



**Programme d'appui à la Francophonie canadienne
(PAFC)
Grant Application Form Questions
2022-2023**

Please find below the questions for the online form that will help you prepare your grant application under the Programme d'appui à la Francophonie canadienne (PAFC). Before submitting your application, we invite you to register or we invite you to update in your respective organization profile in the [partner bank](#).

IMPORTANT: Please note that this document is not the grant application form expected by the Secrétariat du Québec aux relations canadiennes. You will need to complete the form online by logging into the [Canadian Francophonie – Financial Support Program application](#).

IDENTIFICATION

1. Project Title

2. Project component

Which component of the PAFC does your project correspond to? The answer to this question is mandatory, even if your project is submitted within the framework of intergovernmental cooperation. Also check, within the relevant section, the type of proposed project.

Component 1: Exploratory mission

Submission of projects possible continuously throughout the year

Component 2: Transfer of expertise

Submission of projects possible continuously throughout the year

Component 3: Partnership

By call for projects only

Component 4: Initiatives of pan-Canadian organizations

Submission of projects possible continuously throughout the year

Co-funding through intergovernmental cooperation

You can request additional contributions from one or more other provincial and territorial governments in Canada with which Quebec has entered into bilateral cooperation and exchange agreements on the Canadian Francophonie. All projects are eligible for intergovernmental co-funding.

For some provinces or territories, your application needs to be submitted as part of a call for projects. ([see schedule here](#))

Are you applying for co-funding by another government within the framework of intergovernmental cooperation (call for projects in progress or submission open for the year)?

Yes No

If you tick Yes to this question, you must indicate the amount requested from the other province or territory in the box provided for this purpose under the Revenue tab of the Excel budget file.

NOTE:

By applying to the PAFC, you authorize us to submit your application to other provincial or territorial governments in Canada to assess the possibility of obtaining financial support from them, even if you have answered no to the previous question. Please note that these steps do not guarantee a grant from another government.

If you do not wish your grant application to be submitted to another government, please check the box below.

No, I do not authorize the SQRC to forward my grant application to another government.

3. Provinces and territories concerned by the project

Select the provinces and territories concerned by the project.

4. Duration of the project and its justification

Specify the duration of the project.

For multi-year grant applications (only for components 3 and 4), complete the “Justification of the duration of the project” section.

A project that extends over more than one year must include a clear, observable, and justified evolution or progression of activities, or a change in the geographical areas affected by the project.

5. Dates

The project start date corresponds to the date on which the first eligible expense for which you are requesting financial assistance will be incurred.

In addition, any expense prior to the submission your application is not eligible.

Projects submitted in section 1 (exploratory mission) or in section 2 (transfer of expertise) must be carried out within 12 months of the first eligible expense.

6. Location(s) of the project

Specify the location(s) of the project.

7. Involvement sector(s)

Specify the involvement sector(s) related to your project.

- Seniors
- Indigenous
- Communications / Media
- Advancement of women
- Culture
- Democracy and citizenship
- Diversity and inclusion
- Human rights
- Education and early childhood
- Primary and secondary education
- Post-secondary education and research
- Economy
- Employment
- Environment
- Family
- Immigration
- Youth
- Justice
- French language
- Health
- Tourism
- Other(s): please specify

APPLICANTS AND PARTNERS

In this section, you will have to select from the list of registered organizations the applicant organization, the co-applicant organization if applicable, as well as the partner(s) associated with the project (if applicable), indicating the person in charge of the project.

To be able to select these organizations, their registration in the [partner bank](#) must be effective and up-to-date with the name of the persons in charge when you complete your online application. Each registration in the partner bank must be approved by the SQRC.

PROJECT DESCRIPTION

1. Presentation of the applicant – 150 words maximum

Briefly describe the mission and the nature of the activities of the applicant organization, and specify the category of the organization (NPO, school, health establishment, social services, municipality).

2. Presentation of the co-applicant (if applicable) – 500 words maximum

- Briefly describe the mission and the nature of the activities of the co-applicant organization, and specify the category of the organization (NPO, school, health establishment, social services, municipality).
- For components 3 and 4: Describe in detail the involvement of your co-applicant in the project, as well as the list of your previous collaborations (if applicable).

3. Type of project

Select the type of project that corresponds to your application according to the component.

- **Component 1 - Exploratory mission**
 - Travel to Quebec of representatives of organizations from other provinces and territories or pan-Canadian organizations.
 - Travel to Canadian provinces and territories of representatives of Quebec organizations.
- **Component 2 - Transfer of expertise**
 - Participation of French-speaking experts from Quebec in symposiums, conferences, workshops taking place outside Quebec.
 - Participation of experts from the Canadian Francophonie in symposiums, conferences, workshops taking place in Quebec.

- **Component 3 – Partnerships**

If your project includes several types of activities in the list below, check « projet pluridimensionnel » (Multidimensional project) and all activities that are relevant.

- Establishment and strengthening of structures or networks for collaboration and exchange.
- Support for the offer of services in French in Francophone and Acadian communities.
- Training activities in French.
- Activities to promote French, Francophone cultures and the Canadian Francophonie.
- Mobility trip projects between Quebec and the Canadian Francophonie.
- Multidimensional projects comprising at least two of the types of projects previously mentioned.
- Other collaborations.

- **Component 4 – Pan-Canadian organization initiatives**

If your project includes several types of activities in the list below, check « projet pluridimensionnel » (Multidimensional project) and all activities that are relevant.

- Establishment and strengthening of structures or networks for collaboration and exchange.
- Support for the offer of services in French in Francophone and Acadian communities.
- Training activities in French.

4. Project summary – 100 words maximum

Write a brief description of your project (100 words maximum).

ONLY IF YOUR PROJECT IS APPROVED FOR FUNDING, this paragraph may appear in our communications to talk about your project or appear on our website via our [search tool](#) for accepted projects.

5. Detailed project description – 500 words maximum

Describe your project in detail (nature, objectives, planned activities, progress, participants, roles of the organizations involved, etc.).

In the case of an exploratory mission (part 1), in addition to a brief description of the project for which you are seeking partners, it is necessary to list the organizations you wish to meet, including a brief description of their mandate and their relevance for a possible partnership.

Our program officers assess the quality of the application and the relevance of the project based on the following criteria:

- o the clarity of the project and the objectives pursued.
- o the clarity of the activities carried out, their objective, their progress, the target clientele.
- o the innovative nature and originality of the project.

6. Organizations and people targeted – 200 words maximum

Specify who the project is aimed at, indicating the number and profile of the people or organizations concerned. Indicate the number of people and/or organizations that will be directly affected by the project and its various activities.

7. Contribution to PAFC objectives – 200 words maximum

Specify how your project contributes to the achievement of at least one of the objectives of the Programme d'appui à la Francophonie canadienne (PAFC). Which one or which ones and how? This question requires a complete but synthetic answer.

Your answer determines the eligibility of your project for the PAFC.

It is important to describe the need to which or the problem to which the project responds, as well as the foreseeable repercussions in connection with the objective or objectives concerned. The following questions will allow you to detail the expected impacts and results in Quebec, for the Canadian Francophonie and for the sectors concerned.

Our program officers assess the relevance of the project in relation to its adequacy with the objectives of the program:

Goal 1: Contribute to the development of Francophone and Acadian communities in Canada

Goal 2: Promote and encourage the use of French in Canada

Goal 3: Strengthen ties between Quebecers and Francophones/Francophiles in Canada

Goal 4: Contribute to strengthening support for an inclusive Francophonie across Canada

8. Detailed description of the Quebec dimension of the project and the expected results in Quebec – 200 words maximum

Indicate how your project has a Quebec dimension (i.e., at least one of the partner organizations is Quebec, the activity takes place in Quebec and/or the project targets a Quebec clientele). What is the nature of the Quebec-Canadian Francophonie collaboration at the heart of the project? What are the expected results in Quebec (for example for the Quebec participants, the public, the Quebec partner organization of the project, etc.)?

This question requires a detailed answer. Projects with no Quebec dimension, or a Quebec dimension deemed insufficient, are not eligible for the PAFC.

Our program officers assess the relevance of the project in relation to the quality of its Quebec dimension.

9. Description of the expected impacts and results for the Canadian Francophonie – 200 words maximum

Indicate how your project has an impact on the Canadian Francophonie, for example at what level(s) (local, municipal, provincial, territorial, regional, pan-Canadian) and the concrete results expected for your project. For example, the increase in the number or quality of services offered, the impact on the community, etc.

Our program officers assess the relevance of the project in relation to its impacts for the Canadian Francophonie.

10. Description of the expected impacts and results for the sector(s) concerned by the project – 200 words maximum

Indicate how your project has impacts in the sector or sectors concerned by the project, and the expected results, for example, the development of the skills of the beneficiaries, the increase in the capacities of the partner organizations or beneficiaries of the project, etc.

Our program officers assess the relevance of the project in relation to its impacts on the sectors concerned.

11. Presentation of the project implementation team – 500 words maximum

Introduce the team involved in carrying out the project. It is important to highlight the experience and skills of the team. Web links can be inserted to team member profiles. If needed, resumes can be attached at the end of the online grant application form.

Our program officers assess the ability of the applicant and co-applicant (if applicable) to carry out the project according to the following criteria:

- the credibility of the organizations involved.
- relevant experience in carrying out projects.

- the competence of the production team.

12. Impact on the image of the Canadian Francophonie

What will be the impact of the project on the image of the Canadian Francophonie?

13. Visibility for the Government of Quebec

What visibility will be offered to the Government of Quebec within the framework of this project? Present the planned communication activities, including the description of the visibility elements granted to the Government of Quebec. (see [Visibility plan](#), in French only).

In this section of the online form, it is possible to select certain visibility elements.

14. Project Management Schedule

The online form will allow you to enter each of the main stages of the project, indicating the start date and the end date. Each step must be entered separately.

It is important to detail your project management schedule, since this is what allows you to assess the activities planned by your organization to carry out the project.

Our program officers assess the feasibility, clarity and precision of the implementation schedule.

15. Budget forecasts

Use the budget form provided for this purpose, it has 5 tabs to consult, 2 of which must be completed: income and expenses.

Our program officers assess the quality of the financial package based on the following criteria:

- the realism of budget forecasts.
- the diversity and nature of funding sources.
- the judicious allocation of resources.
- the extent of the applicant's and co-applicant's (if applicable) contribution, either financially or in kind.

Our officers assess the financial capacity of organizations, based on their financial statements (only for projects for which the financial assistance requested from the SQRC is equivalent to or greater than \$20,000).

For any request for financial assistance equivalent to or greater than \$20,000, you must also send the SQRC a copy of the most recent financial statements (audited if available) of your organization or business.

1. Download the [budget form](#)
2. Submit your completed budget (Excel format) as an appendix to your online grant application.

Please note that only expenses directly related to the project are eligible.

16. Appendices

To complete your grant application, please attach all the supporting documents and documents required to allow the administrative processing of your file. Our program officers assess the quality of the documentation accompanying the application.

List of required documents:

- The [detailed overall budget](#) of the project. *For multi-year projects, submit a budget per year.*
- Letters confirming grants from other government sources, if applicable.
- A document proving the legal status according to the competent authority. [Federal corporations](#) are registered with Corporations Canada. *If the applicant has activities in only one province or territory, then it will be registered with [the registrar of that province](#).*
- The applicant's financial statements audited if available, for any request for financial assistance **equivalent to or greater than \$20,000.**
- The curriculum vitae of the project implementation team (optional).

For component 4 - Initiatives of pan-Canadian organizations

- When the application is submitted by a Quebec organization with a pan-Canadian organization as co-applicant, **attach to the application a letter signed by the co-applicant confirming its contribution** to the project and to the financial package. Its contribution must represent at least 10% of the project's eligible expenses (financially or in kind).

PLEASE NOTE: Before submitting a project to section 4, you must check with the SQRC that the applicant organization is eligible. The decision to grant pan-Canadian status to an organization within the meaning of the PAFC rests exclusively with the SQRC.

Incomplete grant applications will be reported to the organizations who must ensure, if they wish to maintain their application, that they meet all the conditions within a reasonable time, prior to the evaluation of the applications.
