

Ministry of Francophone Affairs

FRANCOPHONE COMMUNITY GRANTS PROGRAM (FCGP)

Community and Culture Stream

2025-26 Guidelines

APPLICATION DEADLINE: Monday, May 26, 2025

Note About Accessibility

This document contains several hyperlinks, some of which are internal, i.e. they refer 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 an alternate format or other accommodation is required to access this document, please contact the Ministry of Francophone Affairs at:

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Before Applying

Prior to Filling out the Application

1. Review the Francophone Community Grants Program (FCGP) 2025-26 Guidelines.
2. Consult the [Regional Development Advisor \(Advisor\)](#).
 - The Advisor can help determine if the organization, project and expenses are eligible.
 - The Advisor should be consulted at least two (2) weeks before the submission deadline. (This will be asked in the application form.)
3. Attend [one of two online information sessions](#) (one in French or one in English in April 2025) to learn about the grant program and application process.

Program Overview

Purpose and Objectives

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
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. Please see the “Applicant Eligibility Requirements” section below.

IMPORTANT: The FCGP is a discretionary, non-entitlement grant program. Applications are assessed through a competitive process based on the Project’s alignment 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 the Applicant 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 Applicant 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, May 26, 2025.**

It is strongly recommended that the application be submitted **at least five (5) business days prior to the deadline** in order to avoid any technical issues; applications and supporting documents submitted after submission deadline will not be considered.

Important Information Regarding Application Submission

Type responses directly into the application form. Do NOT cut and paste text, i.e. do not take text from another document and paste it into the official application form, as this may cause technical issues and prevent the application from being properly uploaded to the TPON system. **It is the Applicant's responsibility to ensure that the application has been successfully completed and uploaded to the TPON system.**

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

NOTE: The application is not considered submitted until an automated email notification has been received from the Transfer Payment Ontario (TPON) system.

Contact [Transfer Payment Ontario Client Care](#) and the [Regional Development Advisor](#) if an email notification from TPON has not been received within 24 hours of submission of the application.

A confirmation notice should be received by email from TPON **within 24 hours** of submitting the 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 Client Care](#) who will assist 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 August 2025.

How to Apply

The Transfer Payment Ontario (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](https://ontario.ca/getfunding) and follow the steps to access the TPON system.

Registration of the Applicant and a submission request for access to TPON **should be done well in advance of the Program's application submission deadline.**

NOTE: 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 Transfer Payment Ontario 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

Application Eligibility

Only one application per organization can be submitted to the 2025-26 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 may not each submit a separate, individual application to the 2025-26 FCGP for the same project.

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 if the application to each Project is presented by the same organization or by two different organizations.

Project Implementation Timeline

Projects must be built for an implementation timeline that corresponds to the period between the approval of funds for the Project, as per the Approval Letter, through to the end of the government’s fiscal year (**March 31, 2026**).

Only activities within the specified timelines are eligible for funding. The submitted Project work plan must reflect this requirement.

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, 2026.**

All eligible project expenses must be incurred (i.e. charged to the Applicant 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, 2026 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. It is highly recommended that the Applicant contact its local [Regional Development Advisor](#) to confirm that the Applicant, the Project and all expenses are eligible.

Eligible Applicant Organizations

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

- Have **legal status** as a not-for-profit organization (*) and, as of January 1, 2025, 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)
- **Not be 100% funded by the provincial government** (applicants funded by more than one level of government would be eligible)
- 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

NOTE: An 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

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

- For-profit organizations
- 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 Program 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 Requirements

Criteria

Projects must:

- Take place in the province of Ontario
- Be open to the public
- Not fall within the scope of core funding the Applicant 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 Francophone Community Grant Program funding allocation

Risk Management Plan

To make sure the Project is successful, the Applicant and its partners need to:

- **Identify the main risks** that could jeopardize the Project, such as:
 - Partners cancelling their participation in the Project
 - Environmental factors that could significantly impact the delivery of the Project
- **Have strategies in place to mitigate** the identified risks including a contingency plan. The contingency plan should include how the Applicant would switch, if needed, from in-person to virtual delivery of the Project.
 - **Specify** the strategies in the response to Question 12 (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.

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 could include (among others):

- Volunteer management initiatives
- Community outreach workshops
- 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 could include (among others):

- Cooperative placement programs
- 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 an artistic career.

Other types of eligible projects could include (among others):

- New productions (event, film, video, exhibition, etc.) from franco-Ontarian artists including a strong promotional and distribution plans
- Creation of tools (digital marketing, interactive experiences, partnerships protocols) to expand the reach of French-language artistic and cultural activities and draw in diverse groups who may not have previously engaged.

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's file in TPON. Applications are assessed based on the information provided.

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's authorized signing officer confirms he or she has read and agrees to abide by all the clauses included in the [Terms and Conditions](#).

2. Proof of Legal Status

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

3. Financial statements

- Showing year-over-year comparative information for 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). *

Useful sample: 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 the Applicant, 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 collaborating in the Project, to indicate:

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

Note: If the proof of incorporation and the Applicant's most recent financial statements have already been uploaded to TPON (on TPON Home page, View/Update Registration, under the section "Documents"), these documents do not need to be uploaded again with this application; however, they must be available to the ministry on TPON either with the application or under the section "Documents".

General Funding Conditions

Funding Maximum and Applicant Contribution

This grant program managed by the Ministry of Francophone Affairs (MFA) will fund, under the Community and Culture Stream, up to **80 per cent** of eligible project costs to a **maximum of \$50,000**.

- The Applicant must fund the remaining **20 per cent** or more of eligible project costs itself, 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.

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 may receive Funds in instalments as specified in Subsequent Correspondence. For example, recipients may receive **up to 80 per cent** of funding upon execution of the funding agreement and the remainder (**up to 20 per cent**) upon 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 partners.

Eligible expenses must be incurred between the date of the Approval letter approving funds for the Project and **March 31, 2026**.

IMPORTANT:

- Do not include applicable taxes (HST) in cost estimates.
- It is not recommended to purchase any goods and services related to the Project until the Approval letter of approval for funding has been received.

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

Eligible Expense Categories

- 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 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 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 Program, **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
- 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, 2026**.

Completing the Application Form

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

Applicants 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)

- Applicants are required to provide a detailed budget for the Project.
- All expenses must be reasonable, well supported and 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.

IMPORTANT:

- Review the Expenses Criteria before completing this section. Contact the [Regional Development Advisor](#) with any 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 the Applicant 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: 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

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: \$600 Graphic designer: \$400	\$1,000	
Fees for facilitators, presenters or trainers	Session facilitator to train 40 participants via 3-hour sessions X 10 webinar sessions 32 hours X \$62.50/hour = \$2,000	\$2,000	
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/editor fees: \$45/hour X 30 hours (including editing time) = \$1,350	\$3,350	
Lease, rental or purchase of portable assets	Leasing of laptop specifically for project: \$700	\$700	
Marketing and promotional costs	Ads (including video clip) to promote sessions on social media = \$650	\$650	
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	
Labour Costs for Project	- 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			
Fees paid to artists, musicians, performers, special guests, speakers	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

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 among other things, of how the Project:

- aligns with Objective(s) of the Francophone Community Grants Program;
- provides added value for the Francophone community, the Applicant 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)	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 individual projects with 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.

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 2025-26 FCGP 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

Successful applicants will receive a letter from the ministry confirming that the applicant will receive a grant for the proposed project together with the grant amount. On receipt of the letter the applicant becomes bound by the terms and conditions that are included with the application form. These, together with the letter, form an agreement between the applicant and the Province of Ontario.

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 and His Majesty the King in right of Ontario as represented by the Minister of Francophone Affairs. Applicants 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, 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 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 Final Report form
- 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, 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 2025-26 FCGP – 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 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's ability to receive future funding.




FCGP 2025-26 Application Submission Checklist

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


Before submitting the Application, the following have been completed:

-  Review of the 2025-26 Francophone Community Grants Program Guidelines (Community and Culture Stream)
-  Consultation with a Regional Development Advisor
-  Completion of Application Form (Community and Culture Stream)

All required attachments have been included:

-  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
-

Following Application Submission:

-  an email confirmation from Transfer Payment Ontario (TPON) within 24 hours has been received by the Applicant **or** TPON Client Care and the Regional Development Advisor have been contacted.