Ministry of Francophone Affairs

FRANCOPHONE COMMUNITY GRANTS PROGRAM (FCGP)

Community and Culture Stream

2024-25 Guidelines

APPLICATION DEADLINE: <u>Monday, March 11, 2024</u>

Ontario 🔆

Note About Accessibility

This document contains several hyperlinks, some of which are internal, i.e. they point to other sections in the document. After clicking on an internal hyperlink, use the Alt + Back Arrow (←) keys to navigate back to the previous text.

If you require an alternate format or other accommodation to access this document, please contact the Ministry of Francophone Affairs at:

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Table of Contents

What You Need to Know Before You Apply

Before Filling Out the Application

1. Review the Francophone Community Grants Program 2024-25 Guidelines in full.

2. Consult your Regional Development Advisor (Advisor).

   - The Advisor can help determine if your organization, project and expenses are eligible.

   - The Advisor must be consulted at least two (2) weeks before the submission deadline.

   - You will be asked in your application form to indicate whether you consulted your Advisor about your proposed project.

3. Attend one of our two online information sessions (end of January 2024) to learn about the grant program and the application process, and to ask questions you may have after reading the guidelines.

Program Overview

Purpose and Objectives

The Francophone Community Grants Program (FCGP) supports the cultural and socio-economic vitality of Franco-Ontarians. The program funds projects that meet at least one of the following objectives:

1. Strengthen the capacity of organizations and/or businesses* to provide products and services to Francophones in the province

2. Promote the recruitment and/or training of francophone/bilingual staff

3. Provide opportunities to celebrate and foster understanding of Ontario's Francophonie

***Businesses may only apply under the Economic Development Stream of the Program.

IMPORTANT: The FCGP is a discretionary, non-entitlement grant program. Applications are assessed through a competitive process based on their fit with the Program's objectives, eligibility criteria, as well as the overall demand for Program funds in a given year. Therefore, **the Ministry of Francophone Affairs (the ministry) cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted.**

Note: The FCGP is intended to support projects that do not already fall within the scope of core funding that an applicant organization might be receiving from another Ontario government ministry or agency.

Projects that were funded under a previous edition of the FCGP, but that continue to be developed to serve new participants or new regions, may be considered for new funding, provided that the organization can demonstrate that it successfully completed the previous edition(s) of the project, with a significant and quantifiable positive impact for Franco-Ontarians.

Deadline for Submissions

All FCGP applications must be completed, validated and submitted through the Transfer Payment Ontario System (TPON) by no later than 5:00 p.m. (Eastern Standard Time) on **Monday, March 11, 2024**.

We strongly recommend you submit your application <u>at least five (5) business days prior to the deadline</u> to avoid any technical issues, since application forms and supporting documents submitted after this date will not be considered.

Important Information Regarding Application Submission

Type your responses directly into your application form. Do NOT cut and paste text, i.e. do NOT take text from another document and copy it into the official application form, as this may cause technical problems that will prevent your application from being properly submitted to the TPON system. **It is your responsibility to ensure that your funding application has been successfully completed and uploaded correctly to the TPON system.**

Before uploading your application form, click on the "Validate" button. A pop-up dialogue box will appear confirming if the form has been filled out correctly ("Form validated successfully") or if changes have to be made. If required, make the necessary changes and validate the form again. Once validation is successful, save the form on your computer and upload it to the TPON system.

NOTE: You should receive a confirmation notice by email from TPON **within 24 hours** of submitting your application. If you do not receive such a confirmation notice within the 24-hour period, your application may not have been properly submitted. Please contact [Transfer Payment Ontario Customer Care](#) who will assist you with any technical difficulties to ensure that the ministry receives your application in due form by the deadline. If you do not do so, your application may not be received by the ministry, and thus may not be considered for funding.

Funding Status Notification

Every effort will be made to notify applicants in July 2024.

How to Apply

The Transfer Payment Ontario (TPON) system is your one-window access to apply for funding, to check the status of your application and to submit reports.

The first step is to [create a My Ontario account](#) if you do not already have one.

Please refer to the page [Ontario.ca/getfunding](#) and follow the steps in order to access the Transfer Payment Ontario system.

NOTE: TPON requires Adobe Acrobat Reader to fill out the PDF application form. Adobe Acrobat Pro is not compatible with TPON.

Transfer Payment Ontario Client Care

Technical questions related to TPON must be directed to Transfer Payment Ontario Client Care, Monday - Friday 8:30 a.m. to 5:00 p.m. (EST, excluding statutory and government holidays)

- o Telephone: 416-325-6691 or 1-855-216-3090
- o TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- o Email: TPONCC@ontario.ca

Application Limit

Only one application per organization may be submitted to the 2024-25 Francophone Community Grants Program, regardless of the Stream. (Do not create an application under both the Community and Culture and the Economic Development streams.)

There can be **only one applicant** organization per project, i.e. partnering organizations may not each submit an application to the 2024-25 Francophone Community Grants Program for the same project.

Also note that the ministry of Francophone Affairs **cannot** fund the same project in any given fiscal year under both the Francophone Community Grants Program AND the Cooperation and Exchange Agreement with Respect to the Francophonie between Ontario and Quebec, whether the application to each program is presented by the same organization or by two different organizations.

Project Implementation Timeline

Projects must take place between the date of the Minister's letter approving the funds for the project **(July 2024)** and the end of government fiscal year **(March 31, 2025)**.

Ensure in your application form that your work plan only includes project activities that are eligible to be funded, keeping in mind the above dates.

Use of Funds

If your application is successful, the period for eligible expenses **will begin on the date of the Minister's letter approving funding for the project** and **will end on March 31, 2025**.

All eligible project expenses must be incurred (i.e. charged to your organization and supported by an invoice) during this period for activities taking place within this same eligible project period. Any expenses incurred outside this period are not eligible and will not be funded. No exceptions. No extensions to spend funds beyond March 31, 2025 will be granted.

Applicant Eligibility Requirements

Applications that fail to meet any of the eligibility requirements listed below will be deemed ineligible and will not be considered. Consult with your Regional Development Advisor to confirm that your organization, project and expenses are eligible.

Eligible Applicant Organizations

To apply to the Program under the Community and Culture Stream, you must:

o Have **legal status** as a not-for-profit organization (*) and, as of January 1, 2024, have been in continuous operation in Ontario for at least two (2) years

   ▪ *Not-for profit**: This means your organization is established by or under legislation (such as a municipality, a First Nations band council, or an incorporated organization under the Ontario Not-for-Profit Corporations Act, 2010 or the Canada Not-for-profit Corporations Act – see [Guide to the Not-for-Profit Corporations Act, 2010](#) (Ontario) or [Creating a not-for-profit corporation](#) (Canada)

o **Not be 100% funded by the provincial government** (applicants funded by more than one level of government would be eligible)

o Have an annual operating budget of **at least $10,000**

o **Have a clear mandate** to develop programs and initiatives benefiting Francophones at the local, regional or provincial level *

   * This would include an organization serving a broader public that wishes to submit a project specifically targeting the French-speaking community

NOTE: One organization may apply on behalf of a group of organizations. This organization will be the "lead" applicant and be legally responsible for the project under the Program.

Ineligible Applicant Organizations

These organizations are **ineligible** to apply, but may be partners on a project:

o For-profit organizations

o Agencies, boards, or commissions of the federal or provincial governments

o Registered charities (charitable organizations, public foundations, or private foundations) which are not federally or provincially incorporated

o Private schools, public schools, colleges, or universities*

o *except for those institutions which are partners of Employment Ontario (EO) and are submitting a proposal directly related to the programs and services they provide through EO

The following organizations are not eligible to apply to the Program under any circumstances:

o Organizations that engage in partisan political activity or whose purpose is related to political activity as defined by the [Canada Revenue Agency](#)

o Organizations that have defaulted or are currently in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario

Project Eligibility Requirements

General Criteria

Projects must:

- o Take place in the Province of Ontario

- o Be open to the public

- o Not fall within the scope of core funding the organization receives from another ministry or agency (or the organization must demonstrate the need for additional funding)

- o Not include capital expenditures projects, such as the purchase of land, buildings, vehicles, furniture or other non-portable assets

- o Not be funded under the *Cooperation and Exchange Agreement with Respect to the Francophonie between Ontario and Quebec* in the same fiscal year as the Francophone Community Grant Program funding allocation

Note about COVID-19:

Due to ongoing uncertainties related to COVID-19, applicants are asked to include a solid risk management plan to switch, if needed, from in-person to virtual delivery of their project.

Sample Projects (by Program Objective)

1. **Strengthen the capacity of organizations and/or businesses to provide products and services to Francophones in the province**

   Example: Training program for professionals with aim to better serve the francophone community

   A mental health organization hires a trainer to deliver a youth resiliency training program to Francophone teachers, guidance counsellors and health care workers to help them better serve Francophone youth in the community.

   Other types of eligible projects would include:
   - o Volunteer management initiatives
   - o Community outreach workshops
   - o Pilot project to expand French-language services

2. **Promote the recruitment and/or training of bilingual francophone staff**

   Example: Development of a workshop for employers

   A key community centre in the region, in partnership with other organizations, is developing a bilingual workshop to strengthen the capacity of employers in the region to recruit bilingual workers and enable francophones, particularly newcomers, to integrate into the job market.

Other types of eligible projects would include:

o   Cooperative placement programs

o   Diversity/Mentorship programs

3. Provide opportunities to celebrate and foster understanding of Ontario's Francophonie

Example: Artistic and cultural workshops for low-income families

A local municipality's arts council is partnering with a non-profit arts organization to organize a series of artistic and cultural events for low-income families that will showcase upcoming Francophone talent in music and the arts. The project will also include workshops for young people interested in honing their skills in various disciplines and musical, arts and craft techniques.

Other types of eligible projects would include:

o   New productions (event, film, video, exhibition, etc.) to promote the work of Franco-Ontarian artists of any discipline and help them attract more attention and a greater following

o   Creation of tools in French to increase community engagement and generate an audience development plan

Mandatory Documents

For an application to be considered complete and eligible for assessment, **all** mandatory documents listed below must be attached/uploaded to your file in TPON. Applications are assessed based on the information provided.

1. Application Form

o   completed, electronically signed and dated, validated and successfully uploaded

2. Proof of Legal Status

o   Proof of Incorporation (Articles of incorporation, Letters Patent or Special Acts of incorporation)

3. Financial statements

o   Showing year-over-year comparative information for the last two fiscal years, in the form and manner described below:

   ▪   **For applicants with annual revenues of less than $100,000**: Internally prepared financial statements, duly signed and dated by a person with the authority to bind the recipient (in the case of a corporation, certification by the Board of Directors or Treasurer). *

   As a model, you may use the [Example of Internally-Prepared Financial Statements](#) created by the Ontario Trillium Foundation.

- **For applicants with annual revenues of $100,000 or more**: Financial statements prepared by a licensed public accountant external to your organization, including a Review Engagement Report or a Notice to Reader.

4. **Sources of Contributions**

- A letter of support must be provided by each organization that is part of the project to indicate the amount of their cash and/or in-kind contribution, their role in the planning and implementation of the project, and how they will benefit from the project.

Note: If you have already uploaded your proof of incorporation and most recent financial statements to TPON (on TPON Home page, View/Update Registration, under the section "Documents"), then you do not need to attach them again with your application, but they must be available to the ministry on TPON either with your application or under your Organizational Documents.

General Funding Conditions

Funding Maximum and Applicant Contribution

The Province will cover up to **80 per cent** of eligible project costs up to a **maximum of $50,000**.

- Applicants must cover the remaining **20 per cent** or more of eligible project costs themselves or through funding partners. These contributions can be in cash and/or in-kind (i.e. contributions in goods and services).
- All cash and in-kind contributions from project partners must be confirmed in writing before the ministry can proceed with a funding agreement.

Project funding from several sources

Applicants can receive funds for the project from several government sources (municipal, provincial or federal). However, project funding from the Government of Ontario cannot exceed **90 per cent** of total eligible project expenses.

Payment Schedule

Recipients will receive **up to 80 per cent** of funding upon execution and the remainder **(up to 20 per cent)** upon approval of their final report.

Use of the Funds (Expenses Criteria)

The funds must be used for planning and implementation of the project, and not for operating costs of the applicant or project partners.

Eligible expenses must be incurred between the date of the Minister's letter approving funds for the project **(July 2024)** and **March 31, 2025**.

IMPORTANT:

- o Do not include applicable taxes (HST) in your cost estimates

- o It is not recommended that you purchase any goods and services related to your project until you have received the Minister's letter of approval for funding

Note: The following list of eligible and ineligible expense categories are non-exhaustive.

Eligible Expense Categories

- o Administrative or general operating expenses **up to a maximum of 10 per cent of the project's total eligible CASH expenses** (e.g., rent, accounting, management, printing, telephone charges, recruitment fees to support the project), excluding insurance which is addressed as a separate item below

- o Costs incurred to evaluate the success of your project against the outcomes and key performance indicators you identified for your project (e.g. market research or public opinion polling services)

- o Development of educational and training materials

- o Event planning and organization (including group training, workshops and seminars)

- o Fees for facilitators, presenters or trainers

- o Fees for audio visual support and technical and stage crews

- o Honoraria paid to artists, musicians, performers, special guests and speakers

- o Insurance fees required to meet the terms and conditions of funding (for example, additional riders to host an event) under the Program, **up to a maximum of $2,000 or 10 per cent of the project's total eligible CASH expenses, whichever is less**

- o Lease, rental or purchase of portable assets (equipment, materials and supplies, including computers or other electronic devices, software, sports equipment, art supplies and gardening equipment)

- o Marketing and promotional costs for the project

- o One-time staff and other labour costs, subject to the following conditions:

  - ▪ must be direct salaries, wages and benefits, paid by the Recipient to its employees working on the project and in proportion to the amount of time spent working directly on the project

  - ▪ labour costs must be directly attributable to the development and implementation of the Project -- not to regular business operations -- and must also be reflected in the project budget and key deliverables sections of the application form

- o Site services such as security, sanitation, and shuttle buses

- o Space and venue rental

- o Travel, meal and hospitality expenses, subject to the provincial government's [Travel, Meal and Hospitality Expenses Directive](#)
- o Website development or upgrades
- o Other costs deemed reasonable (at the discretion of the Ontario government)

Ineligible Expense Categories

- o Alcohol, cannabis and cannabis products
- o Budget deficits
- o Capital costs related to permanent structures (e.g., materials, vehicles, land acquisition, etc.)
- o Consulting or advisory services (e.g. to support the development of a strategic/operational plan)
- o Events or projects to promote religious beliefs or practices or to support partisan political activity
- o Expenses incurred for services rendered or activities taking place outside of Ontario
- o Feasibility and market studies, and/or general or non-specific research that does not directly support the project
- o Fundraising, lobbying or sponsorship campaigns, including the creation or growth of endowment funds
- o General operating expenditures including annual general meetings (AGMs) expenses, core administrative and overhead costs (such as rent, telephone and communication lines/services, computers, utilities, maintenance costs) beyond the 10 % allowed under eligible expenses, and other operational expenses related to an organization's ongoing activities
- o Harmonized Sales Tax (including any non-refundable portion)
- o Legal, audit or interest fees
- o Insurance fees for the applicant's regular operations
- o Permanent staff salaries and benefits not directly related to the project
- o Project components already completed or funded by another organization or grant ("double dipping")
- o Gifts, gift cards, pre-paid cards (gas cards, credit cards, etc.) and promotional items, like shirts, mugs, etc.
- o Refundable expenses such as security deposits
- o Any other expenses that are not specifically related to the project

Completing the Application Form

The Application Form is available directly through the [Transfer Payment Ontario system (TPON)](#).

Applicant organizations must demonstrate how their project aligns with one of the Program's objectives by providing adequate supporting rationale and evidence.

All information provided must be relevant to the proposed project, be accurate and up-to-date, realistic and achievable within the time and budgetary project parameters.

Section H (Project Budget)

o   Applicants are required to provide a detailed budget for their proposed initiative.

o   All expenses must be reasonable, well supported and justified and must directly relate to the Project -- include only eligible expenses in the project budget.

o   All contributions must be confirmed by way of a commitment letter from each partner organization and/or funder at the time of submission of the application.

IMPORTANT:

o   Review the Expenses Criteria carefully before completing this section. It is also recommended that you contact your Regional Development Advisor if you have questions.

Step-by-Step

Step 1:   Go to **TABLE A. ELIGIBLE EXPENSES**.

Step 2:   Determine which **Expense Categories** in Column 1 correspond to the expenses you intend to incur to ensure the success of your project. For reference, see the Eligible Expense Categories section in this guide.

Indicate cash expenses in the **Cash Expenses section of Table A** and in-kind expenses in the **In-Kind Expenses section of Table A**.

IMPORTANT: At least 80% of expenses must be in cash. The remainder (up to 20%) may be in cash and/or in kind. However, all expenses covered by the FCGP must be in cash.

Step 3:   For each expense category identified in **Step 2**, provide a breakdown of the individual expenses in Column 2 (**Description**). Be sure to include:

-   the good(s) or service(s) to be purchased

-   the dollar ($) value or rate of each item or service and

-   the quantity (number of items, hours, etc.)

For example, for hourly wages or fees for service, the hourly rate (wage, rental, etc.) and the number of hours required:

• Renée Smith (facilitator of workshop 1): $75.00 / hour * 3 hours = $225
• Loan of audio-visual equipment: $25/hour * 3 hours = $75
TOTAL: $300

Step 4:   Enter the total amount of the expense in Column 3 **(Amount)**.

Step 5: In Column 3 (**Amount**), enter the total amount of cash expenditures in the Total Cash Expenses line, and

Enter the total amount of in-kind expenditures in Column 3 (**Amount**) under Total In-Kind Expenses.

Total Cash Expenses in Table A must equal Total Cash Contributions in Table B.

Total In-Kind Expenses in Table A must equal Total In-Kind Contributions in Table B.

Step 6: Enter the total amount of all eligible expenses in Column 3 (**Amount**) on the last line of Table A.

Total Eligible Expenses in Table A must equal Total Contributions in Table B.

Step 7: Go to **TABLE B. CONTRIBUTIONS**

Step 8: **Francophone Community Grants Program**

In the first row, last column, enter the amount of funding you wish to request from the Province. This amount must be less than or equal to the maximum eligible grant amount indicated in the General Funding Conditions section.

Step 9: **Additional Cash and/or In-Kind Contributions**

In Column 1, enter the **Source** of each confirmed **cash and in-kind** contributions to your project, including other grants and contributions from partner organizations.

Please indicate:

- the name of the funder and/or partner
- the name of the funding program (in the case of funders)

Please indicate cash contributions in the **Cash Contributions section of Table B** and in-kind contributions in the **In-Kind Contributions section of Table B**.

Step 10: In Column 2 (**Description**), provide a breakdown for each additional contribution, if applicable.

Step 11: In Column 3, enter the dollar (**Amount**) of each additional contribution.

Step 12: Enter the total amount of cash contributions in Column 3 (**Amount**) in the row **Total Cash Contributions**, and

Enter the total amount of in-kind contributions in Column 3 (**Amount**) on the **Total In-Kind Contributions line.**

Total Cash Contributions in Table B must equal Total Cash Expenses in Table A.

Total In-Kind Contributions in Table B must equal Total In-Kind Expenses in Table A.

Step 13: Enter the total amount of all contributions in Column 3 (**Amount**) on the last line of Table B.

Total Contributions in Table B must equal Total Eligible Cash Expenses in Table A.

Sample Budget

The following budget is for a project that aims, via a series of online workshops, to help francophone newcomers in rural areas of eastern Ontario to integrate successfully into local job markets. Note that only expense categories relevant to the project are shown in the sample.

TABLE A. ELIGIBLE EXPENSES

Expense Category	Description	Amount	Explanatory Notes
Cash Expenses			
Development of educational and training materials	Development of French-language participant guide (resource booklet), to be made available electronically to all registered participants for session series Fees for developer of content: $800 Graphic designer: $400	$1,200	
Fees for facilitators, presenters or trainers	Session facilitator to train 40 participants via 2-hour sessions X 10 webinar sessions 20 hours X $50/hour = $1,000	$1,000	
Fees for audio visual support and technical and stage crews	- Rental of video camera (to record special material for sessions) and related equipment (lighting, cables, etc.) = $2,000 - Videographer fees: $45/hour X 30 hours = $1,350	$3,350	
Lease, rental or purchase of portable assets	Purchase of a laptop specifically for project: $1,500	$1,500	
Marketing and promotional costs	Ads (including video clip) to promote sessions on social media = $850	$850	
Space and venue rental	Rental of conference room for training sessions (name of venue): $100/hr x 3 hrs/session x 4 sessions = $1,200	$1,200	
Staff and other labour costs	- Project Lead/Coordinator: $2,500/month X 5 months = $12,500 - Session Content Advisor: $1,600/month X 3 months = $4,800	$17,300	

Expense Category	Description	Amount	Explanatory Notes
Cash Expenses			
Project Evaluation	Honorarium for evaluator to review feedback and prepare assessment report and recommendations for future adaptation of each of the 10 session modules: $80 per webinar X 10 webinars = $800	$800	
Insurance fees		$1,500	Value cannot be more than $2,000 or 10 per cent of project's total eligible CASH expenses
Administrative expenses	Proportion of general overhead costs allocated to project: - Rent: $2,800/month - Telephone: $100/month - Accounting fees: $100/month = $3,000/month x 5 months x 10% = $1,500	$1,500	Value cannot be more than 10 per cent of project's total eligible CASH expenses (i.e. cannot exceed in this case $3,020) Claimed expense is $1,500, less than $3,020, i.e. within the allowable limit.
Total Cash Expenses		**$30,200**	
In-Kind Expenses			
Honoraria paid to artists, musicians, performers, special guests, speakers	Presenters from various partner organizations during sessions (provided in-kind) 6 presenters X $800 per presenter = $4,800	$4,800	
Total In-Kind Expenses		**$4,800**	
TOTAL ELIGIBLE EXPENSES		**$35,000**	**CASH + IN-KIND**

TABLE B. CONTRIBUTIONS

Source of the Contribution	Description	Amount	Explanatory Notes
Cash Contributions			
Francophone Community Grants Program		$28,000	Cannot exceed Maximum Eligible Grant Amount (80% of total eligible project expenses, i.e. $35,000 X 80 % = $28,000)
Applicant Organization	Own cash contribution to cover the cost of the participant guide ($1,200) and the session facilitator ($1,000) = $2,200	$2,200	
Total Cash Contributions		**$30,200**	Must match Total Cash Expenses
In-Kind Contributions			
Partner Organization 1 (name)	Time provided by 2 presenters from organization = 2 X $800/presenter	$1,600	
Partner Organization 2 (name)	Time provided by 2 presenters from organization = 2 X $800/presenter	$1,600	
Partner Organization 3 (name)	Time provided by 2 presenters from organization = 2 X $800/presenter	$1,600	
Total In-Kind Contributions		**$4,800**	Must match Total In-Kind Expenses
TOTAL CONTRIBUTIONS		**$35,000**	**Must match total eligible expenses**

Evaluation Process and Assessment Criteria

Each application deemed complete and eligible will be scored based on a set of technical evaluation criteria (see below). The score is a measure of how well, among other things, the project:

- o aligns with the Objectives of the Francophone Community Grants Program

- o creates added value for the francophone community, their organization and the Province

- o has clearly defined outcomes with measurable and relevant performance metrics; and

- o is carefully thought out and supported by the necessary financial and material resources

Technical Evaluation Criteria	Scoring Weight
Organizational Capacity, Resources and Planning (Sections A, D, F, H and I + Financial Statements)	35%
Project Scope, Relevance and Impact (Sections A, D, E, F, and G)	45%
Budget and Financial Feasibility of the Project (Sections H and I)	20%
TOTAL	100%

The final selection of projects will depend on the volume of funding requests and the quality of the submissions as well as the fit of individual projects with the Francophone Community Grants Program purpose and objectives. The ministry may also consider other factors, such as regional distribution or the representation of priority groups (for example, smaller- versus larger-capacity organizations and businesses, rural vs. urban, etc.) and alignment with the Ontario government's overarching priorities and objectives.

Recipient Obligations

Acknowledgement

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws. Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the ministry.

Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended from time to time, and that any information provided to them in connection with their 2024-25 Francophone Community Grants Program application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards and the purpose for which grants are awarded is information made available to the public.

Successful Applications

If an application is successful, the recipient organization will be required to:

- Sign a Transfer Payment Agreement with the ministry, outlining the terms and conditions for receiving funding

- Carry at least $2 million commercial general liability insurance coverage for the recipient organization for the duration of the TPA and add "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees" as the additional insured on this coverage before the TPA can be executed (refer to the **Sample Certificate of Insurance** available on the Government of Ontario's [Central Forms Repository](#))

- Report back to the ministry within 90 days following completion of the project regarding the use of funds, the goods, services or activities delivered, and outcomes achieved using the final report form

- Permit the Province to verify/audit information submitted (at the discretion of the province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended

- Agree that if the funds were not used or will not be used for the intended purpose(s), or if specified services were not delivered, or if the intended outcomes were not achieved, the province has the right at a future date to recover parts or all of the funds transferred

- Obtain prior written consent from the ministry for any change to the event once funding is approved

- Acknowledge Ontario's support in electronic and print media as part of a visibility campaign, and in a form and manner directed by the Province

The ministry expects all grant recipients to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, environmental approvals, zoning by-laws, human rights, animal welfare, accessibility).

Final Reporting Requirements (Recipients)

All recipients will be expected to upload the following documents in the **Submit Report to Ministry** section of Transfer Payment Ontario (TPON) as a part of the mandatory submission of a final report following project completion:

1. A complete, electronically signed 2024-25 Francophone Community Grants Program – Final Report form

2. A confirmed actual project budget, as well as a summary of invoices for all cash expenses incurred for the project. The summary should include the invoice date and expense amount (not including tax), the payee and a specific description of each expense.

3. Copies of all digital and print materials produced during project implementation, including those showing ministry recognition, as well as any survey instruments used. Please also provide links to any photos or videos taken of project activities, if available.

4. Results of any surveys, website and/or social media data analyses conducted before during and after the funding period in connection with the project.

5. Any other details requested by the Province.

Failure to provide a complete final report, with all required documents, may result in the retention of the final grant payment, and recovery of all or a portion of funding may be requested.

Failure to meet any reporting requirements may impact an organization's ability to receive future funding.

FCGP 2024-25 Application Submission Checklist

Make sure your application is complete! For guidance, use this checklist to ensure you have satisfied all the Program requirements:

Before submitting my application, I have…

✓ reviewed the Francophone Community Grants Program Guidelines

✓ consulted my Regional Development Advisor

✓ completed the entire Application Form

Included all required attachments:

✓ Proof of legal status

✓ Most recent financial statements (see pages 9-10 of this Guide for details)

✓ Documents supporting cash and in-kind contributions from other organizations

After submitting my application, I have…

✓ received email confirmation from Transfer Payment Ontario (TPON) within 24 hours or contacted TPON Client Care and my Regional Development Advisor.