



CANADIAN PARENTS FOR FRENCH BRITISH COLUMBIA & YUKON

2022-2023
Funding Cycle

**How-To Guide:
Socio-Cultural Grant
Application and Reporting**

Canadian Parents for French British Columbia & Yukon
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Introduction

Each year, Canadian Parents for French (CPF) British Columbia & Yukon administers an envelope of funds from the BC Ministry of Education and Child Care and Canadian Heritage. The largest portion of this funding supports the Socio-Cultural Grants (SC/SCG) program.

The main goal of the SCG program is to provide students with opportunities to learn and use French, and to experience French cultures in a fun and engaging way. SCGs are a core support that our Chapters can access to fund projects and provide French experiences for kids all around the province.

By allocating this funding to CPF Chapters throughout B.C. and Yukon, we hope to empower you to bring French fun, learning, and cultures to your community!

!!!IMPORTANT NOTE!!!

Many supporting documents and forms mentioned in this guide can be found on the [Socio-Cultural Grants Webpage \(bc-yk.cpf.ca/en/get-involved/socio-cultural-grants\)](http://bc-yk.cpf.ca/en/get-involved/socio-cultural-grants). If you're looking for something, start there!

Overview

The purpose of this guide is to walk you through CPF BC & Yukon's SCG program. This includes project eligibility criteria, financial and reimbursement guidelines, and the application, evaluation, and reporting processes.



Step 1: Plan

Read this guide, then plan and budget your project(s) with your Chapter

Ensure you have read this entire guide thoroughly, including project criteria, objectives, and funding guidelines for SCGs.

Project Criteria

PROJECTS MUST:

- Enhance the profile of CPF
- Use and promote the French language
- Be available to as many French Immersion, Intensive French, and/or Core French students as possible
- Be student-oriented (i.e. no parent language classes)
- Occur within B.C. for B.C. students and within Yukon for Yukon students. Trips out of province/territory are not eligible.
- Take place between **June 1, 2022 and June 30, 2023**
 - **NOTE:** Events that have already occurred **ARE** eligible, as long as they occurred after June 1, 2022. If you would like to apply for funding for an event that has already happened, skip straight to Step 5!

Project Objectives

The following are objectives that should be used to guide the planning and application of each Socio-Cultural Grant project. A strong SCG application generally incorporates at least one of these objectives:

Central Objective

CPF BC & Yukon's socio-cultural grants are funded by the BC Ministry of Education and Child Care or Canadian Heritage, and are aimed at giving students **socio-cultural opportunities to learn and use French.**

Objective 1: Promote French Learning Outcomes

Projects should offer students the opportunity to use and practice their French abilities, including the following facets:

- **Reading French** – the activity requires students to use their French reading skills to accomplish tasks.
- **Writing French** – the activity requires students to use their French written skills to accomplish tasks.
- **Hearing French** – the activity requires students to use their listening skills to hear the French spoken language.
- **Speaking French** – the activity creates communicative opportunities for students to use their French speaking skills, and develop vocabulary.
- **Appreciation of French language and culture** – the activity fosters the development and appreciation of rich French cultural and historical heritage.
- **Expression Comprehension** – the activity provides students the opportunities to demonstrate their understanding of written and/or spoken French, and their ability to then express themselves comprehensibly and appropriately in French in return.

All projects should strive to be conducted completely in French to offer students an immersive French learning experience.

Objective 2: Foster Community Partnerships

Projects should work to create partnerships in your region. The purpose behind partnerships is to expand your network, as well as share resources with other organizations supporting a similar goal.

Who: You and any other organization

Why: To build capacity, share resources, and form community connections

Examples:

- School districts and schools
- Francophone cultural centers/societies/associations
- Neighbouring Chapters of CPF
- Local colleges/universities
- Other non-profit groups and clubs
- Local businesses such as theatres, sporting facilities, and grocery stores
- Cultural venues such as parks, libraries, and museums

Objective 3: Innovation

We encourage you to keep in mind the following considerations when planning projects:

- Create activities that foster a French cultural identity in your community (i.e., creating a local event that the community identifies as B.C. French)
- Create activities that target key attrition issues and grades (see the report [“French Second Language Programs in British Columbia & Yukon: Trends, Challenges, and Best Practices”](#) for reference).
- Create activities that support the CPF mantra “French for all” - inclusive activities that make French accessible for all students, including children of all backgrounds and abilities.
- Consider using local community strengths to address specific issues relevant to your French programs or schools.

NOTE: Even though the above objectives should be considered, not all projects need to address each issue. Rather, supporting these objectives assists in creating an accessible, unique, and culturally alive French experience for students in B.C. and Yukon.

Socio-Cultural Project Inspiration

If you are looking for ideas for a SCG project, here are some valuable resources where you may find inspiration:

- [CPF BC & Yukon Chapter Leadership Group](#) (facebook.com/groups/CPFChapterLeadershipGroup) - If you haven't already joined, just send a request and we will give you access!
- [FrenchStreet](#) (frenchstreet.ca) - Make sure to look for options available in B.C. and/or Yukon!
- [ArtStarts](#) (artstarts.com) - Make sure to look for French options!

Step 2: Apply

Submit the online SCG Application Form, including your project budget

To apply for a SCG, simply fill out and submit the online application form, which can be found on the [SCG webpage \(bc-yk.cpf.ca/en/get-involved/socio-cultural-grants\)](http://bc-yk.cpf.ca/en/get-involved/socio-cultural-grants).

Grant Priority:

Chapters may apply for SCGs for more than one project. If applying for funding for multiple projects, please rank each application based on how important it is that your Chapter receives SCG funding for that project. Priority ranking is up to your Chapter, but consider how important this project is relative to your Chapter's other projects, as well as if you absolutely need SCG funding to run it, or if you could potentially fund it from other sources.

Application Deadlines:

NEW I have introduced a rolling deadline system, with an application deadline occurring on the 20th of each month from October 20 to May 20.

The SCG application form will continue to accept submissions until May 20. Additionally, any SCGs with Conditional status will automatically be included in each round of allocations – no need to submit a separate reallocation form.

HOWEVER, it's still advisable to submit your SCG applications ASAP, because after each deadline, funding will be allocated based on the applications that have been submitted at that time. As with previous years, the first deadline will be October 20th, but after the 20th of each month any unallocated or unspent funds will be allocated to the submitted applications.

I.E. Allocations and subsequent reallocations will be made based on applications that have been submitted, so you have more chances of receiving funding if your application is submitted earlier!

Funding Guidelines

As part of the SCG application, you will need to submit a budget for your project.

When projecting your budget, every effort should be made to ensure accuracy in your requests. This helps better distribute the funds and ensure that more Chapter SCG applications can be approved. Funding requests that are not utilized are noted for future applications. If funds are unspent, a written explanation is requested, which we must provide to our funders.

IMPORTANT:

- Funding amount applied for must be matched by at least a **50% financial contribution from the Chapter**.
- Only Chapters who have their activity and financial reporting fully up-to-date will be considered for a grant. If you need help completing your Chapter reporting, please contact outreach@cpf.bc.ca.
- Funds **CANNOT** cover purchase of permanent resources (ie. books, games, movies etc.).
- Funds **CANNOT** cover costs of alcohol, tobacco, or cannabis.



Chapter Payout Process

All invoices and receipts must be in the name of the Chapter. Partners such as schools and PACs may contribute funds to the Chapter for the project, and the Chapter is responsible for issuing receipts for these contributions.

Once the grant reporting is complete, the Branch office will deposit the approved reimbursement directly in the Chapter's bank account.

Reimbursement Guide

Consider this guide regarding maximum reimbursement in each expense category. Keep in mind the total reimbursement can never exceed 50% of the total project expenses.

This guideline is created by the BC Ministry of Education and Child Care and needs to be followed by B.C. Chapters:

Expenses	
Administration	0% reimbursement
Advertisements	Up to 50% reimbursement
Audio visual rental	Up to 75% reimbursement
Awards	Up to 50% reimbursement
Entertainer	Up to 75% reimbursement
Food	Up to 50% reimbursement
Gifts	0% reimbursement
Honoraria	Up to 50% reimbursement (excluding coordinators)
Materials	Up to 25% reimbursement
Miscellaneous	Up to 50% reimbursement
Photocopy	Up to 25% reimbursement
Postage	Up to 25% reimbursement
Transport	Up to 75% reimbursement
Venue rental	Up to 75% reimbursement
Total Expenses	Up to 50% reimbursement

NOTE: Even though some expense categories are 0% reimbursable, it is still important to include them in the Total Expenses. Reimbursement cannot exceed 50% of the Total Expenses, but some expense categories are over 50% reimbursable. Total Expenses **CANNOT** include costs for prohibited categories, such as permanent resources or alcohol.

Step 3: Evaluation

Applications will be evaluated, and applicants will be notified of approvals

After the next deadline, all applications will be evaluated and funding will be allocated accordingly. The approvals will be posted online, and the applicants will be notified via email. Allocation may take up to one month, especially after the first deadline. However, the final approval comes from our funder and approval is dependent on their timeline.

Allocation Status Key:

Once the allocations are posted, each project will receive one of the following 3 statuses:

APPROVED: the requested funds have been reserved for you. Please proceed with your project.

CONDITIONAL: project is eligible, but the requested funds cannot be reserved. Additional funds may become available in the future. Please proceed with your project.

NOT APPROVED: project does not meet the SCG criteria. You may contact the Project Coordinator for details, and for help modifying your project to meet the criteria.

Note: Events that are not approved for SCG funding may still proceed if your Chapter can fund them via other avenues.

Step 4: Implement

Prepare for your project, run your event, and have fun!

Prepare for your event, keeping in mind what information you will need to collect to complete your reporting. Here are just a few things to remember while preparing for and implementing your project:



Project Requirements

- All projects must publicly thank the funders:
 - **B.C.** – BC Ministry of Education and Child Care
 - **Yukon** – Canadian Heritage
 - **Both** – Canadian Parents for French BC & Yukon Branch
- Audience surveys must be distributed, collected, and tabulated for all projects. Links to surveys can be found on the [Socio-Cultural Grants Webpage](#). There are several survey methods:
 - **Online** – Participants and/or their parents/guardians are asked to fill the survey digitally via a link
 - **Mobile** – The survey is loaded onto a mobile device by the Chapter, and can be filled out by participants at the event
 - **Paper** – Paper surveys are printed, distributed, collected, and tabulated, and a summary is submitted alongside reporting

Step 5: Report

Submit the online SCG Reporting Form, including all receipts and survey summaries

Grant reporting is due **WITHIN 30 DAYS** of project completion **OR by JUNE 25, whichever OCCURS FIRST**. If reporting is not submitted by this deadline, funds will be released and may be reallocated to other projects.

Reporting

Grant funds will only be paid after all reporting has been submitted with all required information and documents. This includes receipt images and survey summaries. All reporting form and document links can be found on the [Socio-Cultural Grants Webpage](#)

- Financials
 - Number all of your receipts.
 - Fill in the [SCG Expense Calculator](#) (using a fresh copy for each project), making sure the receipt numbers correspond correctly.
 - Scan or photograph all numbered receipts for digital submission as image files or PDFs. If there are multiple files, please name them according to the receipt number(s)
- Summarize your survey results (more details in coming survey guide)
- Complete the online [SCG Reporting Form](#), ensuring that the information is complete and accurate, and that all relevant documents are included.
 - There are fields in the form to upload your receipts, expense calculator, survey summary, and anything else (such as photos, flyer samples, etc.)

Once you have submitted the complete reporting form, the process is **COMPLETE!** The Project Coordinator will contact you if they have any questions about your reporting.

Funds will be deposited in your Chapter's account after 1-2 months. You may check the [Chapter Deposits Page \(bc-yk.cpf.ca/en/category/deposits\)](http://bc-yk.cpf.ca/en/category/deposits) to confirm that funds have been deposited.

Still Have Questions?

Please contact Robin at projects@cpf.bc.ca with your specific inquiry!