

MINISTRY OF FRANCOPHONE AFFAIRS

**FRANCOPHONE COMMUNITY GRANTS PROGRAM
2017-19 PROGRAM AND APPLICATION GUIDE**

(UPDATED 29-09-17)

Submission deadline: Nov. 2, 2017 – 5:00 p.m. EST

Francophone Community Grants Program Guidelines 2017-2019

TABLE OF CONTENTS

PART 1 – WHAT YOU NEED TO KNOW BEFORE YOU APPLY	3
Before filling out the application	3
Introduction	3
FCGP’s Objective	3
Diversity, Accessibility, and Inclusion.....	4
Application Submission and Deadline.....	5
PART 2 – FCPG OVERVIEW	5
Maximum Funding and Funding Categories	5
Submission Checklist – What to attach.....	6
Eligibility Requirements.....	7
PART 3 – FUNDING CRITERIA.....	10
Eligible Expenses.....	10
Ineligible Expenses	11
PART 4 – RECIPIENT OBLIGATIONS	12
Acknowledgement.....	12
Reporting and Accounting Requirements	12
Performance Measures.....	14
PART 5 – APPLYING TO THE PROGRAM	14
Grants Ontario Instructions	14
Francophone Community Grants Program Application Sections	15
Appendix A: Map of Ontario Regions.....	28
Appendix B: Example of Certificate of Insurance	29
Appendix C: Contact Information for Regional Advisors	31

PART 1 – WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Before filling out the application

Read the entire Francophone Community Grant Program (FCGP) Guide.

Review the Frequently Asked Questions (FAQ) available on [Grants Ontario](#).

Contact your Regional Advisor to discuss your FCPG project (see Appendix C: Contact Information for Regional Advisors).

Tip: Print a copy of the FCPG Application Guide or use a split computer screen when completing the online application to address each of the question prompts included in the guide.

All applications must be completed and submitted electronically through the Grants Ontario System. Follow the instructions contained in this guide and visit [Grants Ontario](#) for more information.

Introduction

Background

In the 2017 Budget, the Ontario Government approved the creation of the FCPG by committing One Million Dollars (\$1,000,000) annually for the period 2017-18 to 2019-20 to support the implementation of cultural and community activities benefiting the Franco-Ontarian community.

The FCPG is a new discretionary, non-entitlement program of the Ministry of Francophone Affairs that will provide opportunities for Francophone organizations in Ontario to implement cultural and community-based projects that will support the engagement of Francophones in their milieu.

Mission and Goal

The FCPG is a competitive, application-based program to support cultural and community activities for the Franco-Ontarian community. The FCPG seeks to encourage greater social involvement, learning, innovation, and community engagement for Francophones across the province of Ontario, including at the local community, regional, and provincial levels.

FCGP's Objective

The FCPG aims to support projects in Ontario that:

- Facilitate social integration, networking and volunteerism within francophone communities;
- Reduce barriers and increase support for vulnerable groups within Francophone communities;

- Provide opportunities to celebrate and promote an understanding of Ontario's Francophonie;
- Build the capacity of francophone organizations; and
- Promote collaboration between service providers to better serve francophone communities.

Diversity, Accessibility, and Inclusion

Target Groups

A key element of the FCGP is the promotion of diversity, accessibility, and inclusion. The Province of Ontario encourages FCGP projects that promote the active participation of all Francophones including, but not limited to:

- Francophones in rural or northern areas who may not have access to broader range of resources offered in larger centres.
- Francophones from diverse cultural backgrounds, including recent immigrants;
- Francophone seniors.
- Francophone women;
- Francophone youth.
- Francophone LGBTQ.
- Francophones in Indigenous communities.
- Francophones living with a disability.
- Low-income persons.

Applicants may also identify other Francophone population(s) that their project may serve.

Meeting Your Obligations under the Accessibility for Ontarians with Disabilities Act (Ontario)

The *Accessibility for Ontarians with Disabilities Act, 2005* (Ontario) (AODA) makes it possible for people of all abilities to be a part of their communities every day. The Government of Ontario has published a [Guide to Accessible Festivals & Outdoor Events](#) for organizers to improve accessibility and to better understand their obligations under the AODA.

Applicants are reminded that expenses related to improved accessibility and services are eligible under the FCGP.

Application Submission and Deadline

Key Dates

Please complete and submit your application between September 26, 2017 and, at the latest, November 2, 2017 at 5:00 p.m. (Eastern Standard Time) via the Grants Ontario System.

When you submit your application through the Grants Ontario System, you should receive an immediate confirmation notice by email. If you do not receive it within 24 hours, please contact the Grants Ontario office at GrantsOntarioCS@Ontario.ca or by telephone at 416-325-6691 or Toll-Free at 1-855-216-3090.

It is your responsibility to ensure that your application has been successfully submitted.

Applicants will be notified of their funding status no later than December 15, 2017.

PART 2 – FCPG OVERVIEW

Maximum Funding and Funding Categories

The maximum FCGP funding per project is determined according to three (3) streams:

- **Stream 1:** FCGP funding totaling at a maximum Five Thousand Dollars (\$5,000);
- **Stream 2:** FCGP funding totaling between Five Thousand and One Dollars (\$5,001) and Twenty-Five Thousand Dollars (\$25,000); and
- **Stream 3:** FCGP funding totaling between Twenty-Five Thousand and One Dollars (\$25,001) and Fifty Thousand Dollars (\$50,000). FCGP funding in this category may extend over two years. This means that eligible organizations are entitled to receive up to One Hundred Thousand Dollars (\$100,000) in total FCGP funding for a two (2) year period for their projects.

Please note that:

- Organizations with total annual operating expenses of less than Fifty Thousand Dollars (\$50,000) can only apply for FCGP funding under **Stream 1**.
- Organizations with total annual operating expenses between Fifty Thousand Dollars (\$50,000) and Ninety-Nine Thousand Nine Hundred and Ninety-Nine Dollars (\$99,999) can only apply for FCGP funding under **Streams 1 and 2**.
- Organizations with total annual operating expenses of One Hundred Thousand Dollars (\$100,000) or more can apply for FCGP funding under **Streams 1, 2, and 3**.

The following requirements will also apply:

- Each organization may apply for FCGP funding for ONLY one (1) project per fiscal year;
- FCGP funding will be restricted to a maximum of eighty percent (80%) of total eligible project costs up to the maximum funding amount as outlined above;
- A maximum of twenty percent (20%) of the total remaining eligible project costs can be made up of in-kind contributions (see Funding Requirements);
- Cash and in-kind contributions can come from the recipient, a partner, private funders and/or foundations or from other levels of government;
- FCGP funding will be paid in installments. Please refer to Reporting and Accounting Requirements section for further details.

Submission Checklist – What to attach

As part of your submission, you must attach the following documents in the Grants Ontario System:

For all applicants:

- The completed application form following the detailed instructions and question prompts in this Application Guide.
- The completed Project Financial Information Package, which includes confirmation of the Project operating budget (revenues and expenses), by following the instructions at the end of this Application Guide and in the document itself.
- Proof of incorporation
 - Accepted documents are any of the following: Articles of incorporation, Letters patent or Special acts of incorporation.
- A copy of your organization's most recent financial statement (if your most recent statement is not finalized, provide the previous year's).
 - Accepted statements are any of the following: audited financial statement, Board-endorsed (signed) financial statement, or Treasurer-certified financial statement.
- Certificate of Insurance (Refer to PART 4 – RECIPIENT OBLIGATIONS and Appendix B – Example of Certificate of Insurance).
- Letter(s) of support confirming all cash or in-kind contributions to the project (refer to Project Financial Information Package under PART 5 – APPLYING TO THE PROGRAM).

The Grants Ontario System will not accept your application if you do not attach the documents indicated above.

Eligibility Requirements

Eligible Projects

To be eligible for the FCGP, your project must meet the following requirements:

- Projects must occur in the Province of Ontario;
- **Stream 1 and Stream 2** projects must start and end between January 1, 2018 and March 31, 2018 in Year 1 (2017-2018), and must start and end between April 1, 2018 and March 31, 2019 in Year 2 (2018-19);
- **Stream 3** projects must start and end between January 1, 2018 and March 31, 2019; and
- Projects must comply with any and all applicable federal, provincial, and municipal laws and regulations (e.g., environmental approvals, zoning by-laws, human rights, animal welfare, accessibility, etc.).

Eligible Applicants

To be eligible for the FCGP, the applicant organizations must meet the following requirements:

- Are incorporated and not-for-profit organizations.
- Have legal status, i.e. established by or under legislation (e.g. are federally or provincially incorporated; are municipalities; are band councils established under the federal Indian Act or other Indigenous organizations that are incorporated).
- Have been in continuous operation in Ontario for at least one (1) year at the time of submission of the FCGP application.
- Have francophone issues and programs as a clear part of their mandate and are able to develop programs and initiatives benefiting Francophones (with the exception of municipalities or Indigenous groups).
- Have a local, regional or provincial mandate and clearly identify what community or geographic area of Ontario the organization serves (refer to Appendix A – Map of Ontario Regions).
- One organization may apply on behalf of a group of organizations. However, the lead (applicant) organization will be legally responsible for the agreement and funding received, as well as for the overall Project, on behalf of the group that it represents.
- A letter of support must be provided by each partner organization to indicate the contribution of each participating organization, the role that each group will play in planning and implementing the Project, and how the organization will benefit from the Project.

Ineligible Applicants

The following organizations are not eligible to apply for FCGP funding; however, they may partner with eligible organizations:

- Agencies, boards, or commissions of the federal or provincial governments;
- Private or charitable foundations;
- For-profit organizations; and
- Private schools, public schools, colleges, or universities.

The following organizations are not eligible to apply for FCPG funding under any circumstances:

- Organizations that promote religious beliefs or practices or that engage in partisan political activity as defined by the Canada Revenue Agency in [Section 6.1 of Policy Statement CPS-022](#) effective September 2, 2003;
- Organizations that have defaulted or are currently in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

Funding Requirements

The FCGP funding requirements are:

- Only eligible project costs incurred on or after the later of (a) the date on which the Ministry of Francophone Affairs approves the applicant's FCGP application; and (b) the start date of the project, will be eligible for FCGP funding.
- Any unspent portions of FCGP funding must be returned to the Ontario Government.
- FCGP funding must be used to pay for eligible project costs of the project. FCGP funding cannot be used to pay for in-kind expenditures of the project, such as value of an item loaned to a third-party.
- Funding from other levels of government (municipal, provincial, or federal) is permitted; provided that, each funder covers a separate portion of the project's costs and such funding is clearly identified in the FCGP application form and reports. Duplication of funding is not permitted.
- In-kind contributions may include, but is not limited to, venue rental, food and volunteer hours, staff time donated by a partner organization (volunteer labour) and the hours that existing staff contribute directly to the project; however, the estimated value of such contributions must be realistic and verifiable (e.g., volunteer hours x minimum wage, staff hours x hourly wage and or pro-rated salary and benefits).
- The combination of financial assistance received from FCPG and other sources cannot exceed the actual budget for the project.

- Information provided in the FCGP application and related Grants Ontario System forms and attachments must be true, correct, and complete (as verified by an authorized officer of the applicant).
- The project must be successfully completed in accordance with the terms and conditions of a funding agreement, which includes, but is not limited to, the submission and approval of report(s) (see Reporting and Accounting Requirements).

Understanding the Evaluation Process

Your application will be fairly and consistently evaluated based on how well it meets the FCGP's Eligibility, Funding, and Technical requirements.

Applications that fail to meet any of the Eligibility Requirements will not be considered.

Applications that meet all of the Eligibility Requirements will be scored on a combination of pre-determined technical requirements.

The Province of Ontario cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. The decision to fund all or part of an applicant's request will depend on the project's fit with the FCPG's mission and goal, objective, priorities, and assessment criteria, as well as, the overall demand for funds of the FCGP.

Applicants that do not have confirmed cash and in-kind contributions by the application deadline of November 2, 2017 will be deemed ineligible.

There is no appeal process for unsuccessful applicants of the FCGP.

Technical Requirements – Assessment Criteria

Applications that meet all of the Eligibility Requirements will be assessed in accordance with the scoring system set out as follows:

Criteria	Scoring Weight
Relevance of the Project	40%
Organizational Capacity	20%
Financial Feasibility of the Project	20%
Anticipated Results of the Project	20%
TOTAL	100%

PART 3 – FUNDING CRITERIA

Eligible Expenses

Only expenses that are **directly related to the project** and deemed reasonable and necessary for the successful implementation of the project, in the sole and absolute discretion of the Ministry of Francophone Affairs, are eligible. This includes, but is not limited to, the following:

- Website development or upgrades.
- Portable asset purchases or lease/rental (e.g., computers or other electronic devices, software, sports equipment, art supplies, gardening equipment) representing up to twenty-five percent (25%) of the total eligible Project costs.
- Creation or presentation of seminars or instructional classes.
- Organization of group training, such as workshops and conferences.
- Awards ceremonies, commemorative events, or cultural (non-religious) celebrations.
- Conference registration fees.
- Speaker honoraria and interpretation costs, plaques, and awards.
- Space and equipment rental for events or group programming.
- Improved accessibility services.
- Staff and other labour costs, subject to the following conditions:
 - The value of new or existing staff time allocated to the Project must be reflected in the Project work plan and must not exceed twenty-five percent (25%) of the total eligible Project costs (e.g., for a Project budget of Eight Thousand Dollars (\$8,000), no more than Two Thousand Dollars (\$2,000) can be used toward labour costs).
 - Consulting costs up to a maximum of Two Thousand and Five Hundred Dollars (\$2,500).
- Transportation and travel expenses* in Ontario for employees, volunteers, or participants.
- Catering, meals and refreshments (no alcohol)*.
- Administrative expenses (e.g., printing, long-distance charges, recruitment fees) up to a maximum of ten percent (10%) of the total eligible project budget.
- Marketing and promotional costs up to a maximum of fifteen percent (15%) of the total eligible project budget.
- Other costs deemed reasonable.

* Funding to support travel or catering expenses must follow the provincial government's *Travel, Meal and Hospitality Expenses Directive* as specifically outlined in the [travel expense rules and claims](#).

Ineligible Expenses

Ineligible Expenses include, but are not limited to:

- Any costs incurred for project components held outside Ontario.
- Expenses to support projects for which the applicant is not the lead sponsor.
- Project components already completed or funded by another organization or grant.
- Events or initiatives to promote religious beliefs or practices or to support partisan political activity (see Ineligible Applicants).
- General operating expenditures, such as:
 - Annual general meetings (AGMs).
 - Standard utilities and rent, including telephone and internet bills.
 - Furniture, office supplies, and equipment.
 - Travel expenses that are not directly related to the project.
 - Credit and non-credit course fees, other than conference registration fees directly related to the project.
 - Insurance costs.
 - Legal, audit, financial, bookkeeping or interest fees, including deficit reduction plans.
 - Technology (e.g., computers, software, and software development) and other portable assets not directly related to the project;
- Fundraising, lobbying or sponsorship campaigns, including the creation or growth of endowment funds.
- Capital costs related to permanent structures or acquisitions (e.g., materials, labour, motorized vehicles, land acquisition, construction equipment).
- Feasibility and market studies, general or non-specific research that does not directly support the project.
- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits).
- Permanent staff salaries and benefits not directly allocated to project implementation.
- Promotional items and gifts, including T-shirts, mugs, etc.
- Any other expenses that are not specifically related to the project.

PART 4 – RECIPIENT OBLIGATIONS

Acknowledgement

Applicants should be aware that the **Government of Ontario** is bound by the [*Freedom of Information and Protection of Privacy Act*](#) (Ontario), as amended from time to time, and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

If your application is successful, you will be required to:

- Agree to the terms and conditions established by the Ministry of Francophone Affairs and execute a funding agreement reflecting such terms and conditions.
- Carry at least Two Million Dollars (\$2,000,000) commercial general liability insurance coverage for the duration of the funding agreement and add “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” as an additional insured on this coverage before the funding agreement can be executed. (Refer to Appendix B – Example of Certificate of Insurance).
- Successfully complete the Reporting and Accounting Requirements described in the following section.
- Permit the Government of Ontario to verify and/or audit the information submitted (in the sole and absolute discretion of the Government of Ontario) to ensure that it is complete and accurate, and that the FCGP funds were used for the purpose(s) intended.
- Agree that if the FCGP funds were not used, or will not be used, for the intended purpose(s), or if specified services were not delivered, or intended outcomes not achieved, the Government of Ontario has the right at a future date to recover such funds transferred.
- Obtain prior written consent from the Ministry of Francophone Affairs for any change to the project (once the FCGP funding is approved).
- Credit the support of the Government of Ontario in any communication or marketing materials promoting the project funded by the provincial government, including the use of the Ontario trillium logo in electronic and print media as part of a visibility campaign.

Reporting and Accounting Requirements

FCGP funding will be paid in installments in accordance with the Government of Ontario’s Transfer Payment Accountability Directive and the Cash Management Directive. The number of instalments and the amount of each instalment will be communicated after projects have been approved for funding and during negotiation of the Transfer Payment Agreement:

- For one-year projects, recipients will receive up to eighty percent (80%) upon signing the Agreement and up to twenty percent (20%) payment upon receipt and approval of a final report, which is due within ninety (90) days after the project is completed.

- For two-year projects, recipients will receive up to fifty percent (50%) of total funding upon signing the Agreement, up to thirty percent (30%) upon receipt and approval of an interim report, which is due within one hundred and eighty (180) days after the project begins, and up to twenty percent (20%) upon receipt and approval of a final report, which is due within ninety (90) days after the project is completed.

All FCGP recipients must complete and submit the following report(s):

- For one-year projects, a final report, which is due within ninety (90) days after the project is completed; and
- For two-year projects, an interim report, which is due within one hundred and eighty (180) days after the project begins, and a final report, which is due within ninety (90) days after the project is completed.

In general, the reports will cover the use of the FCGP funds, service deliverables, outcomes achieved, and performance metrics in connection with the project (see Performance Metrics for more details). To support such reports, the following documentation must be provided:

- A summary of all invoices for costs associated with the project.
- A description of all of the Government of Ontario acknowledgements, including all materials that identify and describe the project
- Reports and publications produced as part of the project, including media summaries, economic impact studies, and visitor surveys.

All reports must be signed by an authorized officer of the FCGP recipient.

FCGP recipients must use the relevant FCGP Report Form available on the Grants Ontario System (“GOS”). Reports must be filled out and submitted via the GOS.

Important Information

Payment of the balance of FCGP funding is contingent on the submission and Ministry of Francophone Affairs’ approval of the required report(s).

Failure to meet any of the above reporting requirements may result in:

- The retention of the final FCGP funding payment and/or recovery of all or a portion of the FCGP funding already provided
- The FCGP recipient’s inability to receive future funding.

All FCGP recipients are required to keep all financial records and non-financial records relating to the FCGP and the project for a period of seven (7) years. Such records include, but are not limited to, records of all expenditures related to the FCGP funding, and records substantiating the project’s staffing costs.

Performance Measures

As part of the reporting process, FCGP recipients will be required to track and report on both the Initiative-Specific Performance Measures and General Performance Measures outlined in PART 5 – APPLYING TO THE PROGRAM, as well as, any other details that may be requested by the Government of Ontario, in its sole and absolute discretion.

PART 5 – APPLYING TO THE PROGRAM

Grants Ontario Instructions

Grants Ontario is the Government of Ontario's online grant management system. It provides one-window access to information about government grants, how to apply for grants, and how to check the status of your application.

Please read the information below and allow for sufficient time to work through the application to maximize your potential for success.

Getting Started

Before applying to the FCGP, you must:

- If you have not already done so, create a ONE-key ID and password as well as register for access to the GOS via the Transfer Payment Common Registration System at least 48 hours prior to submitting your application.
 - To create a One-Key account, a Transfer Payment Account and request access to the GOS, please refer to the [Transfer Payment Common Registration System User Manual](#) for instructions.
 - You will not be able to access the GOS without a ONE-key login or password.
 - More information is available on the [Grants Ontario website](#).
- Once registered in Grants Ontario, applicants can find FCGP and begin filling out their application online (refer to PART 5 – APPLYING TO THE PROGRAM for detailed instructions on how to complete the application); and
- Complete the FCGP application through Grants Ontario, including the [Project Financial Information Package](#).

Tips

- Refer to the Submission Checklist – What to Attach section in this guide for a list of required documents to be attached to your application. GOS will not allow you to submit your application if you do not attach your organization's proof of incorporation, relevant financial statement, and completed Project Financial Information Package.

- Most of the information requested in the first few sections of the FCGP application form will be pre-populated using data from the registration process (e.g., address, contact information, etc.).
- Work on the FCGP application can be saved at any point and returned to at a later date.

Technical Support

If you experience difficulty with the GOS technology, email GrantsOntarioCS@ontario.ca or create an assistance request within the GOS.

Grants Ontario has a team specifically dedicated to assist you with your technical difficulties. Your FCGP [Regional Advisor \(insert link or appendix\)](#) does not have the same access.

Once a FCGP is submitted electronically through Grants Ontario, an email will be sent to the applicant organization's main contact confirming receipt of the application. It is your responsibility to ensure that your application has been successfully submitted.

If you have not received confirmation of your submission within 24 hours, contact the Grants Ontario office by email at GrantsOntarioCS@ontario.ca or by telephone at (416) 325-6691 or toll-free at 1-855-216-3090.

Francophone Community Grants Program Application Sections

The FCGP application is comprised of the following sections:

- Section A – Organization Information
- Section B – Organization Address Information
- Section C - Organization Contact Information
- Section D – Organization Capacity
- Section E – Grant Payment Information
- Section F – Application Contact Information
- Section G1 – Project Information
- Section I – Performance Measures;
- Project Financial Information Package; and
- Section Z – Declaration / Signing

Instructions for completing the abovementioned sections are provided in the sections below.

Sections A to C – Organization Information, Address, Contact Information

- Instructions for these sections are provided directly in the online FCGP application form. Since organizations must register with Grants Ontario to access the online FCGP application, most of the information requested in these sections will be pre-populated (i.e., automatically filled in) using data from the registration process.
- If there is incorrect information in Sections A or B, you will need to send an Assistance Request by email to GrantsOntarioCS@Ontario.ca or create an Assistance Request in the GOS, and to explain what needs to be changed or added. You cannot change this information yourself.
- Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish.

Section D – Organization Capacity

- In this section, we ask you to describe your organization.

Questions 1. 2. and 3.

- Self-explanatory.

Question 4.

- Please note your accumulated deficit in the space provided. If your organization has a zero balance or surplus please put “0” in the space provided.

Question 5.

- Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit please put “0” in the space provided.
- Please note that the surplus or deficit figures provided as answers to Questions 4 and 5 must match those indicated in your organization’s financial statement, which is to be included as an attachment to your application.

Question 6. Describe your organization’s core business or field of activity. (Limit of 2,000 characters)

- Describe your organization’s core business or primary field of activity. Indicate how the FCGP fits into your organization’s core business

Question 7. How does your strategic plan guide your organization’s activities?

- Not Applicable. Indicate “N/A” in the space provided.

Question 8. Outline your organization’s risk management plan for prevention of abuse to clients, members and staff. (Limit of 2,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 9. How is your Board elected? (Limit of 2,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 10. How does the composition of your Board represent the community it serves?

- Not Applicable. Indicate “N/A” in the space provided.

Question 11. What practices / procedures exist to ensure the Board conducts its activities with accountability and transparency? (Limit of 2,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 12. Describe your organization’s history of managing similar Projects and include past achievements. (Limit of 2,000 characters)

- Self-explanatory.

Question 13. Describe your organization’s ability and capacity to successfully undertake this Project. (Limit of 2,000 characters)

- What are your organization’s core competencies and skills and what strategy will you use to leverage them for the successful implementation of your FCGP initiative?

Question 14. Provide details on your staff and relevant staff experience for those involved in the Project. (Limit of 2,000 characters)

- Provide details on staffing, including key volunteers, and staff experience for those managing or running your project.
- Provide details on French-speaking staff, including the number of French-speaking staff on hand to deliver the project.

Question 15. Describe successful strategies your organization has used to ensure achievement of program outcomes. (Limit of 2,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 16. Describe your organization’s experience developing, tracking and reporting on outcomes and performance measures successfully. (Limit of 2,000 characters)

- Describe your organization experience with regard to the outcomes requested in Section G1-Q16 and the Performance Measures indicated in Section I of your FCGP application.

Section E – Grant Payment Information

- All applicants must complete this section.
- Choose “other” for your organization’s name from the drop-down menu in Box 1 and manually fill out Boxes 2-16 as indicated in the application. (DO NOT choose your organization’s name from the drop-down menu in Box 1.)

Sections F – Application Contact Information

- Please insert the name of the person that will be managing the FCGP file and who will be the main contact for the ministry.

Section G1 – Project Information

- All applicants must complete this section.

Question 1. Project Name (Limit of 250 characters)

- Indicate the name of your project

Question 2. Project Start Date

- This is the anticipated end date of your project.

Question 3. Project End Date

- This is the anticipated end date of the project.

NOTE:

- The answers to Questions 2 and 3 must respect the dates outlined under Eligible Projects.
- Successful applicants will be required to submit one or more reports during or following the completion of their projects. Refer to Reporting and Accounting Requirements for details.

Question 4. Event Start Date

- If your project includes a signature event or series of events, please indicate the start date of that event or series of events.

Question 5. Event End Date

- If your project includes a signature event or series of events, please indicate the end date of that event or series of events.

Question 6. Target Sector

- Select from the drop-down menu the sector(s) of activity that most accurately describes your initiative.

Question 7. Project Scope

- Select from the drop-down menu the funding stream under which you are applying (refer to Maximum Funding and Funding Categories)

Question 8. Host Municipality / First Nation Community

- Please indicate the geographic location in which your initiative will take place.

Question 9. Project Priority

- Projects are required to meet at least one (1) of the five (5) objectives outlined in the Program Objective section. Please check which objectives apply to your project:

Menu Text	Description
Facilitate social integration	Facilitate social integration, networking and volunteerism within Francophone communities.
Reduce barriers	Reduce barriers and increase support for vulnerable groups within Francophone communities.
Celebrate and promote	Provide opportunities to celebrate and promote an understanding of Ontario's Francophonie.
Build capacity	Build the capacity of francophone organizations.
Improve collaboration	Improve collaboration between service providers to better serve Francophone communities.

- Applicants are encouraged to check off more than one (1) objective, if applicable.

Question 10. Project Summary (Limit of 2,000 characters)

- Provide a short, high-level, summary of your project that could be used in public announcements or communications about your initiative. Your summary should be written in the third person and should only highlight the main purpose, components and objective of the initiative.

Question 11 – Project Description (Limit of 4,900 characters)

- Provide a detailed description of your project, broken down into each of its components, i.e. programming specifics, sites, target audiences, partnerships developed, marketing tactics.

Question 12. Project Objectives (Limit of 2,000 characters)

- Describe how the objectives of your project align with the objectives of the FCGP as described in the Program Objective section of this Application Guide.

Question 13. Rationale / Need (Limit of 1,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 14. Project Beneficiaries (Limit of 2,000 characters)

- Describe your target audiences or communities and how you will actively engage and/or involve them in your project. What value is gained by your target audience through the offering of your project. Describe how you are promoting inclusivity, diversity and accessibility through your proposed project.

Question 15. Risk Assessment and Management (Limit of 2,000 characters)

- Not Applicable. Indicate “N/A” in the space provided.

Question 16. Project Outcomes (Limit of 1,000 characters)

- Project Outcomes are covered in Section I - Performance Measures. Indicate “N/A” in the space provided.

Question 17. Evaluation Plan / Criteria (Limit of 2,000 characters)

- Describe an effective plan for evaluating the success of your project. Include in your answer a reliable process for evaluating the measures articulated in “Section I – Performance Measures” and indicate the tools that you will use (e.g., audience surveys, police crowd estimates, ticketing and turnstile counts, etc.).
- You may also create your own additional performance measures under Client Provided Performance Measures.

Section G2 – Additional Questions

G2 – Q1. Organizational Budget Capacity

- Indicate the total amount of your organization’s annual cash operating budget, Maximum Funding and Funding Categories.

G2 – Q2. Funding category

- Funding Category – indicate under which of the three (3) funding streams you are applying to (**Stream 1, Stream 2, Stream 3**). Refer to Maximum Funding and Funding Categories in this Application Guide for more details.

G2 – Q3. Target Group

- List the target group(s) your project will benefit (refer to Diversity, Accessibility and Inclusion in this Application Guide).

G2 – Q4. Regional Impact

- List the regions of the province that will be positively impacted by your project (refer to Appendix A – Map of Ontario Regions at the end of this Application Guide).

G2 – Q5. Meeting Your Obligations under the AODA

- For applicants applying for funding under **Stream 1** or **Stream 2**, Indicate “Not Applicable” or “N/A” in the space provided (refer to Maximum Funding and Funding Categories in this guide).
- For applicants applying for funding under **Stream 3**, indicate how your project has and will make reasonable efforts to comply with standards under the AODA with respect to the following areas:
 - Customer Service and Employment;

- Information and Communications;
- Venue and Design of Public Spaces; and
- Transportation.
- Consider the following questions when filling in your response:
 - How will staff members and volunteers who deal with the public be informed or trained about the provision of goods and services to persons with disabilities?
 - How will you accommodate for service animals and support persons?
 - Will anyone be assigned to respond to or resolve accommodation requests and barriers on the day of the event?
 - How will you inform the public of your accessibility support initiatives prior to or during the event?
 - How will you plan for accessibility standards in your event's marketing materials?
 - Will your event have an established process to respond to accommodation requests and to collect feedback? Will you have one or more documents describing your accessibility policies?
 - How will you plan for accessibility at the event's venue (e.g., signage, on-site assistance, washrooms, floor space and surfaces, cables and wiring, set-up, eating area, elevator or ramps, designated seating, acoustics, etc.?)
 - Will your organization plan for accessible responses to emergencies and other disruptions of service at your event?
 - Will these measures be made publicly available?
 - Will guests be provided with accessible public transportation schedules or information (e.g., elevator at a station, accessible vehicles, shelter)?
 - Will you plan for accessible parking or passenger drop-off areas?

Section G3 – Project Work Plan

- Applicants must provide an effective and realistic work plan for implementing and ensuring the success of their project, including how they intend to meet the goals identified in Section I – Performance Measures.
- In the first column, input the key milestones steps required for the successful implementation of your project. In the subsequent columns, indicate the associated activities for each milestone, the start and end date for each associated activity, the lead person or project partner responsible, and the performance measure with which each activity or milestone is associated.

Section I - Performance Measures

- In Section I - Performance Measures, you are asked to provide performance measure targets for your project. Please provide a rationale for your projections and describe how you plan to track and report on outcomes and performance measures. Provide examples of this approach based on previous experience managing similar projects in the past. Applicants that provide credible explanations will score higher in their evaluations than those applicants that do not.
- Applicants must record the Goal for each of the Performance Measures Metrics listed. Performance Measures Metrics comprised of two types: (1) Performance Metrics provided by the ministry (must be completed by applicants) and (2) Performance Metrics provided by the applicant (optional).

Ministry Provided Performance Measures

Initiative-Specific Performance Measures

- For events:
 - Number of participants attending event (if a recurring event, include number of attendees in previous year).
 - Number of volunteers participating in Project (if a recurring Project, include number of volunteers in previous year).
- For web-based initiatives:
 - Number of hits, downloads, viewings of the content of the initiative.
- For other types of initiatives:
 - Number of people within the target group benefitting from the program.

General Performance Measures

- For all initiatives under Stream 3:
 - The level of media coverage achieved (number of articles, interviews, tweets on social media, etc.)
- For all types of initiative:
 - The Francophone groups targeted.
 - The Region of the Province targeted.
 - Results of the promotional / outreach campaign to raise awareness about the Project, including the number and samples of promotional products and activities.

Client Provided Performance Measures

Please include a minimum of two (2) additional performance measures that your organization will use to gauge the success of your proposed FCGP project.

Project Financial Information Package

- *FCGP* applicants are required to complete the Project Financial Information Package of their Grants Ontario application form, which includes a detailed budget to be completed for your proposed initiative.
- The *FCGP* budget must be for planning, design and delivery of the initiative and not for operational costs for the organization applying.
- All budgets should detail revenues by source and expenses by category, and should indicate levels of funding (both cash and in-kind) from private and public sector partners, including cash and in-kind contributions. The value of in-kind contributions must be balanced by equivalent expenses. Cash or in-kind contributions must be noted as confirmed.
- In preparing your *FCGP* budget, please note that:
 - Cash and in-kind contributions from your organization and/or other sources can be identified as revenues.
 - Total cash and in-kind revenues for your proposed initiative need to be confirmed by the application deadline of November 2, 2017.
 - Stream 1 and Stream 2 projects must start and end between January 1, 2018 and March 31, 2018 in Year 1 (2017-2018), and must start and end between April 1 and March 31 in Year 2 (2018-19).
 - Stream 3 projects must start and end between January 1, 2018 and March 31, 2019.
- In completing your *FCGP* budget, indicate:
 - In YEAR 1 the expenses that you anticipate paying out in the period from January 1, 2018 to March 31, 2018, and, **ONLY if applicable**, indicate,
 - In YEAR 2, the expenses that you anticipate paying out in the period from April 1, 2018 to March 31, 2019.
- Please refer to the Sample Budget outlined in the following section of this document.
- Rows can be added by clicking the '+' symbol on the far right hand side of the table.
- You may click on the Collapse/Expand button to minimize unused table rows.
- All expenses must be reasonable, well supported and justified. For all expenses, applicants must provide a detailed item description in the designated space in the row.

Revenue Sources

- In the first column, describe each contribution under the appropriate header (i.e., Cash Contributions or In-Kind Contributions) and Sub-header (Requested FCGP Funding, Recipient's own contribution, Other Government Sources, Contributions from Other Sources) and add rows where necessary.

- In the second column, provide the amount or estimated cash value of each contribution.
- NOTE: the value of in-kind contributions must be realistic and verifiable (e.g., volunteer hours x minimum wage, staff hours x hourly wage and or pro-rated salary and benefits).
- Total Cash Revenues must match Total Cash Expenses and Total In-Kind Revenues must match Total In-Kind Expenses. Please note that each cell has a limit of 255 characters (including spaces).

Expenses

- Separate eligible and ineligible Project expenses based on the criteria in PART 3 – FUNDING CRITERIA of this Application Guide.
- In the first column, list each expense item and add rows where necessary.
- All In-Kind Expense items must be balanced by a corresponding line item in the In-Kind Revenues section of the budget. Please note that there is a limit of 255 characters (including spaces) in each cell.
- In the second column, enter the budgeted amount or estimated cash value of each expense.
- In the third column, indicate how much of the item expense you are requesting for your Project from the *FCGP*
 - For example, if the cost of this expense item is \$10,000, you would list \$10,000 in Budgeted Amount column. If you are requesting only \$5,000 of this Item Expense from the FCGP, you would list \$5,000 in the Amount To Be Funded by FCGP (\$) column.

Automatic Calculations

- All sub-totals and totals will be automatically calculated in the **YEAR 1** and **YEAR 2** tables.
- The Requested Funding column on the far right does not auto-total, so you will need to manually calculate the total Requested Funding figure to ensure that it matches the Requested Amount figure at the top of the Revenue Sources section.

Sample Budget

Over the next two pages is a sample completed budget for a single event for YEAR 1 (i.e., for the period from January 1, 2018 to March 31, 2018):

Year 1

Year 1 - Collapse Cash Contributions

Cash Contributions	Amount (\$)	
Requested FCGP Funding	\$ 8,000.00	
Recipient's own cash contribution	\$ 2,000.00	
Other government source - Specify item		
1. Ontario Trillium Foundation	\$ 1,000.00	
2.	\$	
Other source -Specify item		
1. Royal Bank of Canada Loan	\$ 1,000.00	
2.	\$	+ -
Total Cash Contributions - Year 1	\$ 12,000.00	
In-kind Contributions (if applicable)	Estimated Value (\$)	
Specify item (include square footage, hourly rate, hours worked, etc.)		
1. Rental of event venue space (\$1,000 per night x 1 night)	\$ 1,000.00	
2. Loan of audiovisual equipment (\$100 per hour x 10 hours)	\$ 1,000.00	+ -
Total In-Kind Contribution - Year 1	\$ 2,000.00	
Total Contribution - Year 1	\$ 14,000.00	

Year 2 (complete only for stream 3, multi-year projects)

Year 2 - Expand Cash Contributions

Year 1

Year 1 - Collapse Cash Expenses

Cash Expenses		Budgeted Amount (\$)
Description (Breakdown)	Ineligible Expenses	
Expense item (provide breakdown)		
1. Insurance	\$	1,000.00
2.	\$	<input type="text" value=""/> <input type="text" value=""/>
Total Ineligible Cash Expenses - Year 1	\$	1,000.00
Description (Breakdown)	Eligible Expenses	Amount To Be Funded by FCGP (\$)
Expense item (provide breakdown)		
1. Permanent staff hours (2 x \$20 per hour x 100 hours)	\$ 4,000.00	\$ 1,000.00
2. MC honorarium (\$1,000 per night x 1 night)	\$ 1,000.00	\$ 1,000.00
3. Musicians' honoraria (6 x \$1,000 per night x 1 night)	\$ 6,000.00	\$ 6,000.00
Total Eligible Cash Expenses - Year 1	\$ 11,000.00	\$ 8,000.00
Total Cash Expenses - Year 1	\$ 12,000.00	
In-Kind Expenses		Estimated Budgeted Amount (\$)
Description (Breakdown)	Ineligible Expenses	
Expense item (provide breakdown)		
1. Rental of event venue space (\$1,000 per night x 1 night)	\$	1,000.00
2. Loan of audiovisual equipment (\$100 per hour x 10 hours)	\$	1,000.00 <input type="text" value=""/> <input type="text" value=""/>
Total Cash In-Kind Expenses - Year 1	\$	2,000.00
Total Expenses - Year 1	\$	14,000.00

Year 2 (complete only for stream 3, multi-year projects)

Year 2 - Expand Cash Expenses

Budget Summary

Total Project Contributions	\$ 14,000.00
Total Project Expenses	\$ 14,000.00

Total Eligible Project Expenses	\$ 11,000.00
Total FCGP Funding Requested	\$ 8,000.00

Save Form

Print Form

Clear Form

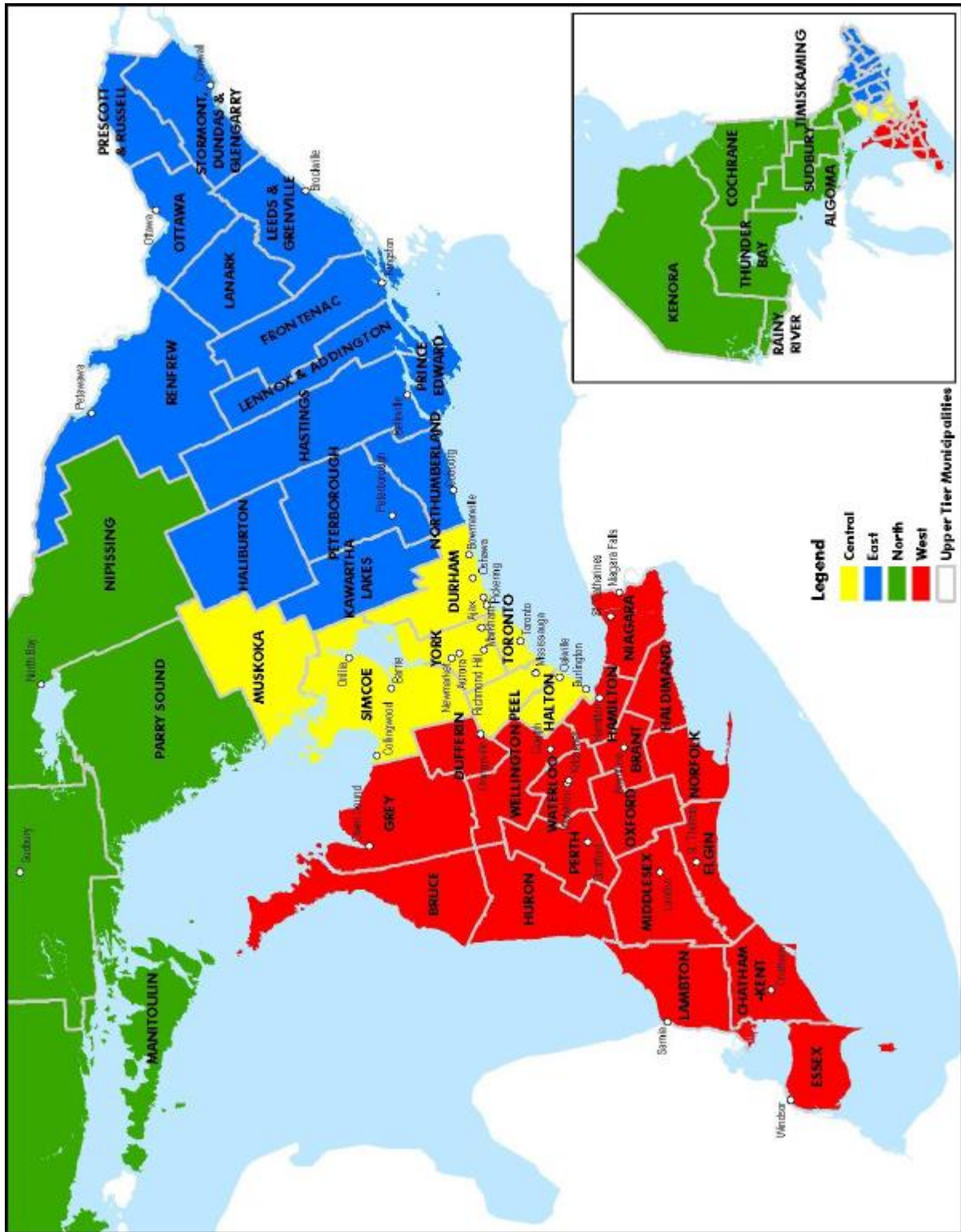
Section Z – Declaration/Signing

Self-explanatory.

Help and Assistance

For technical assistance, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca, Monday to Friday from 8:30 a.m. to 5:00 p.m. EST.

Appendix A: Map of Ontario Regions



Appendix B: Example of Certificate of Insurance


All successful applicants are required to carry at least \$2 million commercial general liability insurance coverage before the legal grant agreement can be executed. It is mandatory that “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees” is added as an additional insured.

(Note: The items below have been numbered to correspond with the sample insurance certificate on the following page.)

Generally, a certificate of insurance should:

1. State that the insured party is the recipient organization with whom the ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.
2. Identify the date of coverage (e.g., the dates should cover the enhancement Project or marketing campaign duration).
3. Identify the Ministry of Francophone Affairs as an additional insured, represented in the following language, “Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees”. This phrase should appear on the certificate face under a memo heading or special note box.
4. Identify the type (a) and amount (b) of coverage (Commercial General Liability insurance is listed and is on an occurrence basis for \$2 million).
5. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
6. Include the signature of an authorized insurance representative.

Francophone Community Grants Program Guidelines 2017-2019

Name and address to whom issued: Ministry of Francophone Affairs 700 Bay St – Suite 2501 Toronto ON M7A 0A2			Name and address of Insured (1)		
Type of insurance (4a)	Insurer	Policy Number	Expiration Date	Coverages	Limits of Liability
Commercial General Liability Including: <ul style="list-style-type: none"> • Non-owned Automobile • Blanket Contractual Liability • Products and Completed Operations • Cross Liability and Severability of interests clause • Personal Injury • Employers Liability or WSIB Clearance 	Insurance Co. Canada	xxx	01-01-17 (2)	Inclusive Limits, Bodily Injury and Property Damage Liability	Each Occurrence or Accident: \$2,000,000 General Aggregate: \$2,000,000 (4b)
Automobile	IC of Canada	xxx	01-01-17	Inclusive Limits Bodily Injury and Property Damage Liability	Each accident: \$2,000,000 <ul style="list-style-type: none"> • Accident Benefits • Self-Insured for Physical Damage
Errors and Omissions	IC of Canada	xxx	01-03-17	Wrongful Acts committed in the performance of or failure to perform	\$2,000,000 per claim and Aggregate Claims Made
Additional Insured: Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees. (3) SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE ABOVE NOTED POLICIES					
EVIDENCE OF INSURANCE ONLY CANCELLATION: Should any the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30-days written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) affording coverage, its agents or representatives. (5)					
Issued at: Toronto, Ontario					
Date:			(6) Signature: _____		

Appendix C: Contact Information for Regional Advisors

Office	Staff Member	Telephone	Email
CENTRAL			
Toronto	Corina Barbul	(416) 325-6542 Toll free: 1-877-395-4105	Corina.Barbul@ontario.ca
Hamilton	Lorraine Hogan	(905) 521-7459 Toll free: 1-877-998-9927	Lorraine.Hogan@ontario.ca
Midhurst (Barrie)	Chantale Gagnon	(705) 737-3010 Toll free: 1-888-883-8969	Chantale.Gagnon@ontario.ca
EAST REGION			
Ottawa	Carmen Goold	(613) 742-3372 Toll free: 1-800-267-9340	Carmen.Goold@ontario.ca
Ottawa	Louis Bedard	(613) 742-3363 Toll free: 1-800-267-9340	Louis.Bedard@ontario.ca
Ottawa	Louise Lauzon	(613) 742-3370 Toll free: 1-800-267-9340	Louise.Lauzon@ontario.ca
Kingston	Louise Richer	(613) 531-5599 Toll free: 1-800-293-7543	Louise.Richer@ontario.ca
NORTH REGION			
Thunder Bay	Marlene Wright	(807) 475-1658 Toll free: 1-800-465-6861	Marlene.Wright@ontario.ca
North Bay	Caroline Loiselle	(705) 494-4161 Toll free: 1-800-461-9563	Caroline.Loiselle@ontario.ca
Sault Ste.Marie	Patricia Lofstrom	(705) 945-5793 Toll free: 1-800-461-7284	Patricia.Lofstrom@ontario.ca
Sudbury	Joël Gauthier	(705) 564-3176 Toll free: 1-800-461-4004	Joel.C.Gauthier@ontario.ca

Francophone Community Grants Program Guidelines 2017-2019

Office	Staff Member	Telephone	Email
Timmins	Coral Ethier	(705) 235-1556 Toll free: 1-800-305-4442	Coral.Ethier@ontario.ca
Timmins	Tanya Litt	(705) 235-1557 Toll free: 1-800-305-4442	Tanya.Litt@ontario.ca
WEST REGION			
Hamilton	Liz Duval	(905) 521-7346 Toll free: 1-877-998-9926	Elizabeth.Duval@ontario.ca
St. Catharines	Jennifer Hay	(905) 704-3951 Toll free: 1-800-263-2441	Jennifer.Hay@ontario.ca