

Application for Project Assistance

Call For Indigenous Cultural Development Projects

For usage of MCC			
Received from:		Date :	
DAF :			
Constellio :			

Applicant information

Applicant information
Legal name:
Québec Enterprise No. (NEQ):

Contact person for this application		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs	Last name:	First name :
Title:		
Phone:	Phone (Other):	Fax:
Email:		

Person in authority information (The person authorized to sign on behalf of the applicant by resolution of the applicant's board of directors)		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs	Last name:	First name:
Title:		

Project identification

Project name:
Project description (Use another page if you need more space):

Project identification (cont.)

Total project cost:

\$

Amount requested from Ministère de la Culture et des Communications

(Maximum \$ 50,000 / 75 % of project cost) :

\$

Planned project duration

Start date (year-month-day):

End date (year-month-day):

Project goals (Please enter the project main goals, expected impacts of the project on the community and population group):

Project sector and area of activity

Choose the sector and area of activity that best match your project – see Appendix A)

Sector:

Area of activity:

Project team members

Last Name	First Name	Organization/Employer	Title/Position

Experience/skills (Please describe the experience and qualifications of the team carrying out the project):

Project identification (cont.)

Project partners			
Legal name of organization	Québec enterprise No. (NEQ)	Type of partner (Municipal, regional, Québec/Canada government, etc.)	Type of contribution (Financial or In kind)
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind
			<input type="checkbox"/> Financial <input type="checkbox"/> In kind

Comments about the partnerships/contributions

Numerical data

Project duration (Number of weeks):
Number of full-time equivalent FTE* employees who will participate to the project:
Number of volunteer hours expected to complete the project (If applicable):
Percentage carried out by subcontracting (If applicable):

* Use the following formula to calculate the number of full-time equivalent (FTE) employees: Number of FTE = total number of hours worked annually by employees participating to the project (full time and part time) divided by 1,820 hours.

Project budget

Total cost of the project:

\$

Expenses

Eligible expenses	Amount	Description and justification of eligible expenses
Supplies and equipment purchases	\$	
Travel expenses	\$	
Project research and consultation	\$	
Equipment and site rental	\$	
Labour (including employee benefits)	\$	
Promotion	\$	
Administration (Maximum 5% of project total)	\$	
Other eligible fees related to the project	\$	
Subtotal of eligible expenses	\$	

Non-eligible expenses	Amount	Description and justification of non-eligible expenses
	\$	
	\$	
	\$	
	\$	
Subtotal of non-eligible expenses	\$	

Total expenses:

\$

Income

Contributor	Amount	Details of the contribution (If applicable)	% of total project cost
Applicant (in cash)	\$		% (minimum 5 %)
Applicant (in kind)	\$		%
Amount requested from MCC (maximum \$ 50000)	\$		% (maximum 75 %)
Subtotal of income	\$		

Project budget (cont.)

Other contributions

Type of contributor	Amount	Name of contributor/details of the contribution	Type of contribution	Confirmed?
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
<input type="checkbox"/> Municipal or regional <input type="checkbox"/> Gouvernement of Québec <input type="checkbox"/> Gouvernement of Canada <input type="checkbox"/> Other	\$		<input type="checkbox"/> Financial <input type="checkbox"/> In kind	<input type="checkbox"/>
Subtotal of other income	\$			

Total income:	\$
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Project benefits

Expected results and impacts in the target area of activity (Describe the expected impacts of this project in the area of activity/ field of intervention (i.e. youth, language, media, etc.):

Expected results and benefits in the target territory (Describe the expected impacts of this project in the community/region)

Project benefits (cont.)

The Ministère is committed to applying the principles enshrined in the Sustainable Development Act in its actions, hoping to generate positive cultural, social, economic and environmental outcomes. Accordingly, it wants its partners to follow a similar approach; and could request information on the actions carried out or the measures adopted to promote sustainable development.

I have read the above.

Comments

Additional information about the applicant

Do you own a protected cultural property (Having a status by the Cultural Heritage Act)?

Yes No

Number of full time equivalent (FTE)* employees in the last completed fiscal year:

Fiscal year end (month-day) :

Affiliated companies (If applicable)

An affiliated company is a business or organization that is directly or indirectly supervised by the same board of directors as the applicant.)

Legal name	Québec Enterprise No. (NEQ)

List of documents to include

- | | | | |
|--|-----------------------------------|---------------------------------------|---|
| • Project schedule
(on MCC website) | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Will be sent | <input type="checkbox"/> Already provided |
| • Resolution about the application | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Will be sent | <input type="checkbox"/> Already provided |
| • Partner letter of undertaking
(for each confirmed contribution) | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Will be sent | <input type="checkbox"/> Already provided |
| • Other (Please describe):
_____ | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Will be sent | <input type="checkbox"/> Already provided |

Certification

The applicant certifies:

- That he or she has read the program requirements;
- That the information provided is complete, accurate, and true;
- That the documents provided are authentic and the data is verifiable;
- That he or she has updated the profile data.

Applicant signature	Date (year-month-day)
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Appendix A – List of sector and area of activity targeted by the project

Applicant must select one type and area of activity only.

You must select the area of activity from the list corresponding to the type selected.

Type of activity	Area of activity
Architecture, visual arts, media arts, and applied arts	<ul style="list-style-type: none"> • Architecture, design, and landscaping • Media arts • Visual arts • Applied arts
Performing arts	<ul style="list-style-type: none"> • Circus arts • Singing • Dance • Music • Theatre • Variety shows • Performing arts/multiple
Cinema, audiovisual and recording	<ul style="list-style-type: none"> • Cinema and audiovisual • Albums and music videos
Literature and books	<ul style="list-style-type: none"> • Bookshops • Literature • Periodicals • Libraries
Media and multimedia	<ul style="list-style-type: none"> • Multimedia • Print media • Radio • Television (stations and networks) • Media/multiple
Museology	<ul style="list-style-type: none"> • Arts • History, ethnology, and archaeology • Natural and environmental science • Science and technology • Museology/multiple
Heritage and archives	<ul style="list-style-type: none"> • Archives • Archaeology • Architecture and landscape • Arts • Ethnology • History and genealogy • Heritage/multiple
Multiple and other	<ul style="list-style-type: none"> • Other field/culture and communications • Multiple areas/culture and communications • Other field • Multiple areas