

## IMPORTANT INFORMATION

This form has been designed to be completed online.

- All of the sections must be completed.
- The form must be signed by the representative mandated by the applicant.
- The original signed form accompanied by all of the requisite documents must be submitted in electronic format.

**The deadline for submitting the application is August 10, 2018 at 4:30 p.m.**

To request assistance or information, please contact the Direction du développement des politiques—Famille.

Telephone: 418-528-7100, ext. 2865

Email: intimidation@mfa.gouv.qc.ca.

## 1 – Information on the organization

### 1.1 Information on the applicant

Name of the applicant (according to the charter or register)		Québec enterprise number (NEQ)
Address (No., street, apartment)		
City		Postal code
Telephone	Fax	Administrative region
Website		Email address of the organization
Name of the project manager		
Function in the organization		Email address of the project manager

### 1.2 Description of the organization

Briefly describe the mission, mandate(s) and activities of the organization. (maximum of 500 characters)

## 2 – The Project

### 2.1 Title and clientele

Title:
<b>Target clientele</b> Indicate the clientele(s) that the project targets. (maximum of 500 characters)

## 2.2 Summary of the project

Briefly describe the project. (maximum of 1000 characters)

Commencement date of the project:   
(YYYY-MM-DD)

Completion date:   
(YYYY-MM-DD)

## 2.3 Detailed description of the project

### Context and objectives

1. Describe the context surrounding the project and the problem(s) on which it focuses in relation to bullying.
2. Show how the project satisfies a need in the community and how it complements existing resources, as the case may be.
3. Specify the objectives that the project pursues.

(maximum of 4000 characters)

### Activities and time frame

Please complete the table in the **APPENDIX**.

## 2.4 Anticipated spinoff

Describe the anticipated spinoff from the project (anticipated impact, contribution to the community, the number of people targeted, and so on). (maximum of 3000 characters)

Indicate the means planned to ensure the project's long-term survival, where applicable. (maximum of 1500 characters)

## 2.5 Experience and expertise

Describe how the experience and expertise of the organization and staff assigned to the project are likely to effectively support its realization bearing in mind the problem of bullying and the target clientele. (maximum of 2000 characters)

## **2.6 Support for vulnerable individuals**

Demonstrate the organization's ability to direct and guide vulnerable individuals to the appropriate aid resources, as the case may be.  
(maximum of 1000 characters)

## **2.7 Partnership**

State the contribution of other organizations in the elaboration and realization of the project. Specify the nature of this partnership. If the partner is contributing financially to the project, the partner must also be mentioned in section 3.2. (maximum of 2000 characters)

### 3 – Budget estimates

3.1 Forecast expenditures	Amount	
<p>Indicate the salary<sup>1</sup> of the staff assigned <b>exclusively to the management</b> of the project. Management fees must not exceed 10% of the remuneration of the staff assigned to the project.</p> <p><b>Specify:</b></p> <p>a) The number of staff required:</p> <p>b) Hourly wage: \$</p> <p>c) Number of hours per week: hour/week</p> <p>d) Number of weeks: week</p>		
<p>Indicate the salary<sup>2</sup> of the staff assigned exclusively to the project.</p> <p><b>Specify:</b></p> <p>a) The number of staff required:</p> <p>b) Hourly wage: \$</p> <p>c) Number of hours per week: hour/week</p> <p>d) Number of weeks: week</p>		
<p>Purchases of equipment and supplies intended exclusively for the project. Describe and break down such expenses.</p> <p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		\$
<p>Expenses related to the promotion and dissemination of initiatives that solely concern the project. Describe and break down such expenses.</p> <p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		
<p>– \$</p>		\$

1. Salary comparable to that usually paid by the organization, including fringe benefits.  
2. Salary comparable to that usually paid by the organization, including fringe benefits.

<b>3.1 Forecast expenditures (continued)</b>	<b>Amount</b>
Other unavoidable expenses directly related to the project's realization. Describe and break down such expenses.	
— \$	
— \$	
— \$	
— \$	
— \$	
— \$	\$
<b>Total cost of the project</b>	<b>\$</b>
<b>3.2 Revenue forecasts</b>	<b>Amount</b>
<b>Funding within the framework of another provincial or federal government program</b>	
Is the project subject to another application for funding within the framework of another government financial support program? Yes            No	
<b>If yes</b> , please specify the program and break down the revenues.	
— \$ Grant confirmed? Yes      No	
— \$ Grant confirmed? Yes      No	
— \$ Grant confirmed? Yes      No	\$
<b>Other funding sources related to the realization of the project</b>	
Specify the funder or the program and break down the revenues.	
— \$	
— \$	
— \$	
— \$	
— \$	
— \$	\$
<b>Contribution from the applicant</b> (Minimum of 10% of the grant requested)	\$
<b>Grant requested from the Ministère de la Famille</b> (Maximum of 90% of the total cost of a project; the amount requested may not exceed \$40 000)	\$
<b>Total revenues of the project</b>	<b>\$</b>

## 4 – Business relationship

Does the applicant maintain a business relationship with one or more related corporations (an enterprise or an organization controlled directly or indirectly by one or more common directors)?

Yes            No

If **yes**, specify for each corporation its legal name and Québec enterprise number (NEQ).

— ,  
— ,  
— ,

## 5 – Requisite documents

To be submitted for evaluation, applications must be complete and comprehensible. They must include:

the completed, signed application for funding form;

the appendix entitled "Activities and Time Frame";

a signed copy of the resolution of the board of directors designating the mandatary of the application and, where applicable, the partners;

a copy of the letters patent;

The Ministère de la Famille may, if need be, demand additional information or documents that it deems to be relevant.

## 6 – Signature

Signature of the representative mandated by the applicant

<input type="text"/>	<b>X</b>
Date (YYYY-MM-DD)	Signature

Name

**THE ORIGINAL SIGNED FORM ACCOMPANIED BY ALL OF THE REQUISITE DOCUMENTS MUST BE SUBMITTED IN ELECTRONIC FORMAT TO: INTIMIDATION@MFA.GOUV.QC.CA NO LATER THAN AUGUST 10, 2018 AT 4:30 P.M.**

**Activities and time frame**

Activity	Means	Time frame (date or anticipated period)	Type of interveners assigned to the activity
1.			
2.			
3.			
4.			
5.			



Activity	Means	Time frame (date or anticipated period)	Type of interveners assigned to the activity
6.			
7.			
8.			
9.			
10.			