

Checklist

What to check before submitting a grant application to the *Programme d'appui à la francophonie canadienne*?

Budget

- The most recent version of the budget form was used.
This version is accessible from the tab « Déposer une demande de subvention ».
- The budget form is completed, and the amount requested from the SQRC has been entered in the box "PAFC – Indiquer ici le montant de l'aide financière demandée au SQRC".
- Expenses and revenues are balanced, meaning that the total amounts are the same.
- The amount claimed for administration costs, if applicable, does not exceed 10% of the subtotal of eligible expenses.
- The amount claimed for communication costs, if applicable, does not exceed 10% of the subtotal of eligible expenses.
- The most recent financial statements of the organization (mandatory for applications for a grant of \$ 20,000 or more) have been attached.
- The applicant's contribution (in money or in services) is equivalent to at least 10% of eligible expenses. In the case of component 4, if a pan-Canadian organization is a co-applicant, it also contributes a minimum of 10% of eligible expenses.
- The nature of the expenses listed is sufficiently detailed.

Application

- The use of simple and precise vocabulary has been favored.
- All relevant supporting documents (letters of support, proof of funding, etc.) have been attached.

Communication and accountability

- The organization's file is up to date in the [Partner Bank](#).
- All email addresses indicated in the request form are up to date.
- The final and financial reports related to any previous project have been submitted.

After applying, the applicant and the co-applicant, if applicable, each receive an email to confirm the submission of the grant application. *It is essential for everyone to confirm this submission by clicking on the link in this email so that the request is sent and assessed.*