

Program for the Enrichment of French in Education

GRANT APPLICATION FORM

2024/2025

Consult the Program for the Enrichment of French in Education (PEFE) website at www.edu.gov.mb.ca/efe/index.html to take note of the eligibility, selection criteria, conditions for funding, **and timeline for submitting completed applications**. For further information, please contact the Bureau de l'éducation française by email at palo-olsp@gov.mb.ca.

Note: For optimal use of this PDF form, download it to your digital device and complete it using Adobe Acrobat Reader or another Adobe Acrobat product. A free copy of Adobe Acrobat Reader can be downloaded at <https://get.adobe.com/reader/>.

PART A: INFORMATION ABOUT THE APPLICANT

1. Legal Name of Organization: _____

2. Mailing Address: _____

3. Name of President or Executive Director: _____

4. Legal Status (provincially or federally incorporated): _____

Registration Number

5. Name of Project Contact Person: _____

Title: _____ Telephone Number: _____

Email Address: _____

PART B: PROJECT INFORMATION

1. Project Title: _____

2. Duration: From: _____ To: _____

3. Previously Funded

Has this project previously received funding from this program (PEFE)? Yes No

4. Identify the target audience and the number of individuals who will benefit from this project.

Students	Français Program	French Immersion Program	French Course (English Program)
Preschool			
Elementary (K–8)			
Senior Years (9–12)			

Teachers	Français Program	French Immersion Program	French Course (English Program)
Elementary (K–8)			
Senior Years (9–12)			
Other (please specify)			

5. **Select the educational area or areas targeted by this project.**
 (Projects that do not target one of these areas will not be considered.)

Enriched school environment

(Strengthen and promote French language learning through school-based, extracurricular, and post-secondary activities; promote and provide access to Francophone culture; bring the Francophone and school communities closer together; upgrade the linguistic skills of students from the minority community; facilitate the francization of adults, etc.)

Student recruitment and retention

(Promotional activities, heightening community awareness regarding the benefits of learning French to help encourage and maintain student enrolment, activities in French for the parents in the community, etc.)

6. **Educational Community Need**

6.1 What need of the educational community will this project meet?

- 6.2 What steps have been taken to confirm this need? Explain what you have done (surveys, consultations, observations, conversations, etc.) and with whom (students, teachers, principals, etc.).

7. Project Description and Objectives

- 7.1 Provide a detailed description of this project and an outline of main activities including timeline, steps, pre- and post-activities, and so on.

- 7.2 Explain how this project will contribute to achieving the educational objectives of the PEFE.
(The educational objectives are listed in the second bullet of the [“Selection Criteria”](#) section on the PEFE website.)

8. Measuring the Project’s Impact on the Target Population

Referring to the need identified in question 6.1 and to the educational objectives of the PEFE, indicate two to three performance indicators in the table below. For each indicator, specify a performance target and the data collection tools that will be used. Indicate at what stage data will be collected.

Please note that in the *Final Report* you will need to provide a summary of the data collected.

Performance Indicator* <i>What factor or variable will you be measuring?</i>	Performance Target** <i>What goal do you want to achieve?</i>	Qualitative and/or Quantitative Data Collection Tools <i>When and how will you measure the progress made (e.g., questionnaire, survey, scorecard, observations, testimonials)?</i>
<i>Examples:</i> <ul style="list-style-type: none"> • Teacher satisfaction rate. 	<i>Examples:</i> <ul style="list-style-type: none"> • 90% of teachers report that the school program meets or exceeds their expectations 	<i>Examples:</i> <ul style="list-style-type: none"> • Post-activity teacher survey.
<ul style="list-style-type: none"> • Number of schools participating in the activity or program for the first time. 	<ul style="list-style-type: none"> • Increase the number of schools participating in the activity/program for the first time to 4 from the 2019/2020 year (2019/2020 = 2 new schools) 	<ul style="list-style-type: none"> • Analysis of school participation.

* A performance indicator is a factor or variable that provides a **reliable means to measure progress** towards your desired targets. Measurable and quantitative indicators are important to report on progress achieved through the project.

** A performance target is the **desired change or consequence attributable to the planned initiatives**. The target (preferably quantitative) is the means by which the organization will objectively assess the progress made. The performance target includes sufficient context to understand the expected result.

PART C: TOTAL BUDGET FOR THE PROJECT

Describe the nature and amount of estimated expenditures, from **July 1, 2024, to June 30, 2025**, for each of the categories below.

Expenditures	Expenditure Details <i>(Required)</i>	Amount Estimated	Amount Requested
Wages <i>(percentage of salaried position, amount of wages and benefits for each, etc.)</i>			
Fees <i>(professional services, fee for artistic performances, instructors for French courses, etc.)</i>			
Operating Costs <i>(rentals, insurance, utilities, telephone, stationery, etc.)</i>			
Resources, Project Materials, and Supplies			
Transportation			
Meals and Accommodations			
Advertising <i>(publication of brochures, posters, media advertising, etc.)</i>			
Other Expenditures			
TOTAL EXPENDITURES**	(A)		

Revenue Sources	Revenue Details <i>(Required)</i>	Total
Direct Revenue <i>(tuition fees, sales, dues, funds collected, subscriptions, etc.)</i>		
Contribution from Organization		
Other Sources <i>(all other possible sources of funding from other levels of government, other provincial departments, foundations, etc.)</i>		
Program for the Enrichment of French in Education*		
TOTAL REVENUE**		(B)

* Funding will not exceed 50% of the actual cost of the project.

** The TOTAL REVENUE (B) must equal the TOTAL EXPENDITURES (A).

PART D: CALENDAR

The timelines and instalment schedule are as follows:

- Application deadline: January 30, 2024
- Project evaluation: February to March 2024
- Response to applicants: June 2024
- First instalment (80%): Fall 2024
- Interim Report deadline: January 15, 2025
- Final Report deadline: September 15, 2025
- Final instalment (20%): October 2025

PART E: TERMS AND CONDITIONS

The terms and conditions are indicated in the funding agreement. An example of the agreement is available on the PEFE website at www.edu.gov.mb.ca/efe/index.html.

PART F : CERTIFICATION

I CERTIFY THAT:

- The information contained in this application is accurate and complete.
- This application is made on behalf of and with the approval of the organization identified on page 1.

Name of person authorized to sign:

Title:

Signature:

Date:

PART G : SUBMIT APPLICATION

Please submit a signed copy of the application by email, mail, or fax.

In addition, please email the **PDF** file of the completed application.

Program for the Enrichment of French in Education

Bureau de l'éducation française

Manitoba Education and Early Childhood Learning

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OR by email: palo-olsp@gov.mb.ca

OR by fax: 204-948-3232