



XII^e SOMMET
DE LA FRANCOPHONIE
Ville de Québec · 2008



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**Programme d'aide financière
des projets spéciaux**
[Special projects financial assistance program]

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Description



The Programme d'aide financière des projets spéciaux [hereafter, "Special projects financial assistance program"] is a program of Le Secrétariat d'organisation du XII^e Sommet de la Francophonie (hereafter "the Secretariat") funded in equal parts by the Department of Foreign Affairs and International Trade of Canada (DFAIT) and the Ministère des Relations internationales du Québec (MRI). The program's objective is to finance activities and events promoting La Francophonie on the occasion of the XII^e Sommet de la Francophonie in Québec City.

Please note that the Secretariat must receive applications for financial assistance **no later than April 25, 2008.**

The eligibility of applications is based on the following criteria:

Eligible applicants

- Canadian non-governmental organizations (NGOs)
- Canada's institutional partners
- Non-profit organizations and Canadian or foreign individuals

Eligible projects – Purpose

Validation of project eligibility based on its purpose.

Projects must meet at least **one** of the following criteria:

- Publicize La Francophonie to the Canadian public or provide financing for a Canadian activity that falls within the framework of La Francophonie
- Provide priority support to projects in the main programming areas determined by the Francophonie Summits
- Support international NGOs that have a Canadian subsidiary or a Canadian NGO active within La Francophonie

Eligible projects – Type of initiative

Validation of project eligibility based on the type of initiative.

Projects must meet at least **one** of the following criteria:

- Organization of symposiums, seminars or other forums
- Participation in symposiums, seminars and other forums (including airfare, per diems, etc.)
- Exchanges, network building, maintenance or forging of links with other members of La Francophonie
- Publications, productions, presentations and workshops (including the purchase of necessary material and equipment)
- Thematic events and activities in Canada and abroad

Eligible expenses

Validation of the financial eligibility of the application.

Eligible expenses under the program include

- Airfare
- Salaries
- Rentals
- Publications
- Administrative expenses

Evaluation criteria

Applications for financial assistance that are deemed eligible will be submitted to the evaluation committee. An analytical grid that includes the following criteria will be used to evaluate the project:

- Project's relevance to the program objective
- Project's relevance to the issues of the Summit
- Project's relevance to the major missions of the Organisation internationale de la Francophonie (OIF)
- Importance or scope of the project's probable outcomes in keeping with the program's objective
- Visibility and influence of the project
- Innovativeness of the project
- Reputation and experience of the applicant
- Applicant's ability to carry out the proposed activities
- Clarity of the project's objectives and anticipated outcomes or products
- Measurement of costs relative to the objectives, design and size of the project
- Quality of the proposed financing package
- Identification and evaluation of other sources of funding
- Analysis of financial risks associated with the project
- Positioning of the project within the Secretariat's special events calendar
- Project's physical location
- Project's target audience
- Project's probability of success

Funding will be granted on the following terms:

Since funding is limited, the project selection process is competitive.

Financial assistance will be granted through the contribution agreement. This agreement is a legal document that must be signed by the applicant and the Secretariat.

Generally speaking, projects must be implemented between the date the agreement is signed and October 20, 2008.

The financial assistance may be used only to pay for expenses incurred after the two parties sign the agreement.

Applicants receiving financial assistance from the Secretariat undertake to report the assistance obtained, in accordance with a visibility protocol, which shall be part of the agreement.

At the conclusion of the project, the recipient shall submit a narrative project report and a final financial report.

The Secretariat shall make payments and reimbursements to the extent that it is established to the satisfaction of the Secretariat that the recipient has in fact assumed the financial obligations, that they are fair and reasonable, and that they have in fact been allocated to the execution of the work.

The Secretariat reserves the right to determine the payment amount and schedule.

Incomplete files may be rejected.

Submitting an application

Applications must be received by the Secretariat no later than **April 25, 2008 at 4:00 p.m.** (Eastern Daylight Time).

The financial assistance application form must be returned in **four copies** to the Secretariat's **Special projects financial assistance program**.

The financial assistance application must include the project budget, including a list of expected revenue (for example, from other sources of funding), as presented on the financial assistance application form. Each application must also include the contact information of the organizations and contact persons from the project's other financial partners, as well as documents confirming their financial commitment.

To contact us

By email:

contribution@francophoniequebec2008.qc.ca

By regular mail:

Programme d'aide financière des projets spéciaux
Secrétariat d'organisation du XII^e Sommet de la Francophonie
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