

Important information

- In this form, the term bullying includes cyberbullying.
- This electronic form is designed to be completed on screen.
- All sections of the form must be completed.
- The form must be signed by the person representing the applicant organization.
- The original signed form, along with all the required documentation, must be sent by e-mail in a digital file.
- Only one financial assistance application per applicant will be admitted

The application deadline is November 5, 2021 at 4:30 p.m.

After sending in the completed form, you must inform the Ministère de la Famille right away of any changes to be made to section 8 “Other sources of project funding”, namely:

- A reply received for a pending financial assistance application for this project;
- The submission of another financial assistance application for this project.

For any inquiries or requests for assistance, please contact the Direction adjointe – Lutte contre l’intimidation et mandats spéciaux, at: intimidation@mfa.gouv.qc.ca.

1 – Information on the project

Name of project :
Total duration of project : <input type="checkbox"/> not more than 12 months <input type="checkbox"/> not more than 24 months <input type="checkbox"/> not more than 36 months
Scope of project : <input type="checkbox"/> local <input type="checkbox"/> regional <input type="checkbox"/> provincial
Project objectives : The project must meet one of the following objectives (check all applicable objectives). <input type="checkbox"/> The objective is to prevent or fight against bullying or cyberbullying, or to intervene on behalf of victims, witnesses, loved ones and those who commit acts of bullying; <input type="checkbox"/> It is aimed at clientele who are most likely to experience bullying or cyberbullying; <input type="checkbox"/> It is intended to make the various environments safer at the local, regional and provincial level
Other funding: Have applications for financial assistance been submitted to other public bodies (municipal, provincial or federal) for the same project? <input type="checkbox"/> Yes <input type="checkbox"/> No

2 – Information on the applicant organization

Legal name of organization (according to charter or register) :

Québec enterprise No. :

Full mailing address :

Town/City :

Province :

Postal code :

Telephone :

General e-mail :

Website :

Scope of the organization's activities : local regional provincial

Number of employees :

Territory covered :

Mission and nature of day-to-day activities (max. 500 characters) :

3 – Information on persons responsible for organization and for project

Person responsible for organization (president) :

Name :

Telephone :

E-mail :

Project manager :

Name :

Function :

Telephone :

E-mail :

4 – Presentation of project

Briefly describe the project, the target clientele, the territory covered and the deliverables (max. 2,000 characters). The deliverables are the observable and measurable goods and services produced by the project activities (e.g.: a brochure, an event).

Deliverables Year 1 :

Deliverables Year 2
(if applicable) :

Deliverables Year 3
(if applicable) :

4 – Presentation of project (suite)

Describe the context of the project and the need to intervene in relation to bullying (max. 2,000 characters).

Describe the project's objectives and how they line up with the objectives you indicated in Section 1 (max. 2,000 characters).

Describe the expected spin-offs of the project, the means that will be implemented to ensure the project's sustainability and the potential for transferring the expected results to other environments or clientele (max. 2,000 characters).

Describe the partners directly involved in carrying out the project and the nature of their contributions (if applicable) (max. 1,000 characters).

4 – Presentation of project (suite)

Describe your organization's and your partners' area of expertise, and the resources that can be used to carry out such a project (max. 1,500 characters).

Describe how the project is consistent with your organization's mission, and how it is distinguished from its day-to-day activities (max. 500 characters).

5 – Project implementation calendar – Year 1

The calendar cannot begin before April 1, 2022 and can be adjusted if the financial assistance application is accepted.

Activity	Period (start and end dates)	Target to be reached	People involved, including partners
E.g.: The presentation on bullying of the elderly will be offered to partner organizations	April 1 to June 30, 2022	Reach 10 partner organizations and sensitize 60 interveners	Project manager and two facilitators

6 – Project implementation calendar – Year 2 (if applicable)

The calendar cannot begin before April 1, 2023 and can be adjusted if the financial assistance application is accepted.

Activity	Period (start and end dates)	Target to be reached	People involved, including partners
E.g.: The presentation on bullying of the elderly will be offered to partner organizations	April 1 to June 30, 2023	Reach 10 partner organizations and sensitize 60 interveners	Project manager and two facilitators

7 – Project implementation calendar – Year 3 (if applicable)

The calendar cannot begin before April 1, 2024 and can be adjusted if the financial assistance application is accepted.

Activity	Period (start and end dates)	Target to be reached	People involved, including partners
E.g.: The presentation on bullying of the elderly will be offered to partner organizations	April 1 to June 30, 2024	Reach 10 partner organizations and sensitize 60 interveners	Project manager and two facilitators

8 – Other sources of project funding (if applicable)

After sending in the completed form, you must inform the Ministère without delay of:

- A reply received for a pending financial assistance application for this project;
- The submission of another financial assistance application for this project.

Contributions from public bodies (municipal, provincial or federal)

Name of body	Name of financial assistance program (if applicable)	Amount confirmed	Amount pending confirmation
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total other confirmed contributions from public bodies		\$	

Contributions from non-government organizations

Name of organization	Name of program (if applicable)	Amount confirmed	Amount pending confirmation
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total other confirmed contributions from non-government organizations		\$	

9 – Overall human resources budget

- Salaries include employee benefits and must be comparable to the salaries usually paid by your organization for similar tasks.
- The salaries of staff assigned to project management may not exceed 10% of total eligible project expenses.
- External fees may not exceed 25% of total eligible project expenses

Salary expenses

Person's function	Main tasks	Type of salary (management, project completion)	Hourly rate	Projected total number of hours	Total amount
E.g.: Manager	Planning actions leading to the completion of deliverables and supervision of project manager	Management	\$ 28	50 hrs	\$ 1 400
			\$	hrs	\$
			\$	hrs	\$
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			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
Total salary expenses					\$

External fees

Person's function	Activities carried out	Name of organization	Hourly rate	Projected total number of hours	Total amount
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
			\$	hrs	\$
Total external fees					\$

10 – Overall budget for other expenses

Section 5.4 of the Normative Framework specifies eligible expenses.

Eligible expenses	Description and connection with projected activities	Amount
E.g.: Printing	Printing costs of post-presentation surveys	\$ 205,25
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Total other expenses		\$

11 – Calculation of eligible financial assistance

Calculations will be revised by the Ministère if changes are made to Section 8 of the form after it has been sent.

Total eligible expenses for the project	\$
Minimum contribution required from applicant or non-government partners (10% of eligible project expenses)	\$
Contribution of public bodies	\$
Excess contribution of non-government partners	\$
Maximum financial assistance	\$
Amount of financial assistance requested The financial assistance requested may not exceed \$50,000 for a project of up to 12 months, \$100,000 for a project of up to 24 months and \$150,000 for a project of up to 36 months	\$

12 – Documents required

- A resolution of the applicant organization's board of directors, duly signed, authorizing the application for the subsidy, mentioning the service offered and indicating the person authorized to submit the application.
- A copy of the incorporating instrument of the applicant organization, attesting that it is a non-profit organization registered in Québec.
- A copy of the applicant organization's most recent annual report and financial report.

Furthermore, the Ministère may, if needed, require any additional information or documents that it deems relevant.

13 – Signature

First name, last name :	Function :
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X _____
Authorized signature

Date

14 – Scoring grid (reserved for the Ministère)

Criterion	Weighting	Note	Comments
Demonstration of need to intervene	15 %		
Relevance and quality of project	35 %		
Expected spin-offs and sustainability of actions	15 %		
Feasibility and realism of project	15 %		
Experience and expertise of applicant and partners	15 %		
Quality of information provided	5 %		
Total and overall evaluation			

DECISION

- Project recommended
- Project ineligible
- Project not recommended