories District
Office**
Government of Canada Building
5101 – 50th Avenue,
3rd Floor NorthWing
P.O. Box 460
Yellowknife, Northwest Territories
X1A 2N4
Tel: 867 766-8480
Fax: 867 766-8489
Toll free: 1 800 661-0585

Canadian Heritage
Nunavut Office
200 – 275 Portage Avenue
P.O. Box 2160
Winnipeg, Manitoba R3C 3R5
Tel: 204 983-3601

Western Region

Canadian Heritage
Regional Office
300 Georgia Street West, Room 400
Vancouver, British Columbia
V6B 6C6
Tel: 604 666-0176
Fax: 604 666-3508

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

Canadian Heritage
Alberta South Office
138 – 4th Avenue South East,
Room 310
Calgary, Alberta T2G 4Z6
Tel: 403 292-5541
Fax: 403 292-6004

Canadian Heritage
**Vancouver Island and
North Coast Office**
711 Broughton Street, 2nd floor
Victoria, British Columbia
V8W 1E2
Tel: 250 363-3514
Fax: 250 363-8552

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

Canadian Heritage
Yukon Office
205 – 300 Main Street
Whitehorse, Yukon Y1A 2B5
Tel: 867 667-3908
Fax: 867 393-6701

Appendix C

Glossary

To help applicants, this glossary provides definitions for some important terms used in the Application Guidelines for Funding.

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 related to, for example, origin, experience, profession, age, or geographical area.

Contribution

Conditional transfer payment to an individual or organization for a specified purpose as set out in a contribution agreement. These funds must be accounted for and are audited.

Cultural Events Not Funded by the Program

Artistic and/or cultural expression through the support of presenters at festivals, performances, and other events that do not have an objective of producing measurable results aimed at achieving social development.

Eligible Expenses for the Project

The following definitions are related to the project proposal budget:

- **Benefits**

The employer portion (net of payroll deductions from employees) relating to:

- **statutory benefits** such as Canada Pension Plan/*Quebec Pension Plan*, Employment Insurance and provincial health plans where applicable, and
- **non-statutory benefits** such as group insurance coverage for medical, dental, disability, life insurance and other items.

- **In-kind Contribution**

The contribution by an individual, business, or organization, of materials, goods, services or time that would otherwise be a necessarily incurred expense.

- **Overhead**

Expenses directly related to the project – for example, long-distance telephone charges, photocopying, couriers.

- **Professional/Consultant Fees**

Payments for services rendered by an individual who is not an employee of the organization, or by a firm that is separate from the organization. Includes fees for, or in respect to, services provided by writers, translators, accountants for auditing the project, project managers, etc.

- **Promotion and Launch Support Costs**

Expenditures for printed material (brochures, invitations, etc.) and facilities rental when the launch includes a special event. Hospitality costs such as food and drink are not eligible.

Fiscal Year

Refers to the federal government fiscal year, which runs from April 1st of a given year to March 31st of the following year.

Grant

Transfer payments made to an individual or organization that do not need to be accounted for and are not subject to auditing, but for which eligibility and entitlement can be verified or for which the recipient may need to meet pre-conditions. Normally, grants are not approved for funding exceeding \$25,000.

Lobbyist

Lobbyists are, among other things, persons communicating with a public office holder, for payment, in respect of the awarding of any grant, contribution or other financial benefit or the development or amendment of any policy or program.

Multi-Year Project

Generally, a project that has activities that are carried out over a period of more than 13 months.

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 a purpose related to a specific occupation or service (e.g. teacher's, federations and labour unions).

Outcome Measurement

Outcome measurement is an approach to planning and managing projects that clearly articulates what projects will DO and what they will CHANGE. (For a fuller description of how to describe the measurable results of your project see *Splash and Ripple: A Canadian Heritage Guide to Using Outcomes to Design and Manage Community Activities* by Plan: Net Limited and Strathcona Research Group, Vancouver and Calgary, rev. ed.)

Program (Core) Funding

Funding provided to organizations for regular and ongoing activities such as annual activities and operating costs. Program (core) expenses are not eligible under the terms of the Multiculturalism Program.

Project Funding

Funding provided for a specific activity that contributes to the attainment of Department of Canadian Heritage and 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 phase given consideration as an individual project.

Public Institutions

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

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. Evident within organizational or institutional structures or programs and in individual thought and behaviour patterns.

Results, Measurable

Expected measurable results are short-, mid-, and long-term outcomes that an organization expects to achieve over a planned period in pursuing the goals and objectives of a project. At least one measurable result or outcome should be identified for each project activity.

Social Development

Activities that encourage the reinforcement of a community's ability to identify, meet, and sustain its needs while promoting a sense of belonging within Canadian society.

The activities must emphasize the efforts of people themselves united with those of governmental authorities to:

- improve the economic, social, and cultural conditions of communities;
- integrate these communities into the life of the nation; and
- enable them to contribute fully to national progress.

Stakeholders

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

Umbrella Organization

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

Tell Us What You Think

We would like to receive your feedback on these Guidelines. Please assist us by answering the questions below and returning your response to:

Manager
Community Action
Multiculturalism Program
15 Eddy Street, 11th Floor
Gatineau, QC K1A 0M5
Fax: 819 997-0880
multi_canada@pch.gc.ca

1. How would you rate these Guidelines?

Very useful					Not at all useful
1	2	3	4	5	

2. Did you find these Guidelines easy or difficult to use?

Easy				Difficult
1	2	3	4	5

3. Comments

