

## French Second Language Revitalization Program

### GRANT APPLICATION FORM 2010-2011

*Please answer all questions. You may also provide more information in an attachment. If you are submitting more than one application, please include a cover letter listing all proposed projects and their order of priority. For further information, please visit the provincial government's website at [www.edu.gov.mb.ca/languages/index.html](http://www.edu.gov.mb.ca/languages/index.html) or contact our office at 204-945-6024, toll free 1-800-282-8069, ext. 6024 or by e-mail: [palo-olsp@gov.mb.ca](mailto:palo-olsp@gov.mb.ca).*

PART A – INFORMATION ABOUT THE ORGANIZATION	
1. Name of Organization or School Division	
2. Mailing Address	
3. Name of President or Superintendent	
4. Name of School (if applicable)	
5. Name of Contact Person	
6. Title of Contact Person	
7. Address (if different from above)	
8. Telephone	204 -     -
9. Fax	204 -     -
10. E-mail	

PART B – PROJECT INFORMATION		
1. Project Title		
2. Duration	From:	To:
3. Project Description		
<i>Briefly describe the nature of your project.</i>		

**4. Link to the Objectives of the Program**

*How does the project relate to the objectives of the French Second Language Revitalization Program?*

**STUDENT PARTICIPATION**

- Recruitment and retention strategies for students in Basic French programs
- Recruitment and retention strategies for students in French Immersion programs

**PROVISION OF PROGRAMS**

- Enrichment of programs and innovative teaching approaches for Basic French programs
- Enrichment of programs and innovative teaching approaches for French Immersion programs

**STUDENT PERFORMANCE**

- Acquisition of evaluation tools for Basic French students
- Acquisition of evaluation tools for French Immersion students

**ENRICHED SCHOOL ENVIRONMENT**

- Enrichment through curricular and extra-curricular activities for Basic French students
- Enrichment through curricular and extra-curricular activities for French Immersion students

**SUPPORT FOR EDUCATIONAL STAFF**

- Professional learning, French courses and mentorship programs for Basic French teachers
- Professional learning, French courses and mentorship programs for French Immersion teachers

**5. Targeted Population and Number of Individuals to Benefit from this Project**

<b>STUDENTS</b>	<b>French Immersion</b>	<b>Basic French</b>	<b>TOTAL STUDENTS</b>
Elementary (K-8)			
Senior High (9-12)			
<b>ADULT STUDENTS</b>	<b>French Immersion</b>	<b>Basic French</b>	<b>TOTAL STUDENTS</b>
University			
Community College			
Continuing Education			
<b>TEACHERS</b>	<b>French Immersion</b>	<b>Basic French</b>	<b>TOTAL TEACHERS</b>
Elementary (K-8)			
Senior High (9-12)			
<b>OTHER</b> (Specify)			

**6. Statement of Need**

*What needs or important issues is the project addressing? How does it differ from or fit into existing services and projects? Include research, literature or statistics to support your project.*

**7. Strategies**

*Describe the main activities included in your project and indicate how they will be carried out. Include a timetable and sequence of major phases.*

**8. Expected Results**

*What are the measurable or observable results you wish to achieve? Include specific targets (Ex: percentage increase in student enrollment or retention, satisfaction ratings, and quality improvement measures, etc.).*

**9. Indicators and Data Sources**

*How will progress on the project be reported and by whom? Describe which indicators and assessment tools (surveys, observations, interviews, etc.) will be used to determine how well the proposed project will meet its targets.*

**10. Partnerships**

*List the names and addresses of all other organizations that will be involved in the project and describe their roles (office space, rentals, staff secondments, technical support, etc.).*

*@ Attach, if available, appropriate documentation (letters confirming the nature/amount of support).*

**11. Future Funding**

*When will this project be completed? If the organization wishes to continue the project after the time frame for which funding was requested, describe how the organization will continue to support the project. What other sources of funding will be available?*

**PART C – TOTAL BUDGET FOR PROPOSED PROJECT**

Describe the nature and amount of estimated expenditures, from July 1, 2010 to June 30, 2011, for each of the categories below. Indicate the method used in estimating expenditures.

Details of Expenditures	Amount Estimated		Amount Requested	
Wages ( <i>positions filled by salaried employees, amount of wages and benefits for each</i> ) <b>Specify:</b>	\$	\$		
Fees ( <i>audits and professional services, such as artistic performances, consulting, etc.</i> ) <b>Specify:</b>	\$	\$		
Office – Operating Costs ( <i>rentals, insurance, utilities, telephone, stationery, etc.</i> ) <b>Specify:</b>	\$	\$		
Project Materials and Supplies <b>Specify:</b>	\$	\$		
Transportation ( <i>Indicate the nature of the travel costs.</i> ) <b>Specify:</b>	\$	\$		
Meals and Accommodations <b>Specify:</b>	\$	\$		
Advertising ( <i>publication of brochures, posters and media advertising</i> ) <b>Specify:</b>	\$	\$		
Other ( <i>Specify</i> ) <b>Specify:</b>	\$	\$		
<b>SUB-TOTAL</b>	\$			\$
Contribution In Kind ( <i>value of volunteer work, donation of services, supplies and equipment to be used</i> ) <b>Specify:</b>	\$	\$		
<b>TOTAL EXPENDITURES *</b>	\$			\$
Revenue Sources	Confirmed		Possible	Total
Direct Revenue ( <i>registration fees, sales, membership dues, funds raised, subscriptions</i> ) <b>Specify:</b>	\$	\$	\$	
Contribution from Organization <b>Specify:</b>	\$		\$	\$
Other ( <i>all other possible sources of funding from other levels of government, other provincial departments, foundations or donations</i> ) <b>Specify:</b>	\$	\$	\$	
<b>French Second Language Revitalization Program</b> <b>(Indicate total amount requested.)</b>				\$
<b>SUB-TOTAL</b>	\$	\$	\$	
Contribution In Kind ( <i>value of volunteer work, donation of services, supplies and equipment to be used</i> ) <b>Specify:</b>	\$	\$	\$	
<b>TOTAL REVENUE *</b>	\$	\$	\$	

\* Please note that the TOTAL REVENUE must equal the TOTAL EXPENDITURES

## PART D – CONDITIONS

Assistance provided under the **French Second Language Revitalization Program** must be used solely for the purposes set out in the application. Once funding has been approved by Manitoba Education, Citizenship and Youth (MECY), no major changes may be made to activities without its approval; moreover, the determination of what constitutes a major change in any particular case shall be determined by MECY. All funds not used for the above-mentioned purposes must be reimbursed to MECY.

The organization is entirely responsible for its debts. MECY shall not consider any application made for the purpose of paying debts.

If a portion of the funding is to be used to pay salaries or fees, federal and provincial legislation concerning salaries and deductions (ex: taxes, employment insurance) must be observed.

Insofar as possible, the financial contribution of MECY and the federal government must be clearly acknowledged.

The organization is required to keep an accounting of all revenue and expenditures. In addition to the financial statements required at the end of each fiscal year, the organization may be asked to provide supplemental information and supporting documents by the provincial or federal governments. Auditing and monitoring the projects are an integral part of the funding process.

The organization must agree to respect the spirit and the letter of the *Human Rights Act* and the *Official Languages Act*.

Under the *Access to Information Act*, the public may request and obtain information contained in federal and provincial government files. In the event that an application for information concerning this application for funding is received, MECY will consult the organization before any information is released. It is important to point out, however, that only personal information and some confidential financial information concerning a third party may be withheld. Once funding has been approved, the amount, the purpose for which it is granted and the name of the organization can be released to the public.

MECY will notify organizations in writing about the results of their application for funding under the **French Second Language Revitalization Program** as soon as a decision is reached by both provincial and federal governments. Where the request for funding is turned down by MECY, a letter explaining the reasons for the denial of support will be sent to the organization.

The timelines and the instalment schedule will be:

- Application deadline January 30, 2010
- Project evaluation February to May 2010
- Response to applicants June 2010
- First instalment – 40% October 2010
- Interim Report deadline January 15, 2011
- Second instalment – 40% March 2011
- Final Report deadline September 15, 2011
- Third instalment – 20% October 2011

## PART E – CERTIFICATION

I CERTIFY THAT:

- The information contained in this application is accurate and complete.
- This application is made on behalf and with the approval of the organization whose name appears on page one.
- If funding is granted, the said organization agrees to provide financial statements and activity reports in accordance with the requirements of MECY.
- If funding is granted, the said organization will comply with legislation and the directives of MECY about the accounting of public funds.
- If funding is granted, the said organization is aware that the Provincial Auditor, in accordance with Section 17 of *The Provincial Auditor's Act*, may request information and explanations necessary to fulfill the auditor's responsibilities or perform a financial audit of the project.

Name of Person Authorized to Sign (President, Executive Director, Superintendent or Assistant Superintendent)

Name (print)		Title	
Signature		Date	

Please send the electronic file to [palo-olsp@gov.mb.ca](mailto:palo-olsp@gov.mb.ca), then sign and submit this form before January 29, 2010 to:

French Second Language Revitalization Program  
 Official Languages Programs and Administrative Services Branch  
 Manitoba Education, Citizenship and Youth  
 Bureau de l'éducation française Division  
 509 – 1181 Portage Avenue  
 Winnipeg, Manitoba R3G 0T3  
 or  
 Fax: 204-945-1625