

NEW BRUNSWICK SECRETARIAT OF OFFICIAL LANGUAGES

NEW BRUNSWICK BILINGUALISM SUPPORT PROGRAM (NBBSP)

GUIDELINES

I. PROGRAM INFORMATION

The New Brunswick Bilingualism Support Program (NBBSP) has been established by the Government of New Brunswick. Operated by the New Brunswick Secretariat of Official Languages, the program supports initiatives that help to promote respect, knowledge and communication between the two official-language communities and bring them closer together.

II. ELIGIBILITY

Eligible organizations

Any non-profit, social-purpose and/or community organization or professional association registered under New Brunswick and/or federal law and operating at the provincial level is eligible if it seeks to:

- implement projects to help bring the two official-language communities closer together;
- encourage the use of both official languages at events open to the general public;
- promote bilingualism as part of New Brunswick's provincial identity;
- build the capacity of Francophone and Anglophone organizations to cooperate regarding common issues through activities, events, pooling of expertise, etc.;
- organize an event to celebrate Official Languages Day in New Brunswick annually on the second Thursday of September (see [Official Languages Day in New Brunswick \(gnb.ca\)](http://www.gnb.ca));
- hold an event to celebrate New Brunswick Day by highlighting New Brunswick's status as Canada's only officially bilingual province.

Individuals are not eligible for this program. Projects submitted by government departments and agencies, and educational and health care institutions may be eligible if community organizations are implicated or if the impacts are considered to be large-scale.

Eligible projects

To be eligible, a project or event must:

- take place in both official languages of New Brunswick;
- involve both official-language communities;
- demonstrate that it is designed to meet the program objectives.

Projects or events that are mainly religious, political or commercial in nature or fundraising activities are excluded.

III. EVALUATION CRITERIA

Projects submitted will be evaluated and supported in accordance with the following criteria:

- demonstrates how the project meets the program objectives;
- shows the engagement of the stakeholders and participation of both official-language communities;
- incorporates the bilingual dimension into all aspects of the project or event;
- identifies the outcomes meeting program expectations;
- identifies good performance indicators;
- proposes activities contributing to the promotion of bilingualism;
- is endorsed by the organization's senior management;
- demonstrates how the project is aligned to Government of New Brunswick policies, priorities or programs;
- shows a desire to cooperate and form partnerships;
- shows diversification of funding sources;
- has provided activity and financial reports for any previous funding.

IV. FUNDING ARRANGEMENTS

The NBBSP is one of the tools put in place by the Government of New Brunswick to promote bilingualism throughout the province and cooperation between the province's official-language communities and to help bring them closer together.

Timeline

Applications for financial assistance may be submitted at any time during the fiscal year (between April 1 and March 31) unless otherwise specified in a call for projects. The application review process takes a few weeks. We suggest that organizations apply about 12 weeks before the project start date. Projects that have already been initiated or completed at the time of applying will not be considered. Applicants will be advised when the review process is complete.

Available funding

Total government assistance cannot exceed 100% of eligible expenses. Projects will be considered for the current fiscal year and may not be staggered over two fiscal years. Funding applications are analyzed based on the availability of program funds.

Funding conditions

Any non-profit organization meeting the eligibility criteria may apply. Priority will be given to organizations that have not previously received funding and projects targeting the general public in both official-language communities. Organizations may not submit more than two applications during a single fiscal year.

Eligible expenses

Only expenses related to project implementation are eligible. Administration costs may not exceed 10% of the total contribution.

Ineligible expenses

Ineligible expenses include, but are not limited to:

- current operating expenses
- regular employee wages
- capital expenses or equipment purchases
- costs related to barbecues, food in general or beverages
- prizes such as those related to contests or competitions

V. HOW TO APPLY

Documents required

The following documents are required:

- properly completed and signed application form
- organization's constituting documents
- organization's letters patent

Applicants are encouraged to email the completed form and required documents to us at Hello.Bonjour@gnb.ca. Applications may also be mailed to the following address:

New Brunswick Secretariat of Official Languages
Department of Intergovernmental Affairs
Chancery Place
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1

VI. SUBMISSION OF REPORTS

An activity and financial report is required within three months following the end of the project. Financial aid provided by the government must be highlighted through inclusion of the GNB logo

in all project-related communication tools, and activity reports are to be accompanied by financial statements.

For additional information, please email us at Hello.Bonjour@gnb.ca.