

APPLICATION FORM PROVINCIAL FUNDING FOR FRENCH LANGUAGE SERVICES

INSTRUCTIONS

- All fields are required.
- Completed forms must be emailed to the Francophone Affairs team at: FA-AF@gov.bc.ca
- For more information on how to complete the application form, contact:
 Francophone Affairs, Intergovernmental Relations Secretariat
 2 - 620 Superior Street Victoria, BC V8V 1V2
 Email: FA-AF@gov.bc.ca
- For more information review the [Provincial Funding for French Language Services](#).
- All information entered on this application form needs to relate exclusively to your organization.
 - Personal information should not be entered on the form.
 - Please refrain from providing any unique personal identifiers pertaining to other private citizens or third-parties.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The information on this form is collected under the authority of Sections 26(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the project's eligibility and to notify Francophone Affairs Program grant applicants. Knowledge of the grant application should be restricted to the individuals / organizations / businesses compiling the application. By submitting this form, you are confirming that you are authorized to provide information of individuals / organizations / businesses for the purpose of applying for funding either as an applicant or on behalf of the applicant. If you have any questions about the collection, use or disclosure of this information, contact the Francophone Affairs team at FA-AF@gov.bc.ca.

PART 1 – APPLICANT INFORMATION

First Name	Last Name		
Job Title	Organization Name		
Address	City	Province BC	Postal Code
Work Email	Work Phone		

Provide a web address where we can learn more about your organization.

Please provide a short summary of the project (maximum 3 sentences)

PART 2 – PROJECT INFORMATION

Project Title (75 characters maximum)

Time frame of the project	From (yyyy/mm/dd)	To (yyyy/mm/dd)
What is the geographic scope of your project?	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> Provincial	

Project description (maximum 2000 words)

Project objectives

Please indicate the [B.C. priorities](#) your project aligns with: *(check all that apply)*

- ☐ Attainable and affordable housing
- ☐ Safer communities
- ☐ Improved healthcare
- ☐ A sustainable, clean, secure, and fair economy

How does your project respond to the needs of francophones in B.C? Please provide supporting documents.

How does your project encourage a diverse and inclusive francophone community?

Describe your target audience(s) for your project.

Describe how you are going to reach your target audience(s).

Describe the expected results, and how you will measure the effectiveness of your project.

If applicable, provide copies of a formal working agreement with other not-for-profit organizations (such as a memorandum of understanding or letter of agreement) that you have with respect to the delivery of this project. Please attach all supporting documents.

PART 3 – SUMMARY OF YOUR PROJECT’S TIMELINE

List below up to 10 key action steps for your project.

Key Action Steps	Timeline

PART 4 – FUNDING INFORMATION & PROJECT'S BUDGET

How much funding are you requesting from the provincial funding for French language services?

INSTRUCTIONS:

- Fill the tables below with the projected revenues and expenses for your project.
- Do not use abbreviations or acronyms.
- Please provide a balanced budget for your project.
 - Your budget should only include items related to the project.
 - The project's administrative expenses (including salaries and space rental) must not exceed 10% of the requested amount under the provincial funding for French language services.
- Download the [Excel template](#) to prepare and submit your budget.
- Revenue Tables
 - Please enter all expected and confirmed revenue streams for your project.
- Expenses Table
 - Enter the amounts in the appropriate column.

Expected Revenues	Partner Name	Amount
Provincial funding for French language services		
Federal funding		
Other Provincial funding		
Regional funding		
Local government funding		
Organization contribution		
Fundraising / donation		
Other funding sources:		
TOTAL EXPECTED REVENUES		\$ 0.00

Confirmed Revenues	Partner Name	Amount
Federal funding		
Other Provincial funding		
Regional funding		
Local government funding		
Organization contribution		
Fundraising / donation		
Other funding sources:		
TOTAL CONFIRMED REVENUES		\$ 0.00

Please read instructions on previous page ([page 4](#))

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