2018-2019

Canada-Alberta Agreement on French-Language Services

Francophone Secretariat, Alberta Culture and Tourism

UPDATED – SEPTEMBER 2018

[APPLICATION GUIDELINES]

The Canada-Alberta Agreement on French Language Services is funded by Canadian Heritage and managed by the Francophone Secretariat, Alberta Culture to develop and improve French-Language services in the province of Alberta.

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Funding Objectives

What is the Canada-Alberta Agreement on French-Language Services?

The Canada-Alberta Agreement on French-Language Services (the Agreement) is a federal-provincial cooperation agreement to provide seed-funding to Albertan entities **to develop, implement and improve French-Language Services** in the province of Alberta. The Agreement is funded by Canadian Heritage and requires a matching provincial contribution representing at least 50% of the project's total expenditures.

To reach this goal, the government encourages collaboration between the provincial government and community organizations to better respond to the needs of French-speaking Albertans with regards to French-language services.

Grants are provided on a **project-basis** to provide financial support to government, government agencies and registered non-profit organizations in Alberta to develop and enhance capacity to operate and to deliver services to French-speaking Albertans.

Funding is governed by the terms outlined in the [Canada-Alberta Agreement on French-Language Services](#) and is guided by relevance to the [French Policy](#).

Who can apply for funding under the Agreement?

The Agreement is intended to provide funding to the following:

- Government of Alberta ministries and agencies;
- Alberta municipalities, local government and their agencies; and
- Alberta nonprofit organizations that are registered under one of the following (alphabetically listed):
    - Association canadienne-française de l'Alberta Incorporation Act
    - Agriculture Societies Act
    - Canada Corporations Act (non-profit sector)
    - Cemeteries Act or Cemetery Companies Act
    - Child and Family Services Authorities
    - First Nations and Métis Settlements
    - Foundations established and regulated under the Regional Health Authorities Act
    - Income Tax Act of Canada and operating in the Province of Alberta (Charities)
    - Libraries Act
    - Part 9 of the Companies Act (non-profit)
    - Part 21 of the Business Corporations Act – Extra-Provincial Corporations
    - Societies Act
    - Special Act of the Parliament of Canada
    - Special Act of the Alberta Legislature
    - School Act
    - Universities, colleges and institutes as defined under the Post-secondary Learning Act.

Eligible Projects

What projects might be funded?

The Agreement is dedicated to providing start-up funding **to support capacity and the development of partnerships for the delivery of services and the development of French-language resources.** Successful projects are those in alignment with the [French Policy](#) that cannot be directly funded by another ministry. These projects provide a direct service to French-speaking Albertans and respond to the priorities of the Alberta government and the needs and issues of the community by:

• Strengthening capacity for French-language service delivery by:
> o Informing the Francophone population of government services, programs and resources.
> o Raising awareness and encouraging the preservation and promotion of Francophone heritage.
> o Supporting Francophone organizations in obtaining and setting up appropriate resources to enable service delivery on behalf of the provincial government (including training and feasibility studies)

• Ensuring the delivery of services in French by:
> o Offering services in French on behalf of the Alberta government in the priority areas listed below. Pilot projects are eligible but funding is for start-up and should not become operational funding.
> o Offering financial support for French translations of key materials and resources from the Government of Alberta.

- **Working with the Government of Alberta** to implement the principles stipulated by the [French Policy](#):
  - o **Recognition and visibility**: Recognize and embrace the francophone history and the continued economic, cultural and social contributions of the diverse French-speaking population to the province.
  - o **Ongoing Development and Vitality:** Improve services in French and encourage the diversity of cultural expressions to support the vitality of the French-speaking communities for future generations.
  - o **Relevance, accessibility and comparable quality:** Provide services that are useful and that respond to the real needs of the French-speaking community. Once a service is provided, it is usable, accessible and of comparable quality to services available in English.
  - o **Proactive collaboration and engagement:** Work in partnership with the Government of Alberta for the implementation of the above principles. Demonstrate collaborative efforts with government ministries and agencies through the provision of relevant information, joint actions and planning for future funding by the ministry or ministries responsible for the project activity area.

Projects can be classified under one of the following priority sectors (alphabetically listed):

- Arts and Culture
- Community Services and Governance
- Early Childhood and Family Services
- Economic Development
- Educational (extracurricular) Programming
- Health
- Heritage Preservation and Promotion
- Justice
- Library Services
- Municipal Services
- Seniors
- Settlement and Integration of newcomers
- Social Services
- Translations into French
- Youth
- Sports and Recreation
- Tourism
  Other Services in French (to be specified in the application form)

Funding Parameters

What are the general funding limits under this program?

- Funding provided through the Francophone Secretariat (the Agreement) can represent up to 50% of eligible expenditures.
- Francophone Secretariat funding must be matched by another **provincial** revenue source. Such sources include :
  - Funding from a Government of Alberta entity or agency;
  - Funding from Alberta municipalities or local governments;
  - Revenues generated provincially by the organization (sponsorships, donations, etc.); and
  - Tangible in-kind contributions
- Funding for projects is considered "seed funding" and is provided on a one year basis (from April 1 to March 31).
- Funding for a second year can be considered provided the organization submits a new application and is able to demonstrate that the same project is still in the developmental or start-up phase.
- Funding is not to be matched with a federal government revenue source.
- Funding is not to be matched with funding from another provincial government such as the Government of Québec.

- Funding cannot be used for artistic productions, hosting costs (associated with catering, alcohol, etc.), for construction or renovations, or to purchase capital assets (including furnishings and IT equipment).

Application cycle

Application forms are provided to ensure that all relevant information is collected. Applications are available in English and French and will be reviewed in the language in which it is submitted. It is not required to fill out the application in both languages. In addition, application forms include a checklist to ensure that the application is complete and all required supporting documentation is included. Incomplete application forms will be returned to the applicant.

How often are applications processed during the year?

• Due to the transition period leading to the signing of the new Canada-Alberta Agreement on French-language Services 2018-2023, this year's process is different from previous years.

• Applicants were invited to first submit Intents to Apply. Only applicants who have submitted intents to apply that meet the eligibility criteria will be invited to submit a more detailed application form once the Canada-Alberta Agreement is renewed.

• Applicants will be informed of decisions after the review period, in the fall of 2018.

Application process

Should applicants contact the Francophone Secretariat before submitting their application form?

Applicants are encouraged to contact the Francophone Secretariat to discuss project eligibility. Community Liaison Officers will be able to provide suggestions to the applicants to ensure that application forms and packages are complete.

Should applications include letter of support for the project?

Applicants are encouraged to obtain letters of support from local community partners that will benefit from and/or directly participate in the project. Letters of support are to highlight how the partner organization (or its members) hopes to benefit from the project outcomes or the nature of the partner's collaboration and any tangible funding or in-kind contributions towards the realization of the project.

If an application meets the eligibility criteria will it automatically get all the requested grant funding?

No. Due to the high volume of applications received and limited funds, not all eligible projects receive funding. Projects that are approved may receive less than the requested amount.

If successful, will my organization receive the grant in one lump sum?

Payment schedule details are included in Schedule B of the grant agreement and will vary from project to project. Where possible, grant funding will be provided at the completion of the project upon presentation of an invoice and final report. In some cases, grant recipients can request to obtain a first installment not exceeding 50% of their awarded amount within one month of signing the grant agreement and presentation of an invoice. Further installments not exceeding the balance of the awarded amount will be disbursed upon presentation of an invoice and accompanying mid-term and/or final report.

What criteria will be used to evaluate applications?

Application submissions will be considered using the following criteria:

- Project Viability
  - Background of applicant
  - Applicant's capacity to provide a direct service to French-speaking Albertans
  - Degree of matching provincial revenue sources
  - Degree of support from community partners and/or government agencies
  - How total project funding will be provided
  - Long-term financial viability and sustainability of the project
- Project Benefits
  - Alignment with the new French Policy
  - Demonstrated effort to work collaboratively with the appropriate ministries
  - Direct and indirect services provided to French-speaking Albertans
  - Quality of services to be provided to French-speaking Albertans
  - The effectiveness and efficiency of programming and operations
  - Demographics served
- Community Need
  - Evidence of community need and gaps in existing service levels
  - Degree to which access to services in French is improved
  - Degree to which enhanced utilization of services responds to changing needs
  - Degree of support from community stakeholders and government agencies
- Availability of Funding
  - Prior funding to applicant
  - Demonstration of need for financial assistance
  - Regional equity considerations
  - Funding cannot be obtained from another ministry

How should applications be submitted?

Applicants are to submit applications by email to manuelle.prunier@gov.ab.ca with copy to francosec@gov.ab.ca. To join the community grant liaison please call 780-415-3348.

Final Reporting

- If an application is successful, reporting details will be provided in the grant agreement (Schedule C) provided by the Francophone Secretariat.
- A standard template must be used to submit a final report. Any additional information or documentation required will be outlined in the grant agreement (Schedule C).

Conditions of Funding

- The grant recipient must make every effort to acknowledge and include in all announcements, promotional or other materials related to the project the source of its grant funding. Appropriate logos and statements will be provided upon request by contacting the Francophone Secretariat.
- Should a grant recipient anticipate it will not use, apply or commit any portion of the awarded funding before the completion of the project, it must advise a Francophone Secretariat Community Liaison Officer in writing before January 31.