



*Secrétariat des Affaires intergouvernementales, Bureau du Conseil exécutif
Intergovernmental Affairs Secretariat, Executive Council Office*

CANADA/NOUVEAU-BRUNSWICK AGREEMENT ON THE PROVISION OF FRENCH-LANGUAGE SERVICES

SUPPORT FOR TRANSLATION AND INTERPRETATION

Program Guide

Program Information

The objective of the Translation and Interpretation Support Program is to foster better understanding and appreciation of New-Brunswick's linguistic duality. It aims to enhance the provision of services in both official languages, and to bring together members of both official language communities in the not-for-profit sector.

Eligible Recipients

Any non-profit organization registered according to federal and/or provincial laws, whose permanent office is located in New Brunswick, and who wishes to:

- Promote participation of both official language communities at public forums in the not-for-profit sector;
- Make available more public interest publications in both official languages

Note that individuals, government departments and their agencies, health care institutions/organizations, as well as professional and recreational organizations are excluded.

Eligible Projects

Eligible projects must belong to one of two categories :

1. Projects involving interpretation from one official language to the other as well as translation of documents related to a public event such as conference, convention, annual meeting.
2. Translation from one official language to the other of various documents intended for the public and organization members:
 - a. Documents related to the founding of the organization i.e. constitution, charter and by-laws during the start-up phase;
 - b. Materials promoting the organization and its mandate/services to the public such as pamphlets, brochures, posters, news release, web site during start-up phase;

- c. Documents related to a public meeting, an annual meeting, a conference;
- d. Other documents such as training guide, public-interest research or report.

Funding Information

This funding program is made possible by the Canada-New Brunswick Agreement on the Provision of French-Language Services. The Agreement is administered jointly by Intergovernmental Affairs Secretariat, with the New Brunswick Executive Council, and Heritage Canada.

Schedule

Applications for funding assistance may be submitted at any time during the fiscal year (April 1 – March 31). The assessment of applications takes several weeks. We suggest that you present your application approximately 8 weeks prior the commencement of your project. An application for a project which has been undertaken or is already completed won't be considered under the Program. The applicant will be notified once the project has been assessed.

Available Funding

Funding of a project is limited to 75% of eligible expenditures, up to a maximum of \$5 000 in a given year. A project can only be considered for a current fiscal year. Assessment of an application is subject to available funding.

Funding Terms

Approved funding will be awarded by way of reimbursement at the end of the project. Applicants must submit copies of invoice and payment documents and a sample of translated material prior to March 31. Funding will be awarded in the name of the Government of New Brunswick through the Executive Council Office's Intergovernmental Affairs Secretariat.

Priority will be given to applicant organizations which have never received funding through the Program.

Eligible Expenditures :

- Professional fees as well as travel and lodging fees for interpreters
- Rental fees for technical equipment/booth(s) – including technical staff's professional, travel and lodging fees
- Professional fees for translators and revisers

Submitting an Application

Required Documentation :

For either service - translation and/or interpretation (simultaneous translation) :

- Signed application form
- Constitution of organization
- Event program
- Total budget of event, including the various funding sources

For **translation** services, you must also include:

- Two certified quotes for translation services (consult www.ctinb.nb.ca)
- Copy of documents which require translation

For **interpretation**, you must also include:

- Two certified quotes for equipment rental (which also include fees related to technical staff)
- Two certified quotes for the interpretation services (consult www.ctinb.nb.ca)

Please send your application and required supporting documents to.:

Canadian Francophonie and Official Languages Branch
Intergovernmental Affairs Secretariat
Executive Council Office
Chancery Place
P. O. Box 6 000
Fredericton NB E3B 5H1

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