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Canada

CIC CFP PROCESSES: AN OVERVIEW

Wednesday, May 8, 2013

10:00 am – 12:00 pm



CIC CFP Processes: An Overview

- **Welcome and Overview of the Event**
 - Sophia Lee, Director, Integration, Western Region



CIC CFP Processes: An Overview

Wally Boxhill, Director,
Strategic Management,
Integration Program
Management Branch,
CIC-NHQ



Citizenship and
Immigration Canada

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Citizenship and Immigration Canada

Call for Proposals
(CFP-BC)
Information Session
May 8th, 2013



Canada 

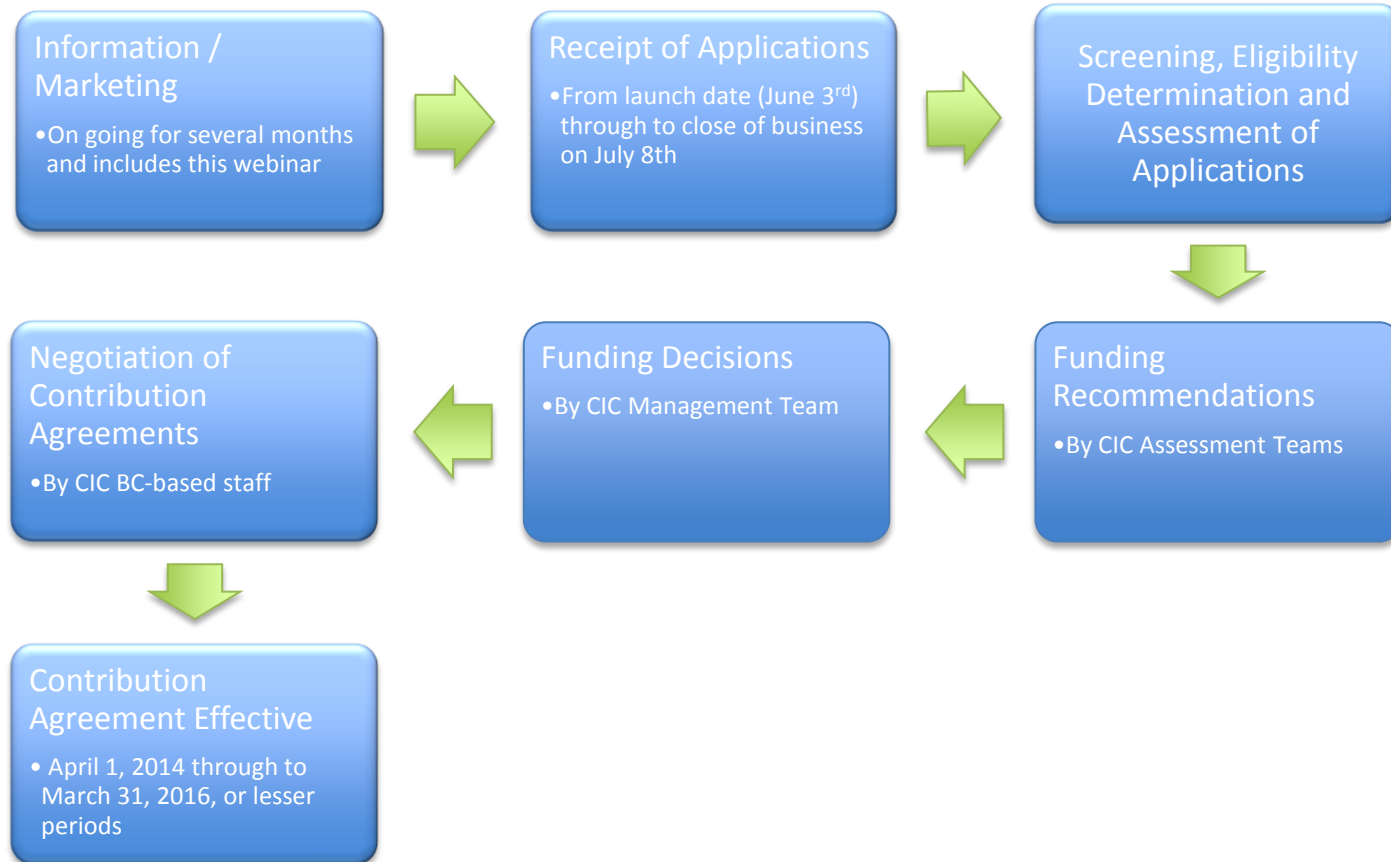


About CFP-BC (Some basics)

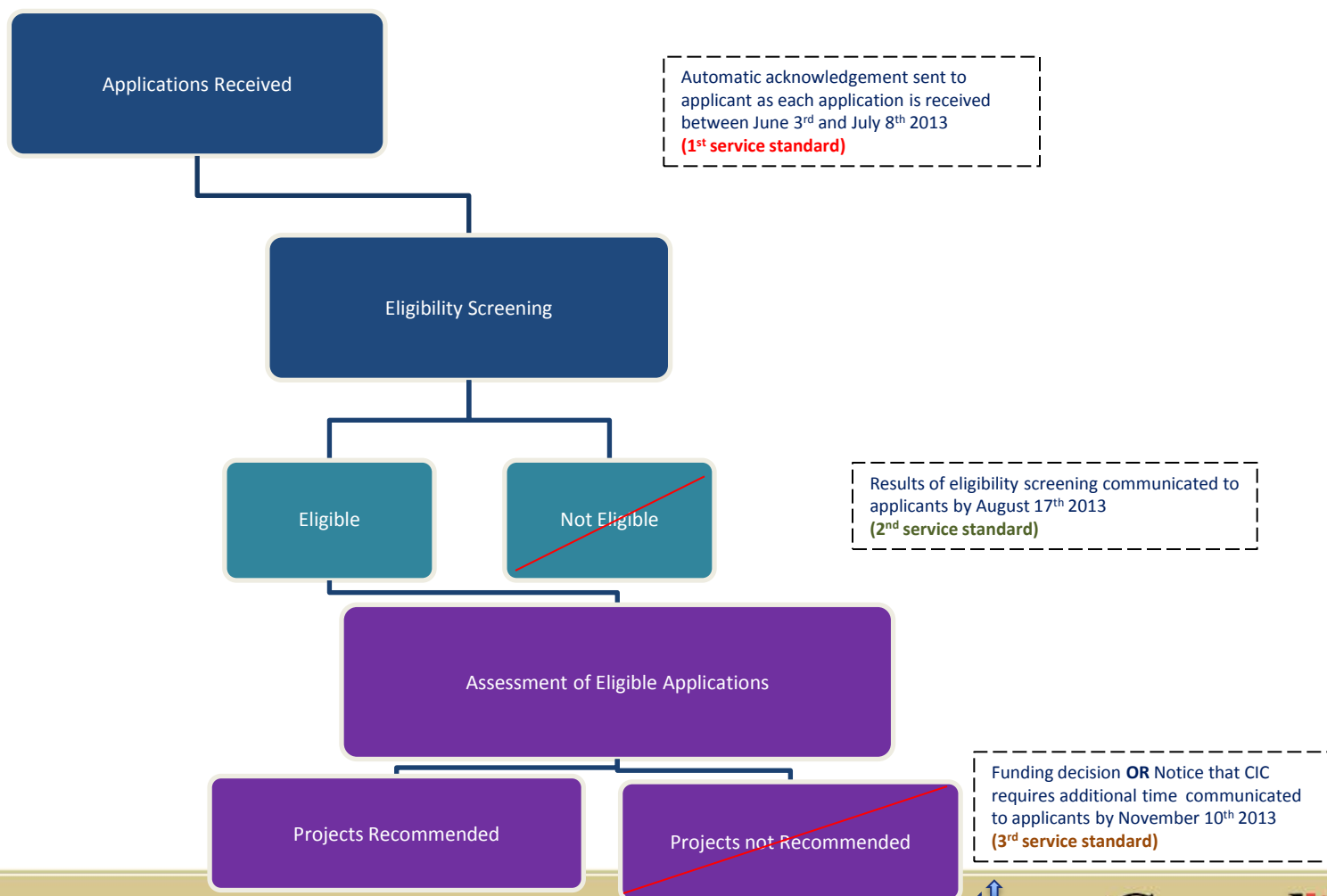
- **What?**
 - CIC's established means of arriving at funding decisions for delivering settlement and resettlement services and undertaking multiculturalism initiatives across the country.
 - A fair and transparent, but competitive process to which eligible groups and individuals can apply for funding to support their proposals.
 - CFP-BC undertaken for **Settlement** but not Resettlement or Multiculturalism at this time
- **Who?**
 - Open to eligible applicants within British Columbia
 - Eligibility identified in the Terms and Conditions of the Settlement Program (encompasses organizations as well as individuals)
- **When?**
 - Open on June 3rd, 2013
 - Close at 1700hrs Pacific time July 8th, 2013



The CFP Process



Assessment Process Flow Chart





Approaches, Tools and other supports

- Standardized, Consistent Approach and Tools
 - Electronic Submissions
 - National E-platform (with BC interface)
 - *Funding Guidelines* (for applicant)
 - Orientation Tutorial (for applicant)
 - Question and Answer facility





Service Standards

- 3 Service Standards apply to all CFPs
 - Confirm application received, by July 8th, 2013
 - (automated acknowledgement process)
 - Confirm eligibility, by August 17th, 2013
 - (also done electronically)
 - Communication about funding, by November 10th, 2013
 - (electronically to successful applicants; individualized letter to unsuccessful applicants)
 - No appeal to CIC funding decision
 - Aiming for 24-48 hour turnaround for responses to questions
 - Receipt, screening, and assessment of all applications done in BC with oversight and support from NHQ.





CFP Fundamentals

- **Settlement Program Only**
 - Resettlement and Inter-Action (Multi Programs) not included
 - No Resettlement (RAP)
 - No Multiculturalism project funding
 - Inter-Action Events stream accepts applications for grant funding (small \$ amounts) year-round





Submission Dates

- CFP-BC begins accepting submissions on **June 3rd, 2013**
- Runs through to close of business on **July 8th, 2013**
- Submission = **completed** application + mandatory documents
- Electronic submission
- No extensions to submission period; late submissions will **not** be processed
- Do not wait until the last minute





Mandatory Documents

- Part of what constitutes a **complete** application; must be submitted along with *Application for Funding Form*
- If mandatory documents are missing, the application is incomplete, ineligible and will not be processed
- Send only what we ask for/what is specified in the *Funding Guidelines*





Mandatory Documents - Organizations

- Constitution and/or by-laws and/or letters of incorporation
- If your project has **funding partners**, submit letters confirming contributions from the **two** largest contributors
- Most recent annual report
 - With financial statements
- Names of persons on your Board of Directors, your Chief Executive Officer and/or Executive Director





Mandatory Documents - Individuals

- *Curriculum vitae*
- If your project has **funding partners**, submit letters confirming contributions from the **two** largest contributors
- Proof of Canadian citizenship or permanent resident status





Assessment & Service Standards

- **July 8th, 2013:** Confirmation that we have received your application (automated process).
- **August 17th, 2013:** Confirmation that you and your application are (or are not) eligible for further assessment.
- **November 10th, 2013:** Confirmation of funding decision

OR

Signal that we may need more time to complete our assessment.





Additional Resources

CFP website:

www.cic.gc.ca/BCCFP





Application for Funding Form: Section A - Contact Information (of person responsible for the project)

Instructions

Please save this *Application for Funding Form* on your computer and complete Sections A through F. Once completed and saved, return to the CIC CFP 2012 e-Submission page from which you downloaded this form, in order to submit your Application electronically, along with all other mandatory documents and supporting information.

Read the Application thoroughly and complete all sections. Incomplete applications will not be considered.

You should refer to the *British Columbia Call for Proposals Funding Guidelines* at www.cic.gc.ca/BCCFP to obtain information about the Call for Proposals (CFP), including eligibility criteria and assessment details. For additional information, please contact CIC at BCCFP@cic.gc.ca or visit www.cic.gc.ca/BCCFP.

Note: Boxes throughout this application will provide additional detail to help you complete your Application.

SECTION A – CONTACT INFORMATION (of person responsible for the project)	
Title ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other:	Name _____ Last Name _____
	Position
Mailing address Street Number Street Name Street Direction (drop down) Unit Number City Province/Territory Postal Code (e.g. X#X #X#) Country	
Telephone number (e.g. ###-###-####)	Facsimile number (e.g. ###-###-####)
Email	Website
In which official language do you wish to communicate? ☐ English ☐ French	





Application for Funding Form: Section B – Applicant Information

Applicant is an: ☐ Individual ☐ Organization	
<i>(*appears if applicant checked "Individual" in Section B)</i> Status Canadian citizen: ☐ Yes ☐ No Permanent resident of Canada: ☐ Yes ☐ No	
<i>(*appears if applicant checked "Organization" in Section B)</i> Legal Name of organization	<i>(*appears if applicant checked "Organization" in Section B)</i> Previous name of organization (if applicable)
<i>(*appears if applicant checked "Organization" in Section B)</i> Address of organization Street Number Street Name Street Direction Unit Number City Province/Territory Postal Code (e.g. X#X #X#) Country	





Application for Funding Form: Section B – Applicant Information (*cont'd*)

<i>(*appears if applicant checked "Organization" in Section B)</i> Telephone number of organization	<i>(*appears if applicant checked "Organization" in Section B)</i> Email of organization	<i>(*appears if applicant checked "Organization" in Section B)</i> Website (if different from Section A)
<i>(*appears if applicant checked "Organization" in Section B)</i> Type of organization ☐ Provincial, territorial, municipal or regional governments ☐ International not for profit organizations or corporations ☐ Canadian not-for-profit and non-governmental organizations or associations ☐ Community groups and umbrella organizations ☐ Businesses ☐ Educational and other Public Institutions ☐ The United Nations High Commissioner for Refugees		





Application for Funding Form: Section B – Applicant Information (*cont'd*)

<i>(*appears if applicant checked "Organization" in Section B)</i> Legal status ☐ Incorporated ☐ Incorporation in process ☐ Not incorporated/Not applicable		
<i>(* appears if applicant checked "Legal Status - Incorporated" in Section B)</i> ☐ Federal ☐ Provincial/Territorial Date incorporated (YYYY/MM/DD) Corporate registration number	<i>(* appears if applicant checked "Legal Status - Incorporation in process" in Section B)</i> ☐ Federal ☐ Provincial/Territorial Date applied (YYYY/MM/DD)	
<i>(*appears if applicant checked "Organization" in Section B)</i> Registered with Canada Revenue Agency ☐ Yes ☐ In process ☐ No		
<i>(* appears if applicant checked "Charitable Org - Yes" in Section B)</i> Date registered (YYYY/MM/DD) Registration number GST/HST number (if applicable)	<i>(*appears if applicant checked "Charitable Org - In process" in Section B)</i> Date applied (YYYY/MM/DD)	





Application for Funding Form: Section C – Project Information

To which CIC Grants and Contributions Program are you applying?

(Note: you must submit a separate application for each program)

☐ Settlement ☒ Resettlement ☒ Inter-Action

Project Impact

☐ Regional/Local ☐ National ☐ International

(Note: you must submit a separate application for each Project Impact category)

(* appears if applicant checked "Project Impact - Regional/Local" in Section C)

This project impacts the following Region:

☐ Western Region
☐ British Columbia/ Yukon
If impact is local, please
specify locality

Project Title

Planned project start date (YYYY/MM/DD)

Planned project end date (YYYY/MM/DD)

Total cost of project (\$)

(refer to the Funding Guidelines for instructions on budget related items)

Breakdown by fiscal year (April 1 to March 31) of amount requested from CIC (\$)

Amount requested from CIC for year 1:

Amount requested from CIC for year 2:

Total amount requested from CIC (\$)





Application for Funding Form: Section D – Applicant Profile

*(*appears if applicant checked "Organization" in Section B + checked "Project Impact – Regional/Local or National" in Section C)*

Please provide a description of the organization including:

- mandate and mission;
- length of time in existence;
- experience to undertake the proposed project (illustrating the organizational capacity and structure in place to deliver the proposed project, e.g. past experience with comparable projects); and
- a list of up to 10 key organizations or groups with which your organization is affiliated.

(3,000 characters maximum for this text box, approximately 600 words)

*(*appears if applicant checked "Organization" in Section B + checked "Project Impact - International" in Section C)*

Please provide a description of your organization including:

- mandate and mission;
- length of time in existence;
- international experience acquired through past overseas projects and achievements illustrating organizational capacity and structure in place to deliver proposed project;
- knowledge of legal, logistical and cultural environment and requirements of the country(ies) where the project activities will be managed in the case of provision of overseas settlement services; and
- a list of up to 10 key organizations or groups with which your organization is affiliated.

(3,000 characters maximum for this text box, approximately 600 words)





Application for Funding Form: Section D – Applicant Profile (*cont'd*)

(*appears if applicant checked "Individual" in Section B + checked "Project Impact – Regional/Local or National" in Section C)

Please provide information about:

- your recent (within the last three years) knowledge and experience qualifying you to carry out this project;
- your capacity to deliver this project; and
- a list of up to 10 key organizations or groups with which you are affiliated.

(3,000 characters maximum for this text box, approximately 600 words)

(*appears if applicant checked "Individual" in Section B + checked "Project Impact - International" in Section C)

Please provide information about:

- your recent (within the last three years) knowledge and experience qualifying you to carry out this project including international experience acquired through past overseas projects and achievements;
- your capacity to deliver the proposed project;
- knowledge of legal, logistical and cultural environment and requirements of the country(ies) where the project activities will be managed in the case of provision of overseas settlement services; and
- a list of up to 10 key organizations or groups with which you are affiliated.

(3,000 characters maximum for this text box, approximately 600 words)





Application for Funding Form: Section E – Proposal

1. Project summary

Briefly describe your project and highlight the following points:

- activities, including start and end dates, and location;
- outcomes;
- who is expected to benefit directly and indirectly, how; and
- your partners and their contributions (use acronyms if necessary).

You will be able to provide details for your project activities and outcomes later on in the Application.
(2,500 characters maximum for this text box, approximately 500 words)

(appears if applicant checked "Settlement" in Section C)*

2.Components

You must select one or more of the following Components which your project supports:

- ☐ Information and Orientation
- ☐ Language and Skills Development
- ☐ Labour Market Participation
- ☐ Community Connections
- ☐ Needs Assessment and Referrals
- ☐ Support Services
- ☐ Indirect Services

*(*text and response text box appears under each checked Component)*

Explain how your project addresses this Component.

(1,250 characters maximum for this text box, approximately 250 words)





Application for Funding Form: Section E – Proposal (*cont'd*)

3. Priorities

National Priorities - Please identify which one or more of the following your project supports:

Priority services for the **Information and Orientation** component:

- ☐ Newcomers have access to the information and orientation they need to settle in their community and to prepare for entry into the Canadian labour market.
- ☐ Newcomers have access to information that helps prepare them to become active citizens.
- ☐ Newcomers have access to national and/or regional level settlement information that aligns with that produced by CIC; all such information could be disseminated via a website, information sessions or published documents.
- ☐ Newcomers in areas with substantial pools of immigrants have access to local information through orientation sessions developed by an accessible service provider or a local settlement guide.
- ☐ Information and orientation services to newcomers should be coherent with and complementary to the CIC national level settlement information. They should focus on the national themes: Introduction to Canada; sources of information, rights and freedoms; Canadian law and justice; important documents such as a Social Insurance Number (SIN) card, driver's license or a Permanent Resident card; improving one's knowledge of and ability to function in English or French; employment and income; education; housing; health; money and finances; transportation; communications and media; community connections and becoming a Canadian citizen. Collaborative resources that have a partnership approach should be proposed.





Application for Funding Form: Section E – Proposal (*cont'd*)

Priority services for the **Language Training** component:

- Newcomers have access to a language placement assessment that is based on a national language framework (Canadian Language Benchmarks (CLB)/Niveaux de compétence linguistique canadiens (NCLC)).
- Newcomers have access to the training needed to attain proficiency in English or French required for basic social interactions and acquisition of Canadian citizenship (from literacy up to CLB/NCLC-4).
- Newcomers have access to the training needed to attain proficiency in English or French required to help them find jobs in the Canadian labour market and pursue their education (up to CLB/NCLC-7).
- All language training services, whether in-person, online or a blend of both, must be led by a qualified teacher, guided by CLB/NCLC frameworks and the Language Instruction for Newcomers to Canada (LINC)/Cours de langue pour les immigrants CLIC) curriculum guidelines and other pedagogical materials developed under LINC.

Priority services for the **Employment Related** component:

- Job-ready newcomers have access to services which help adapt their skills and knowledge to the Canadian work environment through gaining Canadian work experience and/or connections with employers and employees in their field.
- Newcomers have access to services which enhance their skills or knowledge of the Canadian labour market to increase their employability.
- Newcomers have access to electronic and in-person opportunities to interact with hiring employers who have actual job openings such as through job fairs, online job banks and Service Provider Organization (SPO) matching projects.
- Any employment-related service must complement and not duplicate Provincial/Territorial efforts. This should be clearly demonstrated in the proposal.





Application for Funding Form: Section E – Proposal (*cont'd*)

Priority services for the **Community Connections** component:

- Newcomers have access to settlement supports connecting them to public institutions (e.g. schools and libraries) and the local community.
- Newcomers, especially those facing multiple barriers to integration, make connections with long-term residents and Canadians through needs-driven matching and mentoring, networking or small group workshops in local community settings.
- Newcomers connect with the surrounding social and geographic environment through local community events and visits.

Priority services for the **Needs Assessment and Referrals** component:

- Newcomers have early access to a formal needs assessment and obtain the appropriate referrals to available CIC-funded and other community services that allow them to pursue a defined plan for integration.
- When multiple and intersecting needs are identified, the needs assessment process should result in the development of a Settlement Plan in order to guide newcomers towards next steps along their settlement pathway.

Priority services for the **Support Services** component:

- Newcomers have access to enabling services which allow their participation in all settlement services.
- Newcomers have access to enabling services such as child care/child-minding, translation and interpretation services, access to transportation support, crisis counseling and provisions for addressing activity limitations and disabilities.
- Support Services costs should be managed as efficiently as possible. In general, costs should not exceed 20 per cent of the overall budget of your funding submission (with the expectation that organizations will strive for an even lower cost percentage).





Application for Funding Form: Section E – Proposal (*cont'd*)

Priority services for the **Indirect Services** component:

- ☐ Canadian employers have access to supports with which to connect and access a foreign-trained workforce.
- ☐ Community-level planning and coordination for immigrant integration, such as Local immigration partnerships (LIPs) and Réseaux en immigration francophone.
- ☐ Initiatives that aim to support public institutions, the private sector, and community organizations as they seek to foster welcoming communities (e.g. sensitization, training, information and best practices, etc.)
- ☐ Initiatives that seek innovative ways to improve the delivery of settlement services (including pilot projects) and strengthen the settlement sector in Canada.
- ☐ Initiatives that lead to the development of national standards and the sharing of best practices, relevant research, and results. Other examples include the development of program resources and guidelines such as curriculum and assessment tools, updating training content, professional development including conferences and workshops, and promotion of the settlement sector.

Explain how your project addresses this Program Priority.

(500 characters maximum for this text box, approximately 100 words)

(appears if applicant checked "Settlement" in Section C + checked "Project Impact – Regional/Local" in Section C)*

Regional Priorities - Please explain how your project addresses one or more of the Regional Priorities, as identified in the *British Columbia Funding Guidelines* and at www.cic.gc.ca/BCCFP.

(2,500 characters maximum for this text box, approximately 500 words)





Application for Funding Form: Section E – Proposal (*cont'd*)

4. **Benefit/Need**

Why is this project needed within your local/regional context?

Include relevant research results, statistical data, consultations with partners, potential beneficiaries and stakeholders, and other relevant evidence to describe the need for this project.

(2,000 characters maximum for this text box, approximately 400 words)





Application for Funding Form: Section E – Proposal (*cont'd*)

5. Partnerships

Please identify organizations with which you will be partnering, by listing their name, address and the contact person, and how they will be contributing or actively participating in this project.

*(*see comment for functionality)*

Projects identified as having overseas components must identify partnerships with stakeholders who have relevant overseas related resources and tools and who deliver services within Canada.

Note: the + will allow you to add an additional partner to your list.

*(*applicant will be able to click on "+" symbol to add other partners. For each partner, same template as "Partner 1" will appear, but entitled "Partner 2", etc – no max for the number of boxes they can add)*

(375 characters maximum for this text box, approximately 75 words)

Partner 1

Partner 1 – CONTACT INFORMATION (of person within Partner organization)

Title

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other:

Name _____ **Last Name** _____

Position

Mailing address

Street Number

Street Name

Street Direction (drop down)

Unit Number

City

Province/Territory

Postal Code (e.g. X#X #X#) (masked edit box to control input)

Country

Telephone number (e.g. ###-###-####)

Facsimile number (e.g. ###-###-####)

Email

Website





Application for Funding Form: Section E – Proposal (*cont'd*)

(* appears if applicant checked "Settlement" in Section C)

6. Activities ?

Please note each project activity and answer at least the following questions using the space provided below.

Note: the + will allow you to add an additional activity to your list.

(*applicant will be able to click on "+" symbol to add other activities. For each activity, same template as "Activity 1" will appear, but entitled "Activity 2", etc – no maximum for the number of boxes they can add)

(250 characters maximum for this text box, approximately 50 words)

Activity 1

- What is your targeted beneficiary group(s)?
- How will the beneficiary group(s) benefit from this activity?
- What will be the size of the beneficiary group(s)?
- What will take place?
- Where will it take place?
- When will it take place/what is the timeline?
- How will it be implemented and accomplished?
- Will a product result from this activity? Describe.
- How will the proposed activity address needs? Describe.

(2,000 characters maximum for this text box, approximately 400 words)





Application for Funding Form: Section E – Proposal (*cont'd*)

7. Outreach Plan

Outline the strategy you will use to engage your target beneficiary group(s) to ensure their participation, interest and support of the project.

(1,250 characters maximum for this text box, approximately 250 words)

(appears if applicant checked "Settlement" in Section C)*

8. Outcomes

Describe your project's outcomes and explain how they align with one or more of those from CIC's Settlement Program. ?

(no maximum number of characters or words for this text box)





Application for Funding Form: Section E – Proposal (*cont'd*)

9. **Performance Assessment**

Describe how you will measure progress and track the outcomes of your project by answering the questions below for each outcome noted in Section E-8.

Note: the + will allow you to add an additional outcome to your list.

*(*applicant will be able to click on "+" symbol to add other outcomes. For each outcome, same template as "Outcome 1" will appear, but entitled "Outcome 2", etc – no maximum number of outcomes)*

(250 characters maximum for this text box, approximately 50 words)

Outcome 1

- Which indicators will be used to determine whether the project is successfully meeting the outcome (for example, 80 percent of participants agreed with the following statement: "As a result of the sessions, my level of X or skills in Y have increased.")?
- How will progress be measured?
- What methods and tools will be used to collect information (for example, focus group, survey, etc.)?
- When and how often will the information be collected?
- Who will do the work (for example, monthly by project manager)?
- How will performance measurement information be used for ongoing improvement during the lifespan of the project?

(1,250 characters maximum for this text box, approximately 250 words)





Application for Funding Form: Section E – Proposal (*cont'd*)

10. Evaluation plan

Describe how you will evaluate your project once completed.
Include methodology (for example, surveys, interviews, evaluation forms, products, etc.) and ensure your plan is aligned with the Performance Assessment information provided in Section E-9.

(1,250 characters maximum for this text box, approximately 250 words)

11. Dissemination plan

Describe how you will distribute the information, knowledge and tools produced as a result of your proposed project.

(1,250 characters maximum for this text box, approximately 250 words)

12. Budget ?



Application for Funding Form: Budget

Program Delivery/Project Salaries						
Expenditures	Details	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs For Salary Year 1	CIC %
					\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	

Program Delivery/Project Expenditures						
Expenditures	Details	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs Expenditures Year 1	CIC %
					\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	

Capital Expenditures						
Expenditures	Details	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Eligible Project Costs Year 1	CIC %
Capital					\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	

Administration						
Expenditures	Details	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	Administration Expenditure Year 1	CIC %
Administration					\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	

GST/HST						
Expenditures	Details	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs GST/HST Year 1	CIC %
GST/HST					\$0.00	
Total GST/HST		\$0.00	\$0.00	\$0.00	\$0.00	

Funding Sources	Legal name of Funding Source	Description of costs to be funded	Amount of other resources (cash)	Amount of other resources (in-kind)	Amount requested for Fiscal Year 1
Requested funding from CIC					\$0.00
Applicant Contribution					\$0.00
Other Funding Source 1					\$0.00
Total Project Funding - Year 1					\$0.00



Application for Funding Form: Budget – Example of a Completed Budget

 Citizenship and Immigration Canada Citoyenneté et Immigration Canada						
Program:		Settlement				
Program Delivery/Project Salary Expenditures						
Expenditures	Details	Total Salary Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources (in-kind)	CIC %
	MERCs - CPP 4.95%; EI 2.49%; EHT 1.95%; group benefits 8.61% (health 4%, dental 4.61%); vacation 4% - 22%					
	Project Coordinator 22% of \$20,000 - \$4,400					
	Project Assistant 22% of \$39,000 - \$8,580					
Benefits/MERC	Total MERCs & Benefits - \$12,980	\$12,980	\$12,980			100%
Salary	1 Project Coordinator -Annual salary of \$60,000 for 4 month total \$20,000	\$20,000	\$20,000			100%
Salary	1 Project Assistant -Wages are \$20/hr at 37.5 hrs a week over a 50 week period	\$37,500	\$37,500			100%
Other Salary (not funded by Citizenship and Immigration Canada)	Pay in lieu of benefits for Project Coordinator Annual bonus at 10% of project salary	\$2,000		\$2,000		0%
		\$72,480	\$70,480	\$2,000	\$0	
Program Delivery/Project Non-Salary Expenditures						
Expenditures	Details	Total Non-Salary Project Costs Expenditures Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
	Round trip flight to Vancouver for Project Coordinator. (75% reimbursement requested from CIC)					
	-Flight \$1,500					
	-2 nights hotel accommodation \$140 a night for a total of \$280					
Travel, accommodation and other related costs	-Meals and incidentals for 3 days at \$40 per day \$120	\$1,900	\$1,425	\$475		75%
Training and professional development	Professional accreditation seminars 4 seminars \$50 per seminar	\$200	\$200			100%
Overhead costs (i.e., other program delivery costs)	Paper for class delivery 500 reams of 8.5 X 11 at \$5 per ream	\$2,500	\$2,500			100%
Other Expenditures (not funded by Citizenship and Immigration Canada)	Annual general meeting Boardroom rental \$200	\$200		\$200		0%
Total		\$4,800	\$4,125	\$675	\$0	



Application for Funding Form: Budget – Example of a Completed Budget (cont'd)

Capital Expenditures						
Expenditures	Details	Total Capital Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
Capital	Service table 1 table \$800	\$1,400	\$1,400			100%
Capital	3 chairs \$200 each	\$0				
Total		\$1,400	\$1,400	\$0	\$0	

Administration						
Expenditures	Details	Total Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
Administration		15%	\$11,191			100%

Expenditures	Details	Total Project Costs GST/HST Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
GST/HST		\$0				
Total GST/HST		\$0	\$0	\$0	\$0	0%

	Total Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind
Total Project Costs	\$89,871	\$87,196	\$2,675	\$0

Funding Sources	Legal name of funding source	Description of costs to be funded	Amount of other resources (cash)	Amount of other resources (in-kind)	Amount requested for fiscal year 1
Requested funding from CIC					\$87,196
Applicant contribution			\$1,675		\$1,675
Other funding source 1 (please specify):	Organization XYZ		\$1,000		\$1,000
Total Project Funding					\$89,871



Application for Funding Form: Section F – Declaration

Notice Regarding Personal Information

The information you provided in this application is collected under the authority of the *Immigration and Refugee Protection Act* and/or the *Multiculturalism Act*. The information will be retained to maintain a record of your application for the purpose of the administration of the Act(s) and will be used to render a decision regarding this application. In accordance with the Privacy Act and the Access to Information Act, individuals have the right to protection and to access/correct their personal information. Details on these matters are available at the Infosource website (www.infosource.gc.ca) and through the Citizenship and Immigration Canada website (www.cic.gc.ca/english/departmental/atip/index.asp). Infosource is also available at public libraries across Canada.

Declaration of the Applicant

I/we have read and understand the above *Notice Regarding Personal Information*.

I/we declare that the information I/we have given in this application is truthful, complete and correct.

I/we declare that this application is signed by the person(s) who is/are authorized to sign official documents for this project and who has/have lawful authority to bind the organization.

☐ I/we agree to the above *Declaration of the Applicant*

☐ I/we agree that, by submitting this application, I/we am electronically signing this application. I/we solemnly declare that the information I/we have provided in this Application for Funding is true and that the mandatory and supporting documents I/we am submitting in support of my application are genuine and have not been altered in any way.

Signature 1

Note: the + will allow you to add an additional signatory to your application.

First Name

Last Name

Position

Date





Thank You

Questions?



Question and Answer Session

Please submit questions to events@amssa.org



Thank You!

Thank you for taking the time to participate
in our e-symposium!

Please remember to complete an
evaluation form.

Completed evaluation forms can be
submitted to events@amssa.org by
Friday, May 17, 2013.