

French Funding Guide

2009-2010

Federal Funds

[\(http://www.bced.gov.bc.ca/frenchprograms/\)](http://www.bced.gov.bc.ca/frenchprograms/)



Ministry of
Education



Canadian Heritage
Government of Canada

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Preface

The Government of Canada considers linguistic duality not only as a basis of Canadian identity, but also an essential tool for ensuring Canadian's openness to the world. The Government of Canada, in its Roadmap for Canada's Linguistic Duality 2008-2013¹ released on June 19, 2008, will continue to invest in education, maintaining its planned investments and building on its enduring collaboration with provinces and territories.

The Minister of Canadian Heritage, on behalf of the Government of Canada, and the ministers of education, on behalf of their respective provincial/territorial governments, through the Council of Ministers of Education, Canada (CMEC), have agreed on the objectives, programs, funding arrangements and undertakings that constitute the new *Protocol for Agreements for Minority-Language Education and Second-Language Instruction 2009-2010 to 2012-2013*² .

British Columbia concluded its bilateral agreement with Canadian Heritage, "*Canada–British Columbia Agreement on Minority Language Education and Second Official Language Instruction 2009-10 to 2012-13*"³. The bilateral agreement allows the disbursement of federal funds to the provinces/territories as established under the Protocol.

The provincial objectives match the outcome domains identified by the federal action plan for both French minority language education and French second language instruction: student participation, provision of programs, student performance, enriched school environment, access to post-secondary education and support for educational staff and research.

All of these domains are important. All of them compliment programs or initiatives directly funded by the Ministry of Education. Of these, British Columbia's Action Plan (<http://www.bced.gov.bc.ca/frenchprograms/>) is centered on student participation. Recruitment, integration and retention of students are key to meeting the overall objectives of the Protocol. Given projections for further decline in the school age population, the greatest challenge will be to sustain, and hopefully increase, the number of students in both French minority language education and French second language programs by 2012–2013.

The domains are consistent with the province's own approach to French minority language education and French second language programs. British Columbia's focus on student achievement and improving outcomes for students across the province is consistent with the new strategies as defined in the Protocol

¹ <http://www.pch.gc.ca/pgm/slo-ols/strat-eng.cfm>

² <http://www.cmec.ca/Programs/ol/olep/Pages/default.aspx>

³ <http://www.pch.gc.ca/pgm/lo-ol/entente-agreement/education/index-eng.cfm>

Ministry of Education - Contact Information

French Programs and Language Initiatives Branch (250-356-0256)		EDUCAFP@Victoria1.gov.bc.ca
Program Policy and Stakeholder Relations	Britta Gundersen-Bryden, Executive Director	Britta.GundersenBryden@gov.bc.ca
Funding Policy and Financial Administration	Nicole Couture Program Manager	Nicole.Couture@gov.bc.ca
Finance	Marilyn Sjostrom	Marilyn.Sjostrom@gov.bc.ca
Bursaries, Exchanges, Odyssey and FRALP 12 Curriculum	Gilbert Verrier, Coordinator	Gilbert.Verrier@gov.bc.ca
Coordination of Translation	Sylvie Boutonné	Sylvie.Boutonne@gov.bc.ca
General inquiries for bursaries Odyssey, Explore, Destination Clic & B.C.-QC Exchange Program	Mary Burke	Mary.Burke@gov.bc.ca
Additional Language Curriculum (French, German, Japanese, Mandarin, Punjabi, Spanish) Language Template	Elizabeth McAuley Education Officer	Elizabeth.Mcauley@gov.bc.ca
Core French and Additional Language Exams and External Credentials (French 12, German 12, Japanese 12, Mandarin 12, Punjabi 12, Spanish 12)	Wang Xie Coordinator	Wang.Xie@gov.bc.ca

Internet Links

B.C. Ministry of Education

K-12 Curriculum and Learning Resources: <http://www.bced.gov.bc.ca/irp/>

Policy Document: Language Education Policy:

http://www.bced.gov.bc.ca/policy/policies/language_educ.htm

Policy Document: K-12 - French Immersion Program:

http://www.bced.gov.bc.ca/policy/policies/french_immersion.htm

Policy Document: Graduation Credentials for Francophone and French Immersion Students:

http://www.bced.gov.bc.ca/policy/policies/grad_reqs_french.htm

Grade 12 Provincial Examination Specifications: <http://www.bced.gov.bc.ca/exams/specs/>

Handbook of Procedures for the Graduation Program:

<http://www.bced.gov.bc.ca/exams/handbook/>

Performance Standards: http://www.bced.gov.bc.ca/perf_stands/

Standard School Calendar: <http://www.bced.gov.bc.ca/legislation/stdcal03.pdf>

B.C. Government

Francophone Portal of the Government of British Columbia website:

<http://www.gov.bc.ca/igrs/francophones/english/>

Government of Canada

Canadian Heritage: <http://www.pch.gc.ca/pgm/lo-ol/>

B.C. Francophone and Francophile Partners

Association Provinciale des Professeurs d'Immersion et du Programme Francophone:

<http://bctf.ca/psas/APPIPC/>

B.C. Francophone Associations: <http://www.lacolombiebritannique.ca/FR/introduction/>

Bureau des affaires francophones et francophiles de l'Université Simon Fraser:

<http://www.sfu.ca/OFFA-BAFF/>

Canadian Parents for French (CPF) – British Columbia & Yukon:

http://www.cpf.bc.ca/bc_html/Other/FramePages/f_index.shtml

Collège Éducacentre College: <http://www.educacentre.com/>

CSF – Conseil scolaire francophone de la C.-B.: <http://www.csf.bc.ca/>

Federation of Independent School Associations (FISA): <http://www.fisabc.ca/>

IMPORTANT NOTE

ALL FEDERAL FUNDS FOR SECOND LANGUAGE MUST BE SPENT ENTIRELY IN SUPPORT OF FRENCH IMMERSION, INTENSIVE AND CORE FRENCH PROGRAMS.

- British Columbia will receive the same amount of federal funding for each of the four years of the Protocol. This will have an impact on school district grants in school years 2010-2011, 2011-2012 and 2012-2013. Growth in French programs will only be supplemented from reduction in programs that have seen a decline in FTEs.
- If a school district has a French Advisory Committee, best practice would suggest that allocation of funds be discussed with the committee.
- School districts have the flexibility to move federal funds between the allocated funding categories and must report the reallocation of federal funds in the Financial Report they submit at the end of the school year.
- School districts may apply federal funds to 20% of their total federal contribution or a maximum of 0.4 FTE position whichever is higher for French Immersion, Core French or Intensive French teachers' salary or at the district level for a coordination position for second official-language activities.
- Districts are required to keep an accounting of all expenditures of federal funds for French programs and report on these expenditures at the end of school year.
- Auditing and monitoring of French programs is now an integral part of the Ministry's funding process.

ALL FEDERAL FUNDS FOR FRENCH MINORITY LANGUAGE EDUCATION MUST BE SPENT ENTIRELY IN SUPPORT OF FRANCOPHONE PROGRAMS.

FEDERAL FUNDS

GRANTS THAT DISTRICTS RECEIVE BASED ON STUDENT LEVEL DATA COLLECTION

Seventy percent of the seven grants described below, based on enrolment in French second language programs, will be sent to districts in the fall. The balance of the grants in this section will be sent upon approval of the evaluation form and financial statement found in Appendix I. These forms should be submitted to French Programs no later than July 31. School districts evaluation forms and financial statements will be posted on the Ministry of Education website at <http://www.bced.gov.bc.ca/frenchprograms/>

No payments will be forthcoming after October 31 of the same year.

If districts are to take full advantage of federal funds for French second language programs, the student level data collection, form 1701 must be filled out accurately. The enrolment as of September 30 determines the amount of funding that the district will receive.

General Information

The Ministry of Education encourages districts to establish an Advisory Committee with representatives from the various stakeholders, i.e. trustees, administrators, parents and teachers. Decisions on the allocation of federal funds in the district should be made in consultation with this Advisory Committee. Districts may move money between categories to address districts' specific needs.

Federal funds continue to be targeted for French second language programs (French Immersion, Core French and Intensive French); funds must be spent in these program areas only.

E-Learning

The E-Learning grant facilitates e-exchanges, an ideal way to introduce students to Francophone Canadian and/or the worldwide Francophonie, and other on-line learning resources, by providing:

- Software in French;
- Internet access;
- Access to on-line resources, databases and/or subscriptions;
- Licensing fees;
- Peripheral devices such as headphones, microphones and/or other speaking and listening devices;
- Use existing hardware to adapt wireless connection;
- Wireless connection(s).

The e-learning grant is calculated as follows:

Total French Immersion FTEs x \$8.00 and additional funding for:			
Less than 300 FTEs	\$14,000	501-700 FTEs	\$8,000
300-400 FTEs	\$12,000	701 and more FTEs	\$5,000
401-500 FTEs	\$10,000		

Learning Resources Grant

The Learning Resources Grant from federal funds assists districts with the higher cost of buying French resources, for the library as well as the classroom, for students in French Immersion programs. These funds are generated by a formula based on the number of FTEs enrolled in French Immersion programs in the district.

These funds are calculated as follows:

Base funding of \$4,500 for school district offering French Immersion programs and additional \$11,500 for districts with less than 300 FTEs and per FTE funding:

Regular:	K-7	\$15.00 per FTE
	8-12	\$27.00 per FTE

Growth (based on FTEs enrolment increases as compared with the previous year):

	K-7	\$25.00 per FTE
	8-12	\$50.00 per FTE

Teacher Professional Development Grant

The purpose of this grant is to support teacher professional development; it may include in-service/program implementation for French Immersion, Core French and Intensive French programs. Activities may be offered to individual or groups of teachers, and may include workshops, on-line learning, conference attendance and post-secondary courses. These funds are generated by a formula based on the number of FTEs enrolled in French second language programs in the district. (Money is also available through the French Teachers' Bursary Program, which funds individual teachers to take courses offered by post-secondary institutions.)

To estimate the size of the district grant:

if students enrolled in Core French, \$4,500	= \$	4,500
more than 2570 FTEs additional \$1.50 per FTE		
	Total = \$	<hr/>

Core French Grant

This grant provides material needed to supplement or deliver the Core and Intensive French programs. The grant is calculated per student, provided that the minimum instructional time of 4 percent (4%) is met.

The French Immersion Grant is adjusted by the Ministry's existing rural factor; these funds are calculated as follows:

total Core French number of students x \$7.40

French Immersion Grant

This grant is for the maintenance of French second language programs. School Districts may use the money for supplies, materials or to supplement other funding categories i.e. learning resources, e-learning etc. The funding allocation is based on French Immersion enrolments (FTEs) as reported by districts on form 1701. FTE in immersion is based on the amount of instructional time in French programs per student. In secondary school, 1 course (100 + hours) would be equal to 1/8 of an FTE. In a district where each student takes 2 courses in grade 11, it takes 4 students to equal 1 FTE (reported on form 1701).

Learning Assistance should be supported and school districts may use a portion of this grant for that purpose.

Districts may allocate a portion of the French Immersion grant for staffing under the following guidelines:

- 20% of their total federal contribution or a maximum of 0.4 FTE, whichever is higher
- Staffing includes a portion of a teacher salary, district wide coordinator and/or learning assistant specialist

The French Immersion Grant is adjusted by the Ministry's existing rural factor; these funds are calculated as follows:

K-3	\$50.00 per FTE
4-7	\$70.00 per FTE
8-10	\$95.00 per FTE
11-12	\$95.00 per FTE

And

Less than 200 FTEs	\$40 per FTE
201-400 FTEs	\$30 per FTE
401-800 FTEs	\$20 per FTE
801 and more FTEs	\$10 per FTE

French Immersion Growth

The funding for growth is based on the French Immersion programs FTE enrolment increases in the district as reported on form 1701 and compared with the previous year. School Districts may use the money to support new classes or program expansion.

These funds are calculated as follows:

Growth (based on FTE enrolment increases as compared with the previous year):

K-3	\$395.00 per FTE
4-7	\$395.00 per FTE
8-10	\$1437.00 per FTE
11-12	\$1795.00 per FTE

Cultural Activities Grant

This grant is intended to assist districts in providing opportunities for students to be exposed to Francophone culture, by sponsoring various French cultural activities that could include visiting musicians/authors or children's theatre groups, field trips or special "days". Neighbouring school districts are encouraged to cooperate to "make the money go further".

The grant is based on enrolments in each of the two programs, Core French and French Immersion, and is calculated as follows by district:

less than 1,000 students enrolled in Core French	\$450.00
more than 1,000 students enrolled in Core French, additional	\$450.00
if students enrolled in French Immersion, additional	\$900.00
10,000 – 14,999 students enrolled in Core French, additional	\$450.00
15,000 students enrolled in Core French, additional	\$450.00

GRANTS RECEIVED BY INDEPENDENT SCHOOLS

Grants Received Automatically

The bilateral agreement between Canada and British Columbia provides financial assistance to independent schools that are publicly funded by the Province. The contributions to independent schools will be calculated for students enrolled in minority language education and second official language instruction as reported on the Data Collection Form 1701 as of September 30.

The money is transferred as a block to the Federation of Independent School Associations (FISA). FISA is then responsible for the distribution of funds to independent schools offering Core French courses and/or French Immersion programs.

POST-SECONDARY INSTITUTION GRANTS

Grants to post-secondary institutions are based on three factors: enrolment, course, and program. For funding purposes, courses are divided into pre-service and in-service.

Pre-service courses

In calculating grants to universities and colleges, the Ministry will include the following:

- A French language/literature courses offered.
- B Courses offered in French by the Faculty of Education or French language/literature courses offered through the Faculty of Arts in collaboration with the Faculty of Education for students planning to be teachers of Core French, Intensive French, French Immersion or Francophone Programs.

Procedures

For A and B courses: please submit enrolments on the form found in **Appendix I** and return it to the French Programs at the end of the first month of each trimester (September 30, January 31, and, if necessary, May 31/or July 31). In April, after the end of our fiscal year, based on total enrolments, the annual grant will be calculated, confirmed with submitting institutions, and payment will follow a few weeks later.

In-service courses

In-service credit courses offered in French to teachers through Extension, Arts, or Education, often in cooperation with school districts. British Columbia universities and colleges will receive, after the end of the fiscal year, a fixed amount per credit for each teacher enrolled in a course for credit.

Procedures

For in-service courses: a letter to the French Programs outlining the course(s) and the enrolment(s), and signed by the certifying officer will be sufficient. (The certifying officer is generally the dean or department head.)

DISTRICT GRANTS THAT REQUIRE AN APPLICATION

*At the end of the fiscal year, districts that have applied for and received grants must complete the evaluation form and financial report to be found in **Appendix 2**.*

B.C./Quebec Six-Month Exchange Program

Schools that have not previously participated are encouraged to consider this program; please contact Gilbert.Verrier@gov.bc.ca for more information. The B.C./Quebec Six-Month Exchange is a reciprocal exchange program. During the fall, up to 50 francophone students from Quebec will spend three months in B.C. living and attending school with our grade 10 and 11 students. (B.C. students selected must be enrolled in French Immersion or Francophone programs and come from many regions of the province.) In the spring, the B.C. partners will spend three months in Quebec with their partner families. The Ministry assists with the arrangements for the exchanges, and purchases return airfare for participants.

B.C. residents are strongly advised to purchase additional health insurance when travelling to other Canadian provinces to cover the cost of services not included in the reciprocal agreement between provinces. **An application form for school registration for possible exchanges is to be found in Appendix I.** The deadline for submission of student applications is March 31. Please note that there is a student participation fee.

The Ministry of Education has approved the *B.C./Quebec Six-Month Exchange Program* as an External Credential. Students who successfully complete this exchange would be entitled to receive credit towards B.C. secondary school graduation. Please refer to the External Credentials chapter in "Course Information", which may be found at the following Ministry web site: <http://www.bced.gov.bc.ca/graduation/courseinfo/>.

Odyssey Program (www.myodyssey.ca)

School districts may be assigned a French Language Assistant to support the socio-cultural and linguistic activities in the classroom. Full-time Language Assistants provide **25 hours of work per week for a period of 9 months, September to May**. The school district is reimbursed for all salary and other permitted allowances, as per the Administrative and Financial Guide provided to districts by the Council of Ministers of Education, Canada (CMEC). School districts wishing to obtain more information about the *Odyssey Program* may contact the Provincial Coordinator at (250) 387-6296.

INDIVIDUAL GRANTS THAT REQUIRE AN APPLICATION

Explore / Destination Clic Program

The Explore Program (www.myexplore.ca) provides bursaries up to a value of \$2,000 (covering room, board and tuition) to enable students completing at least grade 11 or at post-secondary level, to enrol in five-week immersion courses offered in French at institutions throughout Canada. **Francophone students** (as defined in section 23 of the Charter of Rights and Freedoms) may apply for a program designed for francophones outside Quebec: *Destination Clic* (www.destinationclic.ca). NOTE: The Ministry of Education has approved the *Explore* Program as an External Credential. Students who have not yet graduated and who successfully complete *Explore* would be entitled to receive credit towards B.C. secondary school graduation. Please refer to the External Credentials chapter in the "Course Information" which may be found at the following Ministry web site: www.bced.gov.bc.ca/graduation/courseinfo.

Official-Languages Study Fellowship

One-time study fellowships of up to \$1,250 per year (\$5,000 lifetime maximum) are available to encourage students to enter a full-time post-secondary program offered in French at a French language or bilingual institution for a period of one academic year. Application forms are sent to school district offices and secondary schools in December. They are also available from the French Programs Unit website (www.bced.gov.bc.ca/frenchprograms/fellowship_eng.pdf) or by calling (250) 356-0256. The Ministry will approve fellowships on a first-come, first-served basis, subject to available funding.

Minority Language Inter-provincial Travel Bursaries

Bursaries (in the amount of one return trip per year) are available to francophone students, unable to pursue post-secondary studies in French within British Columbia, to study in another province. Application forms are available from the French Programs in early December, as well as from www.bced.gov.bc.ca/frenchprograms/voyage_fr.pdf. In addition, forms are sent to school district offices and secondary schools.

Odyssey Program (www.myodyssey.ca)

This program is designed to promote the learning and use of the official languages by providing the services of Language Assistants to educational institutions. Details of the program are provided with application forms that are available from the French Programs at (250) 356-0256 in December or at the following website address: www.cmec.ca/olp.

Odyssey is for individuals who have completed at least one year of post-secondary education. It provides a salary of \$18,500 per year based on 9 months' work, as well as two round trips between the province or territory of residence and British Columbia.

Individual French Teachers' Bursary Program

Bursaries are made available (www.bced.gov.bc.ca/frenchprograms/bursary_eng.pdf) to assist teachers of Core French, Intensive French, French Immersion, and Francophone Programs to improve linguistic or linguistic/academic qualifications through courses given by post-secondary institutions, often in French-speaking parts of Canada.

- *Individual teachers can apply for funding to a maximum of \$1,250 for out of province or \$1,000 for in province for **immersion courses** of at least 60 formal classroom contact hours. Application forms are available upon request from the French Programs of the Ministry and/or the school district office.*
- *MASTERS' programs, offered entirely in French, are eligible for a bursary of 25% of academic fees with a maximum of \$1,500 per year for up to two years. DOCTORATE programs, offered entirely in French, are eligible for a bursary of 25% of academic fees with a maximum of \$2,000 per year for up to three years.*
- *In addition, teachers of French may apply to the Ministry for bursaries to provide tuition fees for sessional credit courses of at least 25 contact hours in French language/methodology. Universities and colleges will often provide courses in outlying communities where numbers warrant. These bursaries are available on a first come first served basis. Application forms are available upon request from the French Programs of the Ministry of Education.*

Bursary for French Teachers in Training

Bursaries are available (www.bced.gov.bc.ca/frenchprograms/teacher_train.pdf) to encourage students to register in a full-time one-year programme, offered in French, by the Faculty of Education of a B.C. post-secondary institution, where the objective is to train prospective teachers specializing in French minority language (francophone) or French as a second language (French immersion). Maximum value: \$1,500.

Appendix I

Forms



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B.C./Quebec Six-Month Bilingual Exchange Program School Application Form

Note: Only required if the school has not applied in the last two years.

School District # _____	District Name: _____
School: _____	
School Address: _____	

Principal: _____	
School Liaison Teacher: _____	
Telephone: _____	Fax: _____
Email: _____	

Please send by December 15 to:

Provincial Coordinator, French Programs
Ministry of Education, Victoria, B.C.
Gilbert.Verrier@gov.bc.ca
Fax: (250) 387-1470

B. Pre-service Courses in the Faculty of Education

Course given	Hours of contact* x enrolment = student hours		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

* total classroom contact hours for the current semester

If space is insufficient, please supply further information on a separate sheet.

Certified correct by signing officer:		
_____	_____	_____
Title	Signature	Date

Please return on September 30, January 31 and, if necessary, on May 31 and/or July 31 to:

French Programs
Ministry of Education
PO Box 9160 Stn Prov Govt
Victoria B.C. V8W 9H3
Gilbert.Verrier@gov.bc.ca
Fax: (250) 387-1470



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FINANCIAL REPORT/EVALUATION FORM DISTRICT GRANTS BASED ON STUDENT LEVEL DATA COLLECTION

School District # _____ Name of School District _____

SCHOOL YEAR 2009/2010

Categories	Federal Budget by Category by Ministry	Final School Districts Federal Expenditures at June 30, 2010	Carried Over to Next School Year at June 30, 2010
E-Learning Grant	\$ _____	\$ _____	\$ _____
Learning Resources Grant	\$ _____	\$ _____	\$ _____
Teacher Pro-D Grant	\$ _____	\$ _____	\$ _____
Core French Grant	\$ _____	\$ _____	\$ _____
French Immersion Grant	\$ _____	\$ _____	\$ _____
French Immersion Growth	\$ _____	\$ _____	\$ _____
Cultural Activities Grant	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

TOTAL CUMULATIVE CARRIED OVER OF FEDERAL FUNDS: \$ _____

Certified correct by signing officer:

Name and Title

Signature _____

Date

EVALUATION FORM – FEDERAL FUNDS
SCHOOL YEAR 2009/2010

1. School districts expenditures for French second language; please mark all appropriate boxes.

E-LEARNING:

- Software in French Internet Access Licensing Fees
 On-line Resources Peripheral Devices Wireless Connections
 E-Exchanges using electronic media – number of e-exchange: _____
 Others (please specify): _____

LEARNING RESOURCES:

- French Novels French DVDs French Newspapers/Magazines
 Dictionaries Posters/Atlas Non-Fiction Books
 Resources by subject (math, science, literacy)
 Others (please specify): _____

TEACHER PRO-D:

- Conferences Workshops Post-secondary Training
 Mentorship Programs Orientation Sessions In-Service Training
 Others (please specify): _____

CORE FRENCH:

- New Core French classes
 K – Grade 4 Grades 5 to 8 Grades 9 - 12
 Maintaining existing Core French classes
 K – Grade 4 Grades 5 to 8 Grades 9 - 12
 Reduction of Core French classes
 K – Grade 4 Grades 5 to 8 Grades 9 - 12

SCHOOL YEAR 2009/2010

FRENCH IMMERSION:

- New French Immersion classes
 - K – Grade 3 Grades 4 to 7 Grades 8 – 10 Grades 11 – 12
- New French Immersion programs
 - Early Immersion Late Immersion
- Maintaining existing French Immersion programs
 - K – Grade 3 Grades 4 to 7 Grades 8 – 10 Grades 11 – 12
- Reduction of French Immersion programs
 - K – Grade 3 Grades 4 to 7 Grades 8 – 10 Grades 11 – 12

CULTURAL ACTIVITIES:

- Concerts Theatre Concours Oratoire
- Festivals Exchanges Films
- French Authors Entertainers Field Trips
- Others (please specify): _____

2. Please give a brief description of new initiatives implemented by school districts for French second language programs.

SCHOOL YEAR 2009/2010

3. Please give a brief description of planned expenditures by school districts for carried over federal funds for school year 2010/2011.
