

Ministry of Francophone Affairs

FRANCOPHONE COMMUNITY GRANTS PROGRAM (FCGP)

2026-27 Guidelines

APPLICATION DEADLINE: Thursday, April 23, 2026 (5:00 P.M. Eastern Standard Time)

Note About Accessibility

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Program Overview

The 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**
 - Examples of projects that meet this objective:
 - Staff training and promotion of services in French
 - Interactive learning for French-speaking and bilingual entrepreneurs
 - Pilot project for the expansion of services in French

2. **Promote the recruitment and/or training of francophone/bilingual staff**
 - Examples of projects that meet this objective:
 - Creation of a platform for recruiting bilingual staff
 - Cooperative internship programs
 - Mentoring/diversity promotion programs

3. **Provide opportunities to celebrate and foster understanding of Ontario's Francophonie**
 - Examples of projects that meet this objective:
 - Artistic and cultural events for low-income families.
 - Creation of tools (digital marketing, interactive experiences, partnership protocols) to broaden the reach of artistic and cultural activities in French.
 - A promotional campaign to raise awareness of the products and services offered by Francophone businesses.

Before Applying

Review this guide in full and confirm which stream you are applying for (Community and Culture or Economic Development).

Consult with you [Regional Development Advisor](#) at least two (2) weeks before the deadline of April 23, 2026.

Attend [one of two online information sessions](#) from 10am-11am on March 25, 2026 (in French) or March 26, 2026 (in English).

Application eligibility

- **Only one application** per organization can be submitted to the 2026-27 FCGP, regardless of the stream, Community and Culture **OR** Economic Development.
- There can only be **one Applicant Organization** per Project, i.e. partnering organizations or a group of organizations that are represented by one “lead” Applicant Organization may not each submit a separate, individual application to the 2025-26 FCGP for the same Project.
- Projects must be built for an implementation timeline that corresponds to the period between the approval of funds for the Project, as per the date of the Approval Letter, through to the end of the government’s fiscal year (**March 31, 2027**).
- **Only activities within the specified timelines are eligible for funding. The submitted Project work plan must reflect this requirement.**
- The Ministry of Francophone Affairs **cannot** fund the same Project in any given fiscal year under the FCGP AND the Cooperation and Exchange Agreement with Respect to the Francophonie between Ontario and Quebec, regardless of whether the application to each Project is presented by the same organization or by two different organizations working on the same Project.

Program parameters and funding criteria

- The FCGP is a discretionary, non-entitlement grant program. Applications are assessed through a competitive process based on the proposed Project’s alignment with the FCGP’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 Applicant Organizations, nor can it ensure that the total amount requested by successful Applicant Organizations will be granted.
- The FCGP is intended to support Projects that do not already fall within the scope of core funding that the Applicant Organization might be receiving from another Ontario government ministry or agency.
- Projects that were funded under a previous year of the FCGP, and continue to be developed to serve Ontarians or new regions, may be considered for 2026-27 funding, provided that the Applicant Organization can demonstrate that it successfully completed the previous edition(s) of the Project, with a significant and quantifiable positive impact for Franco-Ontarians.

Use of funds

- If the Application is successful, the period for eligible expenses will begin on the date of the Approval Letter and will end on March 31, 2027.
- All eligible Project expenses must be incurred (i.e. charged to the Applicant Organization and supported by an invoice) during this period for activities taking place within this 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, 2027 will be granted.

How to submit an application

Key dates and submission via Transfer Payments Ontario (TPON)

- All FCGP applications must be completed, validated and submitted through TPON no later than 5:00 p.m. (Eastern Standard Time) on Thursday, April 23, 2026.
- It is strongly recommended that the application be submitted at least five (5) business days prior to the deadline to avoid any technical issues; applications and supporting documents submitted after the submission deadline will not be considered.
- Applicant Organizations will be notified of the status of their funding applications by summer 2026.

Completing an application form

- The TPON system is the one-window access to apply for funding, to check the status of the application and to submit reports.
- The first step is to [create a My Ontario account](#) if you have not already done so.
- Please refer to [Ontario.ca/getfunding](#) and follow the steps to access TPON.
- The application form is available directly through TPON.
- TPON requires Adobe Acrobat Reader to fill out the PDF application form. Adobe Acrobat Pro is not compatible with TPON.

Transfer Payment Ontario (TPON) Client Care

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

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

Mandatory Documents

For an application to be considered complete and eligible for assessment, all mandatory documents listed below must be attached/uploaded to the Applicant Organization's file in TPON.

1. **Application Form:** Completed, electronically signed and dated by a person with the authority to bind the Applicant Organization, validated and successfully uploaded to TPON. By signing the application, the Applicant Organization's authorized signing officer confirms they have read and agree to abide by all the clauses in the Terms and Conditions found within the Application form.

2. Proof of Legal Status

- **Not-For-Profit Applicants:** Proof of Incorporation (Articles of incorporation, Letters Patent or Special Acts of incorporation).
- **For-Profit Applicants:**
 - Proof of incorporation under the Ontario *Business Corporations Act* or the *Canada Business Corporations Act*
 - Proof of registration under the Ontario *Business Names Act* (Business Licence or Master Business Licence)

3. Financial statements

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

- **For Applicant Organizations with gross 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 Organization (in the case of a corporation, certification by the Board of Directors or Treasurer).
* Useful sample: the [Example of Internally Prepared Financial Statements](#) created by the Ontario Trillium Foundation.
- **For Applicant Organizations with gross annual revenues of \$100,000 or more:** Financial statements prepared by a licensed public accountant external to the Applicant Organization, including a Review Engagement Report or a Notice to Reader must be provided.

4. Sources of Contributions:

A letter of support must be provided by each Applicant Organization collaborating in the Project, to indicate:

- the amount of the Applicant Organization's cash and/or in-kind contribution to the Project
- the Applicant Organization's responsibilities in the planning and implementation of the Project
- the benefits to the Applicant Organization resulting from the Project.

Please note that if proof of incorporation and the most recent financial statements have already been uploaded to TPON (on the Applicant Organization's View/Update home page, under the “Documents” section), it is not necessary to upload them again with the application; however, the Province must have access to them in TPON, either as attachments to the application or in the “Documents” section.

Applicant Organization Eligibility Requirements

Applications that fail to meet any of the eligibility requirements listed below will be deemed ineligible and will not be considered. Applicant Organizations are encouraged to contact their local [Regional Development Advisor](#) to confirm that the Applicant, the Project and all proposed expenses are eligible.

NOTE: An organization may apply on behalf of a group of organizations. This organization will be the “lead” Applicant Organization and be legally responsible to the Province for the Project under the FCGP.

Eligible Applicant Organizations under the Community and Culture Stream

To apply to the FCGP under the Community and Culture Stream, the Applicant must:

- **Not be 100% funded by the provincial government** (Applicant Organizations funded by more than one level of government would be eligible)
- Have **legal status** as a not-for-profit organization (*) and, as of January 1, 2026, have been in continuous operation in Ontario for at least two (2) years
 - ***Not-for profit:** This means the 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)
- Have an annual operating budget of **at least \$10,000**
- **Have a mandate** to develop programs and initiatives benefiting Francophones at the local, regional or provincial level *
 - * This can include an organization serving a broader public that wishes to submit a Project specifically targeting the French-speaking community

Eligible Applicant Organizations under the Economic Development Stream

Important: For-profit organizations are only eligible for the Economic Development stream of the FCGP.

To apply to the FCGP under the Economic Development Stream, the Applicant Organization must:

- Have **legal status** as a not-for-profit organization (*) or a for-profit organization (**) and, in either case, as of January 1, 2026, have been in continuous operation in Ontario for at least two (2) years.
 - ***Not-for profit:** This means the 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));
 - ****For-profit:** This means the organization is registered under the Ontario *Business Names Act* and/or incorporated under the Ontario *Business Corporations Act* or the *Canada Business Corporations Act* (see [Registering your business with the government](#) (Canada) or [Incorporating a business corporation](#) (Ontario) for more details)

NOTE: Sole proprietorships and business partnerships are also eligible provided that they meet the other eligibility criteria.
- **Not be 100% funded by the provincial government** (Applicant Organizations funded by more than one level of government, such as Small Business Enterprise Centres, would be eligible).
- Have the following minimum gross annual revenues:
 - In the case of **not-for profit** organizations, gross annual revenues of at least \$50,000.
 - In the case of **for-profit** organizations, gross annual revenues of at least \$50,000 but no more than \$1,000,000.
- Have a **minimum of one (1) full-time employee ***, defined as working 35 hours or more per week averaged over 12 months, or 1,820 hours per year
 - * This may include the owner, provided the owner works the equivalent number of hours.
- **Meet at least one (1) of the following criteria:**
 - Operate in a francophone community defined as a Census Subdivision in which at least 15% of the population is Francophone according to the Ministry of Francophone Affairs' Inclusive Definition of Francophone. Refer to the [Francophone Population of Ontario by Census Subdivision](#) table on the Ontario government's Central Forms Repository.
 - Offer products/services to francophones in Ontario;
 - Present a realistic business expansion plan supported by market data to start operating in or providing products/services to a francophone market in Ontario; or
 - Partner with a regional, national or international organization to expand the range of products and services available to francophone markets in Ontario.

Ineligible Applicant Organizations

The following organizations are **ineligible** to apply, but may work collaboratively with a successful Applicant Organization on a Project:

- Agencies, boards, or commissions of the federal or provincial governments
- Registered charities (charitable organizations, public foundations, or private foundations) which are not federally or provincially incorporated
- Private schools, public schools, colleges, or universities*

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

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

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

Projects must:

- Take place in the province of Ontario
- Be open to the public
- Not fall within the scope of core funding the Applicant Organization receives from another ministry or agency (or the organization must demonstrate the need for additional funding)
- Not include capital expenditures Projects, such as the purchase of land, buildings, vehicles, furniture, office equipment, building renovations, and other non-portable assets
- 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 FCGP funding allocation

Financial parameters and eligibility

Ceiling, Contributions, and General Funding Conditions

| Element | Community and Culture Stream | Economic Development Stream |
|--|---|---|
| Funding Ceiling | Up to 80% of eligible Project costs , to a maximum of \$50,000 . | Up to 50% of eligible Project costs , to a maximum of \$50,000 . |
| Minimum Contribution from the Applicant and Partners | At least 20% of eligible costs must be covered by the Applicant Organization and/or Project partners. | At least 50% of eligible cash costs must be covered by the Applicant Organization and/or Project partners. |
| Form of Contributions | Cash and/or in-kind contributions (goods and services). | Cash contributions only (no in-kind contributions). |
| Confirmation of Partner Contributions | All cash and in-kind contributions from partners must be confirmed in writing at the time of application submission. | All partner contributions must be confirmed in writing at the time of application submission. |
| Funding from Multiple Government Sources | Using multiple government funding sources (municipal, provincial, or federal) is permitted. However, Ontario government funding may not exceed 90% of total eligible expenses. | |
| Payment Schedule | Funds may be released in instalments , according to the terms specified in Subsequent Correspondence (for example, up to 80% following receipt of the Operational Letter from the Province and the remaining balance, up to 20% , after approval of the 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 Organization or Project collaborators. Eligible expenses must be incurred between the date of the Approval Letter from the Ministry approving funds for the Project and **March 31, 2027**.

IMPORTANT:

- Do not include applicable taxes (HST) in the cost estimate.
- Costs related to the purchase of goods or services for the Project before the date of the Approval Letter will not be considered eligible expenses.

Eligible Expense Categories

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

- Costs incurred to evaluate the success of the Project against outcomes and key performance indicators identified for the Project (e.g. market research or public opinion polling services)
- Development of educational and training materials
- Event planning and organization (including group training, workshops and seminars)
- Fees for facilitators, presenters or trainers
- Fees for audio visual or technical support and stage crews
- Fees paid to artists, musicians, performers, special guests and speakers
- 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)
- Marketing and promotional costs for the Project
- One-time staff and other labour costs, subject to the following conditions:
 - must be limited to the remuneration that the Recipient Organization will pay to employees with assignment specifically to 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 be reflected in the Project budget and key deliverables sections of the application form
- Ontario-based production costs, including audio and visual support (e.g., rental of sound and lighting equipment).
- Site services such as security, sanitation, and shuttle buses
- Space and venue rental
- Travel, meal and hospitality expenses, subject to the provincial government's [Travel, Meal and Hospitality Expenses Directive](#)
- Website development or upgrades
- Other costs deemed reasonable (at the sole discretion of the Ontario government)
- Insurance fees required to meet the terms and conditions of funding (for example, additional riders to host an event) under the FCGP, **up to a maximum of \$2,000 or 10 per cent of the Project's SUBTOTAL of eligible CASH expenses, whichever is less**
- Administrative expenses **up to a maximum of 10 per cent of the Project's SUBTOTAL of eligible CASH expenses, namely all expenses other than insurance fees**. Only administrative expenses incurred specifically for the Project are eligible.

Ineligible Expense Categories

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

Any other expenses that are not directly related to the Project, including — but not limited to — the expenses incurred outside of the eligibility period, which is between **date of the Approval Letter confirming funding for the Project** and the **end of the Government's fiscal year which is March 31, 2027.**

Evaluation Process and Assessment Criteria

Each application deemed complete and eligible will be scored based on Technical Evaluation Criteria (see below). The score is a measure of, among other things, how the Project:

- aligns with FCGP’s objective(s);
- provides added value for the Francophone community, the Applicant Organization and the Province;
- has clearly defined outcomes with measurable and relevant performance metrics; and
- is thoroughly developed 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) See Appendix A for the steps to follow to complete the budget section. | 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 relevance of the individual Project to the FCGP purpose and objectives. The Ministry may also consider other factors, such as regional distribution or 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.

Risk Management Plan

The FCGP uses four key risk assessment criteria when reviewing applications. Applicant Organizations are encouraged to consider the four criteria and accompanying examples below to help identify specific risks and develop mitigation plans.

1. Financial management

- **Issue:** Ensuring fiscal sustainability and responsible growth (planning, investments, contingency management).
- **Mitigation (examples):** Analyzing financial feasibility (available funding, demand forecasts), calibrating costs (e.g., bilingual recruitment), establishing scenarios and safety margins.

2. Implementation and operations

- **Issue:** Ensure effective and continuous delivery of services/programs.
- **Mitigation (examples):** Map bottlenecks (availability of qualified trainers, shift schedules), adapt modalities (flexible schedules, partnerships, capacity building), define contingency plans.

3. Stakeholders and public perception

- **Challenge:** Maintain the trust, acceptability, and engagement of communities and partners.
- **Mitigation (examples):** Conduct meaningful consultations, ensure representation of Francophone diversity, develop a communications and reputation management plan.

4. Governance and accountability

- **Issue:** Have transparent, compliant, and effective structures and processes for responsible decision-making.
- **Mitigation (examples):** Clarify roles and accountability, strengthen controls (use of public funds), review the governance model, and monitor compliance indicators.

To ensure the Project's success, the Applicant Organization and its partners need to:

- **Identify the main risks** that could jeopardize the Project, such as partners cancelling their participation in the Project or environmental factors that could significantly impact the Project's delivery.
- **Have strategies in place to mitigate** the identified risks including a contingency plan.
- **Specify** the strategies in the response to Question 11 (Risk Management Plan) in the Project Details section (Section D) of the Application.

Note: Grant Recipients must promptly inform their Regional Development Advisor of any event that risks jeopardizing the delivery of the Project or of significant budget changes.

Recipient Organization Obligations

Acknowledgement

Applicant Organizations 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 Organization 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.

Applicant Organizations 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 2026-27 FCGP application may be subject to disclosure in accordance with that Act. Applicant Organizations 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

Successful Applicant Organizations will receive an Approval Letter from the ministry confirming that the Applicant Organization will receive a grant for the proposed Project together with the grant amount. On receipt of the letter the Applicant Organization becomes bound by the Terms and Conditions that are included in the application form.

The Application Guidelines, Application Form including the Terms and Conditions hyperlinked therein, Approval Letter, and any Subsequent Correspondence, all as defined in the terms and conditions of the Application Form, form the entire Agreement between the Applicant Organization and His Majesty the King in right of Ontario as represented by the Minister of Francophone Affairs. Applicant Organizations must review all of the terms and conditions of the entire Agreement prior to applying to ensure they can comply with all of the requirements.

Once a Project has been approved for funding, ministry staff will complete a final review of the application to ensure all expenses and activities listed are eligible for funding. If adjustments are required, ministry staff will contact the Applicant Organization, in writing, shortly after notification that the Project has been approved in principle and outline the changes required. All changes which are confirmed in writing shall be deemed to be part of the original agreement.

If an application is successful, the Applicant Organization will be required to:

- Provide proof of insurance consistent with the Terms and Conditions, including having an inclusive limit of not less than two million dollars (\$2,000,000) commercial general liability insurance coverage for the Recipient Organization for the duration of the Project 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 agreement 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 60 days** following completion of the Project regarding use of funds, goods, services or activities delivered, and outcomes achieved using the Final Report form available on TPON.
- Allow 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 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 Project once funding is approved
- Acknowledge Ontario's support in electronic and print media as part of a visibility campaign, in a form and manner directed by the ministry
- The ministry expects all grant Recipients to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, zoning by-laws, human rights, animal welfare, accessibility, etc.).

Final Reporting Requirements

All Recipient Organizations will be expected to upload the following documents in the **Submit Report to Ministry** section of TPON as a part of the mandatory submission of a final report following Project completion:

- A complete, electronically signed 2026-27 FCGP Final Report form;
- This Final Report form requires that Applicant Organizations confirm the actual Project budget and provides 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;
- 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, but do not share any links to photos or videos that contain personal information as defined under the *Freedom of Information and Protection of Privacy Act*;
- Results of any surveys, website and/or social media data analyses conducted before, during, and after the funding period in connection with the Project; and
- Any other details requested by the Ministry.

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 Applicant Organization's ability to receive future funding.

FCGP 2026-27 Application Submission Checklist

Before submitting the Application, ensure that you have:

-  Reviewed the 2026-27 Francophone Community Grants Program Guidelines
-  Consulted with a Regional Development Advisor
-  Completed the Application Form

Confirm all required attachments have been uploaded:

-  Proof of legal status
 -  Most recent financial statements (see page 6 of these Guidelines for details)
 -  Documents supporting cash and in-kind contributions from other organizations
-

Following Application Submission:

-  Ensure that within 24 hours an email confirmation from Transfer Payment Ontario (TPON) has been received by the Applicant Organization and, if not that the Applicant Organization has contacted TPON Client Care and the Regional Development Advisor.

Appendix A: Step by step guide to complete Section H of the Application form (Project Budget)

Applicant Organizations are required to provide a detailed budget for the Project. All expenses must be reasonable, well supported, justified and must directly relate to the Project - include only eligible expenses in the Project budget. 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.

Note: These guidelines apply to both the **Community and Culture stream** and the **Economic Development stream**. Please note that any reference to “in-kind expenses” applies exclusively to the **Community and Culture stream**. Budget examples specific to each stream are provided following this guide.

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

Step 2: Determine which **Expense Categories** in Column 1 correspond to the expenses the Applicant Organization intends to incur to ensure the success of the 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: For the **Community and Culture stream**, 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 fees for service, the hourly rate and the number of hours required:

- Facilitator of workshop 1: \$75/hour * 3 hours = \$225
 - Rental 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 the Applicant wishes 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 the 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 for the Community and Culture Stream

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 | | | |
| Program and Production costs | 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: \$600 Graphic designer: \$400 | \$1,000 | |
| Personnel expenses and other labour costs | Session facilitator to train 40 participants via 3-hour sessions X 10 webinar sessions 32 hours X \$62.50/hour = \$2,000 | \$2,000 | |
| Program and Production costs | - Rental of video camera (to record special material for sessions) and related equipment (lighting, cables, etc.) = \$2,000 - Videographer/editor fees: \$45/hour X 30 hours (including editing time) = \$1,350 | \$3,350 | |
| Other costs deemed necessary and reasonable | Leasing of laptop specifically for Project: \$700 | \$700 | |
| Marketing and/or Promotion costs | Ads (including video clip) to promote sessions on social media = \$650 | \$650 | |
| Program and Production costs | Rental of conference room for training sessions (name of venue): \$100/hr x 3 hrs/session x 4 sessions = \$1,200 | \$1,200 | |
| Personnel expenses and other labour costs | - Project Lead/Coordinator: \$2,600 \$/month X 5 months = \$13,000 - Session Content Advisor: \$1,700 \$/month X 3 months = \$5,100 | \$18,100 | |

| Expense Category | Description | Amount | Explanatory Notes |
|---|---|-----------------|--|
| Subtotal of Cash Expenses | | \$27,000 | |
| Insurance fees* | | \$1,500 | <i>*Value cannot be more than \$2,000 or 10 per cent of Project's SUBTOTAL of eligible CASH expenses above.</i> |
| 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 | <i>**Value cannot be more than 10 per cent of Project's SUBTOTAL of eligible CASH expenses (i.e. cannot exceed in this case \$2,700). Claimed expense is \$1,500, less than \$2,700, i.e. within the allowable limit.</i> |
| Total Cash Expenses | | \$30,000 | |
| In-Kind Expenses | | | |
| Personnel expenses and other labour costs | Presenters from various partner organizations during sessions (provided in-kind) 5 presenters X \$1,000 per presenter = \$5,000 | \$5,000 | |
| Total In-Kind Expenses | | \$5,000 | |
| 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 | <i>Cannot exceed Maximum Eligible Grant Amount (80% of total eligible Project expenses, i.e. \$35,000 X 80 % = \$28,000)</i> |
| Applicant Organization | Own cash contribution to cover the cost of the session facilitator = \$2,000 | \$2,000 | |
| Total Cash Contributions | | \$30,000 | Must match Total Cash Expenses |
| In-Kind Contributions | | | |
| Partner Organization 1 (name) | Time provided by 2 presenters from organization 2 X \$1,000/presenter | \$2,000 | |
| Partner Organization 2 (name) | Time provided by 2 presenters from organization 2 X \$1,000/presenter | \$2,000 | |
| Partner Organization 3 (name) | Time provided by 1 presenter from organization = 1 X \$1,000/presenter | \$1,000 | |
| Total In-Kind Contributions | | \$5,000 | Must match Total In-Kind Expenses |
| TOTAL CONTRIBUTIONS | | \$35,000 | Must match Total Eligible Expenses |

Sample Budget for the Economic Development stream (cash only)

The following budget is for a hypothetical series of training workshops to boost the capacity of businesses to enhance tourism offerings in a region of Ontario. Only expense categories relevant to the Project are shown in the sample.

TABLE A. ELIGIBLE EXPENSES

| Expense Category | Description | Amount | Explanatory Notes |
|---|---|----------|-------------------|
| Cash Expenses | | | |
| Program and Production costs | - Training module (in French) for four training workshops: \$1 900/module X 4 = \$7,600 | \$7,600 | |
| Personnel expenses and other labour costs | - Trainer for business planning sessions - services: \$125/hour x 3 hours x 4 sessions = \$1,500 - Trainer for business planning sessions – products/merchandising: \$125/hour x 3 hours x 4 sessions = \$1,500 - Trainer for staff training sessions: \$125/hour x 3 hours x 4 sessions = \$1,500 - Trainer for multi-channel marketing sessions: \$125/hour x 3 hours x 4 sessions = \$1,500 | \$6,000 | |
| Marketing and/or Promotion costs | - Development of promotional tools: \$75/hour x 60 hours = \$4,500 - Photographer: \$100/hour x 5 hours = \$500 - Videographer: \$250/hour x 10 hours = \$2,500 - Advertising Purchases: Data Acquisition and Direct Mail/Digital Placement/Printed Inserts = \$6,000 | \$13,500 | |
| Program and Production costs | Rental of conference room for training sessions (name of venue): \$100/hr x 3 hrs/session x 4 sessions = \$1,200 | \$1,200 | |

| Expense Category | Description | Amount | Explanatory Notes |
|---|--|-----------------|---|
| Personnel expenses and other labour costs | Project Coordinator (name of external hire/employment agency): \$800/week x 24 weeks = \$19,200 | \$19,200 | |
| Other costs deemed necessary and reasonable | Development of a new section to website for training workshops: \$100/hour x 25 hours = \$2,500 | \$2,500 | |
| Subtotal of Cash Expenses | | \$50,000 | |
| Insurance fees* | | \$2,000 | <i>*Value cannot be more than \$2,000 or 10 per cent of Project's SUBTOTAL of eligible CASH expenses, whichever is less</i> |
| Administrative expenses** | Proportion of general overhead costs allocated to Project: - Rent: \$2,000 | \$2,000 | <i>**Value cannot be more than 10 per cent of Project's SUBTOTAL of eligible CASH expenses</i> |
| Total Cash Expenses | | \$54,000 | |

TABLE B. CONTRIBUTIONS

| Source of the Contribution | Description | Amount | Explanatory Notes |
|--|--|-----------------|---|
| Cash Contributions | | | |
| Francophone Community Grants Program | | \$27,000 | <i>Cannot exceed Maximum Eligible Grant Amount (50 per cent of total eligible Project expenses: in this case, \$27,000)</i> |
| Applicant Organization | Own cash contribution to cover the \$19,200 cost for the Project Coordinator | \$19,200 | |
| Partner Organization 1 (name of organization) | Cash contribution to cover \$6,600 of Marketing and Promotional Costs | \$6,600 | |
| Partner Organization 2 (name of organization) | Cash contribution to cover the \$1,200 cost of Space Rental | \$1,200 | |
| Total Cash Contributions | | \$54,000 | Must match Total Cash Expenses |