FRANCOPHONE COMMUNITY GRANTS PROGRAM

GUIDELINES 2019-2020

APPLICATION DEADLINE: August 19, 2019 – 5PM EST

Ministry of Francophone Affairs

Contents

WHAT YOU NEED TO KNOW BEFORE YOU APPLY

BEFORE FILLING OUT THE APPLICATION, PLEASE BE SURE TO:

➢ Create a ONe-key account to obtain a login ID and password for access to Transfer Payment Ontario.
➢ Carefully read through this Application Guide.
➢ Review the Francophone Community Grants Frequently Asked Questions (FAQs).
➢ Attend one of our online information sessions or consult with your Regional Advisor to discuss your interest in the Program.

TRY using a split screen view (simultaneously display your application form and this guideline document) to ensure you follow the detailed instructions on completing your application OR try printing a copy of this

Program at a Glance

Our Goal: **Provide an opportunity for Ontario's community organizations as well as Francophone businesses and those that serve French-speaking Ontarians to implement projects that enhance the cultural and commercial vitality of the French-speaking population by driving <u>community</u> and <u>economic</u> development.**

Approach:	**Stream 1) Community and Culture Stream**	**Stream 2) Economic Development**
Objectives:	- Strengthen the capacity of Francophone organizations in Ontario - Provide opportunities to celebrate and foster understanding of Ontario's Francophonie - Increase collaboration among service providers to enhance services to Ontario's Francophone communities	- Strengthen the capacity of organizations to improve the supply of products and services to Ontario's French-speaking markets - Promote the identification and recruitment of Francophone bilingual workers in the community
Eligibility:	- Incorporated not-for-profit organizations based in Ontario - Operating continuously minimum 2yrs - Annual operating budget minimum $50,000 or more	- Registered or incorporated for-profit organizations based in and offering products/services in Ontario - Minimum of 3 employees - Operating continuously minimum 2yrs - Annual gross revenues between $100,000 and $750,000
Funding:	Grants up to $25,000	Grants between $25,000 and $50,000

Conditions: <u>One application</u> per organization for <u>NEW initiatives (or new components)</u> only

Applications <u>must be submitted</u> through the Transfer Payment Ontario (TPON) portal only

Projects must occur between November 1, 2019 and April 30, 2020

Timeline: **June – August 2019** Submission of applications via TPON portal

October 2019 Funding decisions communicated

Submission Deadline: 5PM EST on August 19, 2019

Francophone Community Grants Program

Background

Launched in 2017, the Francophone Community Grants Program (FCGP) was developed as a discretionary, non-entitlement, application-based grant program of the Ministry of Francophone Affairs aimed at providing opportunities for organizations within the Francophone community in Ontario to implement cultural and community-based projects that would support the engagement of Francophones in their milieu.

> **The FCGP will continue to support local cultural and community initiatives and has expanded its scope to include a focus on economic development opportunities within the Francophone community.**

A funding envelope of $1 million has been allocated to the Program for the 2019-20 fiscal year and will continue to support local cultural and community initiatives across the province.

The scope of the FCGP will also expand to include a focus on fostering economic development opportunities within the Francophone community, profiling the role of businesses and entrepreneurs in strengthening local and regional economies.

The Program aims to meet key Ministry priorities to improve access to French language services as well as to identify and address gaps and barriers that hinder economic growth within the Francophone community, affecting Francophone businesses and those that serve them.

Our Goal and Objectives

Informed by stakeholder feedback and in line with government priorities, the adjustments to the Program parameters will ensure the Ministry of Francophone Affairs can achieve its goal for the FCGP which is to strengthen the cultural and commercial vitality of the Franco-Ontarian population.

The 2019-20 FCGP has two funding streams: a cultural and community stream open to not-for-profit organizations, and an economic development stream open to for-profit businesses. This two-streamed approach allows us to focus in on five principal objectives as highlighted in the following strategic framework.

Strategic Framework

STREAM I

STREAM II

APPROACH

Community and Culture

Economic Development

OBJECTIVES

Strengthen the capacity of Francophone organizations in Ontario	Provide opportunities to celebrate and foster understanding of Ontario's Francophonie	Increase collaboration among service providers to enhance services to Ontario's Francophone communities	Strengthen the capacity of organizations to improve the supply of products and services to Ontario's French-speaking market	Promote the identification and recruitment of Francophone bilingual workers in the community

ACTIONS: SUPPORT FOR...

E.g. Leadership and staff training, volunteer management initiatives, funding practice or outreach improvement workshops.	E.g. New events or festivals, new and expanded programming of existing events, cultural or creative training workshops.	E.g. Collaboration workshops to develop common agenda, mutually reinforcing activities, facilitated action plan development.	E.g. Training programs/workshops, vendor collaboration initiatives, Communication in French/French web presence.	E.g. Diversity programs, mentorship schemes, targeted training programs, cooperative placement programs.

What You Need to Know Before You Apply

The Francophone Community Grant Program (FCGP) is a discretionary non-entitlement program that will provide **one-time project-based funding** to Ontario organizations serving (or wishing to serve) francophones across Ontario. Applications will be selected by the Ministry of Francophone Affairs (the "Ministry"). Funding under this program is not guaranteed to any applicant organization.

Important Deadlines and Conditions

DEADLINE FOR SUBMISSIONS: All Francophone Community Grants Program applications must be completed and submitted no later than **5:00 p.m. (Eastern Standard Time) on August 19, 2019**.

We **strongly** recommend that applications are reviewed and submitted by August 15, 2019 to avoid technical issues that may be caused by high traffic on the Transfer Payment Ontario (TPON) system immediately prior to the program deadline.

▶ **Submission Limits**

> **Per Project**
> The Ministry of Francophone Affairs will consider only **one** application per project.

> **Per organization**
> The Ministry of Francophone Affairs will consider only **one** application per organization.

▶ **Submission Format and Process**

You must use the Francophone Community Grants Program application available on the Transfer Payment Ontario system to submit your application. Applications received in any format other than the form available on the Transfer Payment Ontario system will not be accepted.

Upon submitting your application materials through the Transfer Payment Ontario portal, you should receive a receipt confirmation notice. If you do not receive a notice within 24 hours, you should contact the Transfer Payment Ontario Client Care office: TPONCC@ontario.ca or (416) 325-6691 / Toll-free (855) 216-3090.

Failure to provide required application materials before the application deadline may result in the rejection of your submission. Materials submitted after the deadline will not be admissible unless exceptionally requested by the Ministry.

NOTE: Details regarding the submission review and evaluations are confidential. As an applicant, you will not be privy to evaluation details from the Ministry during the review process.

▶ Submission Requirements

Along with completing the FCGP application form, **applicants must**:

Stream I – Community and Culture	Stream II – Economic Development
• Consult with your [Regional Advisor;](#)	• Consult with your [Regional Advisor;](#)
• Provide copies of the following documents:	• Provide copies of the following documents:
o Proof of Incorporation (articles of incorporation, Letters patent or Special Acts of incorporation);	o Proof of Registration in Ontario (Business License);
o Your organization's previous year's financial statements (independently audited, Board-endorsed or Treasurer-certified);	o Proof of Incorporation (articles of incorporation, Letters patent or Special Acts of incorporation), if applicable;
o Proof of Insurance (a valid Certificate of Insurance or insurance quote, providing commercial general liability insurance coverage of at least $2 million dollars for the duration of the Project);	o Your organization's previous year's financial statements (independently reviewed or audited) OR Statements of Business or Professional Activities (Form T2125) OR Statements of Partnership Income (Form T5013) for your organization's last two fiscal years;
o Letter(s) of support confirming all cash contributions from project partners; and	o Notices of Assessment issued by the Canada Revenue Agency (CRA) for your organization's last two fiscal years;
• Be able to submit additional information, clarification or documents in support of your submission that may be requested by the Ministry prior to the start of the evaluation process.	o Your organization's Payroll Ledger for the previous quarter;
	o Proof of Insurance (a valid Certificate of Insurance or insurance quote, providing commercial general liability insurance coverage of at least $2 million dollars for the duration of the Project);
	o Letter(s) of support confirming all cash contributions from project partners; and
	• Be able to submit additional information, clarification or documents in support of your submission that may be requested by the Ministry prior to the start of the evaluation process.

Program Eligibility Criteria

Stream I: Community and Culture

The goals of the program for this stream are to strengthen the cultural vitality and the identity of the Francophones within their communities and beyond. To achieve this, the Ministry is investing in projects that will meet three key objectives as outlined in the Strategic Framework (see page 4, "Background"):

- o Strengthen the capacity of Francophone organizations in Ontario
- o Provide opportunities to celebrate and foster understanding of Ontario's Francophonie
- o Increase collaboration among service providers to enhance services to Ontario's Francophone communities

1. PROJECT ELIGIBILITY

What qualifies as an eligible Project under this stream?

An eligible project is one that meets the following requirements…	
☒	Takes place in the province of Ontario;
☒	Is open to the public;
☒	Begins on or after November 1, 2019 and ends on or before April 30, 2020;
☒	Is a new initiative or a new component to an existing initiative; and
☒	Is not a capital project (i.e. land, building, vehicle, furniture or major equipment purchases).

2. APPLICANT ELIGIBILITY

What qualifies as an eligible applicant under this stream?

To apply to the program under this stream you must…	
☒	Be a not-for-profit organization;
☒	Have legal status, i.e. established by or under legislation (e.g. are federally or provincially incorporated; are a municipality; etc.);
☒	Have been in continuous operation in Ontario for at least two (2) years at the time of submission of the FCGP application;
☒	Have a clear mandate to develop programs and initiatives benefiting Francophones at the local, regional or provincial level; and
☒	Have not been in default on any provincial grant, loan, or transfer payment agreement within the last two (2) fiscal years.

NOTE: One organization may apply on behalf of a group of organizations. This organization will be the "lead" applicant and will be legally responsible for the Project under the program. A letter of support must be provided by each organization that is part of the group to indicate their financial/in-kind contribution (as applicable), their role in planning and implementing the Project, and how they will benefit from the Project.

3. APPLICANT INELIGIBILITY

While the following organizations may partner with eligible organizations, these organizations are ineligible to apply under this stream:

- Agencies, boards, or commissions of the federal or provincial governments;
- Registered charities (charitable organizations, public foundations, or private foundations) which are not federally or provincially incorporated;
- For-profit organizations; and
- Private schools, public schools, colleges, or universities.

*An organization that is not an agency, board or commission of the federal or provincial government but that is 100% funded by the government is **not eligible** to apply.*

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 CPS022 effective September 2, 2003.

Stream II: Economic Development

The goals of the program for this stream are to strengthen the commercial vitality and productivity within francophone communities in Ontario. To achieve this, the Ministry is investing in projects submitted by entrepreneurs and businesses serving the French-speaking market that will meet two key objectives as outlined in the Strategic Framework (see page 4, "Background"):

- Strengthen the capacity of organizations to improve the supply of products and services to Ontario's French-speaking market
- Promote the identification and recruitment of Francophone bilingual workers in the community

1. PROJECT ELIGIBILITY

What qualifies as an eligible Project under this stream?

An eligible project is one that meets the following requirements…	
☒	Takes place in the province of Ontario;
☒	Begins on or after November 1, 2019 and ends on or before April 30, 2020;
☒	Is a new initiative or a new component to an existing initiative; and
☒	Is not a capital project (i.e. land, building, vehicle, furniture or major equipment purchases).

2. APPLICANT ELIGIBILITY

What qualifies as an eligible applicant under this stream?

	To apply to the program under this stream you must…
☒	Be a for-profit organization;
☒	Have a minimum of 3 FTEs (Full Time Equivalents), including the owner(s);
☒	Must be registered or incorporated under the *Ontario Business Corporations Act* or federally incorporated businesses licensed to operate in Ontario;
☒	Have been in continuous operation in Ontario for at least two (2) years at the time of submission of the FCGP application;
☒	Operate in a <u>francophone community</u>* **OR** offer products/services to a francophone market in Ontario **OR** present a realistic business expansion plan supported by market data to start operating in or providing products/services to a francophone market in Ontario **OR** partner with a regional, national or international organization to bring products and services to Ontario with an aim to increase their offering to the French-speaking market; and
☒	Have not been in default on any provincial grant, loan, or transfer payment agreement within the last two (2) fiscal years.

*Francophone Community: A Census Subdivision in which at least 15% of the population is Francophone according to the Ministry's Inclusive Definition of Francophone. Refer to the <u>Francophone Population of Ontario by Census Subdivision</u> table on the <u>TPON portal page</u>.

NOTE: A for-profit organization may partner with a francophone not-for-profit organization wishing to deliver an economic development focused project under this stream, however, the for-profit organization must act as the primary applicant and will be subject to the funding conditions relating to its status.

3. INELIGIBILITY

While the following organizations may partner with eligible organizations, these organizations are ineligible to apply under this stream:

- Not-for-profit organizations;
- Agencies, boards, or commissions of the federal or provincial governments*;
- Registered charities (charitable organizations, public foundations, or private foundations) which are not federally or provincially incorporated; and
- Private schools, public schools, colleges, or universities.

An organization that is not an agency, board or commission of the federal or provincial government but that is 100% funded by the government is **not eligible to apply. Municipal entities are exempt from this rule.*

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 CPS022 effective September 2, 2003; and
- 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 Overview

Conditions

Funding under all streams is contingent upon the following terms:

A. **Fund Use** The project cash operating budget must be applied specifically to the project for which it is being sought and not to be used for the regular operations of the applicant organization.

B. **Stackability** Stacking of funds from government sources (municipal, provincial or federal), although permissible under the Francophone Community Grants Program, cannot exceed <u>90 per cent</u> of the total cash operating budget for the proposed initiative.

C. **Cash contributions** Proof of cash funding <u>commitment</u> from the applicant or other funding sources to cover a portion of the Project's total cash operating budget must be shown (see Checklist requirements, page 24).

D. **Timing** The Program will only cover 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.

E. **Cash / In-Kind** In general, the Ministry will determine the size of the Project operating budget based on the total eligible cash expenses. Under Stream 1 of the program, however, up to 10% of the Project operating budget can consist of eligible in-kind expenses. No in-kind expenses will be considered under Stream 2. The Ministry can only allocate funds to eligible cash expenses.

Each strategic priority stream is subject to specific funding maximums:

STREAM I – Community and Culture	STREAM II – Economic Development
• **FUNDING MAX**: The Ministry can cover up to 80% of total eligible project expenses. • **APPLICANT CONTRIBUTION**: A minimum cash contribution of 10% of total eligible project expenses is required. Remaining expenses can be covered by the applicant and/or its project partners as additional **cash and/or in-kind** contributions	• **FUNDING MAX**: The Ministry can cover up to 50% of total eligible <u>cash</u> project expenses • **APPLICANT CONTRIBUTION**: A minimum cash contribution of 50% of total eligible project expenses is required from the applicant and/or its project partners.
FUNDING AMOUNTS Funding amounts are based on an organization's operating budget: • Min. organization annual operating budget of $50,000 • Allowable grant size request: **Category 1** Less than $10,000 **Category 2** Between $10,000 -$25,000	**FUNDING AMOUNTS** Funding amounts are based on an organization's operating budget: • Min. organization gross annual revenues of $100,000, max. $750,000 • Allowable grant size request: Between $25,000 and $50,000
FUNDING CONTRACT TYPE • Based on the funding category the applicant will choose: Category 1 Category 2 **Terms and Conditions** **Transfer Payment Agreement** (in application form)	**FUNDING CONTRACT TYPE** • If successful, the applicant will have to sign a: **Transfer Payment Agreement**

Expenses Criteria

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. The following lists are non-exhaustive.

For any individual expense category (e.g. staff & labour, marketing, portable assets, etc.) **exceeding 30%** of the total eligible project expenses, you may be asked to provide additional information to support your request.

Important:

- If your application is successful, no funding disbursements will be made until after funding agreements are executed and all appropriate disbursement conditions have been satisfied.

- Eligible Project Costs do not include ongoing costs of production or operations. Labour, materials, overhead, and other costs to produce saleable items are not eligible.

- Eligible Project Costs are actual cash outlays, net of all applicable HST, which must be documented through invoices, receipts, or Recipient records acceptable to Ontario and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes. Acting reasonably, Ontario's decisions as to the expenditure eligibility and valuation shall be final and determinative.

ELIGIBLE EXPENSES

Common to both streams:

- Administrative expenses up to a maximum of 10% of the total eligible project budget (e.g., printing, long-distance charges, recruitment fees).

- Marketing and promotional costs.

- Portable asset purchases or lease/rental (e.g., computers or other electronic devices, software, sports equipment, art supplies, gardening equipment).

- Space and equipment rental, materials and supplies.

- Staff and other labour costs, subject to the following conditions:

  o One-time labour costs must be directly attributable to the development and implementation of the Project, not to other regular business operations, and must also be reflected in the Project budget and key deliverables sections. This would include direct salaries, wages and benefits, paid by the Recipient, for employees of the Recipient working on the Project and in proportion to the amount of time spent working directly on the Project. Note: Ongoing operational and production labour costs are ineligible

- Transportation and travel expenses* for employees, volunteers, or participants.

- Website development or upgrades.

- 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.

Stream specific:

Stream I – Community and Culture

- Commemorative events, or cultural (non-religious) celebrations.

- Creation or presentation of seminars or instructional classes.

- Fees for audio visual support and technical and stage crews.

- Fees paid to artists, musicians, performers, special guests and speakers, including travel and accommodation and interpretation costs.

- Organization of group training, such as workshops and conferences.

- Site services such as security, sanitation, and shuttle buses.

Stream II – Economic Development

- Skills training, including employer-provided training, related to the project.

  o Costs to provide the training (including training materials) are eligible. However, the wages of staff for the time they are receiving the training are not eligible.

Ineligible Expenses

Common to both streams:

- Alcohol.

- Any other expenses that are not specifically related to the project.

- Budget deficits.

- Capital costs related to permanent structures (e.g., materials, vehicles, land acquisition, purchase of equipment for project construction, etc.).

- Consulting or advisory services (e.g. to support the development of a *strategic/operational plan*).

- Events or Projects to promote religious beliefs or practices or to support partisan political activity (see Ineligible Applicants).

- Feasibility and market studies, general or non-specific research that does not directly support the project.

- Fundraising, lobbying or sponsorship campaigns, including the creation or growth of endowment funds.

- General operating expenditures including Annual General Meetings (AGMs) expenses and core administrative and overhead costs (such as rent, telephone and communication lines/services, computers, utilities, maintenance costs) and other operational expenses related to an organization's ongoing activities.

- Legal, audit, insurance or interest fees.

- Permanent staff salaries and benefits <u>not directly related to the Project</u>.

- Project components already completed or funded by another organization or grant ("double dipping")

- Promotional items and gifts, including T-shirts, mugs, etc.

- Refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits).

Applying Using Transfer Payment Ontario

A.   System Instructions

The Transfer Payment Ontario (TPON) system 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 enough 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 TPON via the Transfer Payment Common Registration System at least five (5) business days prior to submitting your application.
    - To create a One-Key account, a Transfer Payment Account and request access to the TPON, please refer to the Transfer Payment Common Registration System User Manual for instructions.
    - You will not be able to access the TPON without a ONe-key login or password.
    - More information is available on the Transfer Payment Ontario website.
- Once registered in Transfer Payment Ontario, you will be able to find and select the FCGP program among the list of available funding programs, then download and fill out your application.

Technical Support

If you have trouble with the TPON technology, email TPONCC@ontario.ca or create an assistance request within the TPON. Transfer Payment Ontario has a team specifically dedicated to assist applicants with your technical difficulties. Your FCGP Regional Advisor does not have the same access.

Once an application is submitted through Transfer Payment Ontario, an email will be sent to your organization's primary application 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, please contact the Transfer Payment Ontario office: TPONCC@ontario.ca or (416) 325-6691 / Toll-free at (855) 216-3090.

B. Applicant Acknowledgement

FIPPA

Applicants should be aware that the province is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F. 31, 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.

Expense Coverage

Applicants must acknowledge that if they choose to commence work on their Project by purchasing goods and services in anticipation of Ministry funding, they do so at their own risk.

It is recommended that work and/or purchase of goods and services for any aspect of your Project dependent on Ministry funding not be initiated until you have received written approval from the Ministry for funding (Minister's Letter of Approval).

The Ministry assumes no responsibility for loss or damages incurred by an applicant as a result of an unsuccessful application.

C. Completing the Application Form

The 2019-20 Application Form for the Francophone Community Grants Program (FCGP) has been enhanced and streamlined to make it more intuitive and user-friendly. The form is dynamic, meaning that some fields will only appear, or will change, depending on the selections you make in previous fields. The Form is comprised of the following sections:

Instruction page: What you need to know
A. Organization Information
B. Grant Payment Information
C. Application Contact Information
D. Project Details and Alignment
E. Key Performance Indicators
F. Timeline and Key Deliverables
G. Project Budget (H)
H. Capacity and Partnerships
I. Promotion and Recognition
J. Governance and Accountability
K. Terms and Conditions
L. Declaration / Signing

Instruction Page ~ What You Need to know

- This introductory section provides basic, high-level information and instructions about how to fill out the application.
- Reminders:
  - o Transfer Payment Ontario (TPON) will not allow you to submit your application until you attach your organization's Proof of Incorporation (articles of incorporation, Letters patent or Special Acts of incorporation) and Previous Year's Financial Statement (independently audited, Board-endorsed or Treasurer-certified).
  - o It's advised that you attach to your application any of the "Recommended Attachments" listed in the application instructions tab, if relevant to your organization and project.
  - o Work on a FCGP application can be saved and returned to later in GOS, however, no changes will be permitted after the application deadline.
  - o Applications will not be affected by the service interruptions. While no service interruptions are expected during the intake period, we strongly recommend that you download and save your application to your computer. In the event of a service interruption, applications in progress (or submitted) will not be affected. You will be able to resume your application once the service interruption is over.

Sections A – C

- Instructions for these sections are provided directly in the online FCGP application form.
- 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 Section A, you will need to send an "Assistance Request" by email to TPONCC@ontario.ca or create one in the TPON system in order for information to be changed or added. You cannot change this information yourself.
- Be sure to indicate the key sector(s) in which your organization operates ("Activity Sectors") and the key population(s) your organization aims to reach ("Target Populations").
- Section B may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish.

Sections D – F

- These sections constitute the core of the application. You will be asked to provide details about various aspects of your project, including:
  - o Key sector(s) of activity and population(s) targeted
  - o Project's alignment with one or more of the program objectives
  - o Key performance indicators (KPIs) you will use to measure the success of your project and how you intend to collect data on these KPIs
  - o Milestones (key activities and deliverables) and the timeframe in which each will occur
  - o Budget (see below)
- It is important that you clearly state your rationale in requesting funding for your project and provide supporting evidence.

Section G

- Francophone Community Grants Program applicants are required to provide a detailed budget for their proposed initiative.
- The budget must be for planning, design and delivery of the initiative and not for operational costs for the organization applying.
- Revenues and expenses are divided into two categories: "Cash" or "In-Kind" (goods and services)
- Detail all sources of revenue, including government sources, and indicate whether they are Confirmed or Anticipated.
- Describe all project expenses and indicate whether they are Eligible for FCGP funding or not **NOTE: only cash expenses meeting the eligibility criteria provided in this Guide can be funded under the Program.**
- For each eligible project expense, indicate the portion (in dollars) you wish to be funded under the FCGP. Make sure that the total amount of funding requested does not exceed the maximum funding allowed under your program category (see page 12).
- If you have in-kind revenues – that is, contributions of goods and services rather than cash contributions – estimate the dollar ($) value of the contribution based on current rates (wage, rental, etc.) and show the calculation in your description. Refer to the sample budget below.
- The total of all cash revenues must equal the total of all cash expenses, and the total of all in-kind revenues must equal the total of in-kind expenses.
- Also, each in-kind revenue should correspond to an equivalent in-kind expense. **NOTE: All cash and in-kind contributions for the project must be confirmed by way of a commitment letter at the time of the application.**
- If your application is successful, all cash and in-kind contributions for the project must be confirmed by way of a commitment letter at the time of the application.
- Rows can be added or removed by clicking the "+" and "-" buttons on the far-right-hand side of the table.
- All expenses must be reasonable, well supported and justified and must directly relate to the Project.
- Please contact your Regional Advisor if you have any questions.

PLEASE SEE SAMPLE BUDGET ON THE NEXT PAGE

Sample Budget (for Community and Culture Stream)

1. REVENUES	
Description	**Amount**
a. Cash Revenues	
Francophone Community Grants Program (Requested Amount):	$20,000
Applicant	$5,000
Celebrate Ontario	$3,000
Total Cash Revenues :	**$28,000**
b. In-Kind Revenues	
ABC Event Management (free professional event management services (30 hours x $100/hour)	$3,000
Total In-Kind Revenues:	**$3,000**

2. EXPENSES			
Description	**Eligible Expense? (Y / N)**	**Amount**	**Requested Funding (maximum 80%)**
a. Cash Expenses			
Artists fees (10 hours x $100/hour)	Yes	$5,000	**$4,480**
Marketing and promotion (Five 30-second radio advertisement placements x $1,000/placement)	Yes	$5,000	**$4,480**
Administrative fees (100 staff hours x $50/hour)	Yes	$5,000	**$4,480**
123 Concert Hall (venue) rental (5 nights x $1,000/night)	Yes	$5,000	**$4,480**
Fees for MC	Yes	$5,000	**$4,480**
Statue for winner of competition (NOTE: this would be an ineligible cost)	No	$3,000	
Total Cash Expenses:		**$28,000**	**$22,400**
b. In-Kind Expenses			
ABC Event Management (free professional event management services (30 hours x $100/hour)	No	$3,000	
Total In-Kind Expenses :		**$3,000**	

Total eligible project costs: $28,000

Maximum funding ($28,000 x 80 %): $22,400

Sections H – J

- These sections contain questions about your organization's finances, governance and accountability practices as well as about other organizations you may be partnering with or consulted regarding the project. The goal is to demonstrate your capacity to successfully manage the project in compliance with the Program guidelines.

Section K – Terms and Conditions

- All offers of funding under the FCGP will be subject to the Guidelines, the conditions laid out in the Minister's Approval Letter, and the Terms and Conditions available on the [FCGP webpage](#).
- For projects submitted under Category 1 of the Community and Cultural stream, these Terms and Conditions will appear directly in the Application. Otherwise, they will be included in a separate Transfer Payment Agreement (TPA) you will be asked to sign with the Province should your application be successful.
- By signing the Declaration in Section L, you agree to be bound by these Terms and Conditions should your project be approved for funding.

Section L – Declaration/Signing

- Self-explanatory.

How Your Submission Will Be Assessed

Understanding the Process

Step 1 - Completeness Check

The assessment process begins shortly after the Program application intake is closed. The first part of the assessment will be applicant submissions verified for eligibility and completion. Incomplete applications may be deemed inadmissible and may not move forward for consideration in the assessment process.

In the event where submission information is not clear, those submissions may be flagged, and applicants may be asked to provide the Ministry with clarifications, information and additional documents as requested. Failure to provide requested clarifications or materials will result in a submission not moving forward for consideration.

Step 2 – Evaluation and Scoring

Applications deemed complete will be scored based on a combination of pre-determined evaluation criteria. The submission evaluation process includes an evaluation of the merit of an application considering the stated Technical Evaluation Criteria (see below). Overall, the evaluation measures how well a given application meets the Program priorities and objectives.

Applicants should be mindful of the following:

1. Projects must fundamentally align with the *Goal* of the Program.

2. Applications should clearly indicate how a project will satisfy **one (or more)** of the Program *objectives* as outlined in the **Strategic Framework**.

   Projects can create impact/added value for Ontario and Ontarians in different ways (activity type may vary). The onus is on the applicant to be specific yet concise in explaining how their Project will create added value for their organizations.

3. Applications will also be evaluated based on how well applicants can illustrate the expected outcomes and impact of their Project by defining <u>measurable</u> and <u>relevant</u> performance metrics.

   The Ministry will consider the following Technical Evaluation Criteria for its application scoring:

Technical Evaluation Criteria – Score Chart

Criteria	Scoring Weight
Overall Presentation (all Sections)	5%
Project Scope, Relevance and Impact (Sections D, F and H)	40%
Financial Feasibility of the Project (Section G)	15%
Organizational Capacity to Deliver (Sections A – C, I – J)	20%
Performance Measures / Results (Section E)	20%
TOTAL	**100%**

The Ministry of Francophone Affairs cannot guarantee funding to all applicants, nor can the Ministry ensure that the total amount requested by successful applicants will be granted to them. The decision to fund all or part of an applicant's request will depend on its fit with FCGP goal and objectives as well as the overall demand for funds.

Obligations for Successful Applicants

Terms and Conditions

If your project is selected for funding, you will receive an Approval Letter confirming the maximum dollar amount of the grant which you are eligible to receive. As part of its agreement to fund a given project, the Province of Ontario will enter into a legal agreement with a successful applicant setting out the general terms and conditions governing the provision of funds. The agreement will be executed only once the Ministry has received all the required documents, including those described in this guide.

The Province can also request, in the Approval Letter or Subsequent Correspondence, additional information and set out additional terms and conditions which must be met prior to the release of your first payment.

For grants of $10,000 or less (Category 1), these terms and conditions are set out in the Application Form signed by Applicants (refer to Section K of the Community and Culture Stream Application Form). For all other grants, the terms and conditions will be set out in a [Transfer Payment Agreement](#), to be signed by the applicant and the Ministry.

Upon execution of the agreements the Ministry will flow funding to successful recipients in the following manner:

> **Stream I**
>
> Category 1 – Recipients will receive up to 90% of funding upon execution and up to 10% upon approval of their final report.
>
> **Stream I and Stream II**
>
> Category 2 & Stream II – Recipients will receive up to 80% of funding upon execution and up to 20% upon approval of their final report.

Both the Terms and Conditions and the Transfer Payment Agreement contain clauses that oblige the recipient organization to agree to such things as:

- Having a valid Certificate of Insurance carrying at least two-million dollars ($2M) in commercial general liability insurance coverage per occurrence for the duration of the project before the Ontario Funding Agreement can be executed on funding is released (use the Sample Certificate of Insurance on the [FCGP webpage](#) as a model).

- Monitoring mechanisms (progress Report and Evaluation Report, Monitoring Visits and Meetings) to report back to the ministry within 90 days following the initiative on the use of funds, service deliverables and outcomes achieved. Applicants must use the FCGP Final Report form available on the Transfer Payment Ontario System to provide this information.

- Permitting the Province to verify/audit information submitted (at the discretion of the Province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended.

- The right of the Province to recover later funds transferred, if not used or to be used for the intended purpose(s) OR specified product/services were not delivered OR intended outcomes were not achieved.

- Acknowledging Ontario's support with the use of an Ontario logo on all communications and marketing materials (both printed and digitally) as part of a visibility campaign.

The Ministry of Francophone Affairs expects the projects to comply with all federal, provincial and municipal laws and regulations (e.g., environmental approvals, zoning bylaws, human rights, animal welfare, etc.).

Reporting Requirements

In addition to completing the FCGP Final Report form, successful applicants will be expected to provide the following additional material as requested by the Ministry as part of the mandatory post-project reporting process, including:

(a) A Board-endorsed or Treasurer-certified financial statement that accounts for project revenue and expenditures.

Ongoing Communications

The Ministry of Francophone Affairs has posted [Frequently Asked Questions](#) (FAQs) regarding the Francophone Community Grants Program on the program webpage which may be updated periodically. It is recommended applicants take time to read the FAQs carefully.

Consultation with your [Regional Advisor](#) before submitting a Francophone Community Grants Program application form is required. This should be done at least 3 weeks before the application deadline in order to allow enough time to properly prepare, update or amend your application. Consultation with your Regional Advisor helps you determine whether your organization and proposed Project meet the eligibility requirements of the FCGP and provides feedback for questions you might have in developing of your application.

Your Regional Advisor is also your main point of contact for the program. Applicants and Recipients are advised to communicate firstly with their Regional Advisors for any questions or concerns about their application.

Please contact your [Regional Advisor](#) directly or contact one of the following Regional Offices:

Central Region: 1-877-395-4105

East Region: 1-800-267-9340

North Region: 1-800-465-6861

West Region: 1-800-265-2189

The FCGP Submission Checklist (<u>Not for Profits</u>)

Make sure your application is complete! For guidance, use this application checklist to ensure you have satisfied all the submission requirements:

Before submitting my application, I have…

Reviewed the Francophone Community Grants Program Application Guide ✓

Reviewed the Program's Frequently Asked Questions (FAQs) ✓

Consulted my Regional Advisor ✓

Completed the entire Application Form* ✓

Included all required attachments:

- o Proof of incorporation (Articles of incorporation, Letters patent or Special acts of incorporation)

- o Most recent financial statements (independently audited, Board-endorsed or Treasurer-certified) ✓

- o Letter(s) of support confirming all cash contributions from partners to the project

- o Proof of insurance (valid Certificate of Insurance or Insurance Quote for the duration of the project)

After submitting my application, I have…

Received email confirmation from Transfer Payment Ontario within 24 hours or contacted my Regional Advisor. ✓

The FCGP Submission Checklist (<u>For Profits</u>)

Make sure your application is complete! For guidance, use this application checklist to ensure you have satisfied all the submission requirements:

Before submitting my application, I have…

Reviewed the Francophone Community Grants Program Application Guide ✓

Reviewed the Program's Frequently Asked Questions (FAQs) ✓

Consulted my Regional Advisor ✓

Completed the entire Application Form* ✓

Included all required attachments**:**

- o Proof of registration (Business License)
- o Proof of incorporation (Articles of incorporation, Letters patent or Special acts of incorporation), if applicable
- o Previous year's financial statements (independently reviewed or audited) OR Statements of Business or Professional Activities (T2125 Form) OR Statements of Partnership Income (Form T5013) for the last two fiscal years ✓
- o Notices of Assessment issued by the CRA for the last two fiscal years
- o Payroll Ledger for the previous quarter
- o Proof of insurance (valid Certificate of Insurance or Insurance Quote for the duration of the project)
- o **Letter(s) of support confirming all cash contributions from partners to the project**

After submitting my application, I have…

Checked that I received an email confirmation from Transfer Payment Ontario within 24 hours or contacted my Regional Advisor. ✓