

FOR INFORMATION PURPOSES ONLY – DO NOT FILL OUT THIS FORM

Instructions
Assistance to Associations Application Form

Date at which the proposition is submitted: - / - /

- **Use the drop down menus to select the year and month. Write the day in numbers (ie: 18)**

Fiscal year of the association: - / - /

- **Indicate the fiscal year on which your organisation functions**

Attachments: yes no

- **Select yes if you are submitting attachments.**

Association Information

Fill in the information requested. If a section does not apply, please write N/A in the first box on the top-left.

Official name of association (in local language):	
Address:	Phone:
E-mail:	Fax:
Complete headquarters address if different than above:	Phone:
E-mail:	Fax:
Number of members:	Web site:
Organization whose name will figure on the grant agreement:	
Name of person in authority to sign the grant agreement:	
Title of person in authority to sign the grant agreement:	
President:	
President's e-mail:	
President's telephone:	President's fax:
Association's Mandate:	

Description

1) Service to members: What is being done by the Association to keep its membership informed of what is happening in Canadian Studies at local, regional and international levels?

- **Answer the question as precisely as possible. For example:**

- **Further to the annual general meeting of the International Council for Canadian Studies (ICCS), a report has been sent to all members via e-mail.**
- **Our members regularly receive a newsletter by e-mail with the latest news on Canadian Studies, publications, guest lecturers, events, competitions and deadlines, etc.**
- **We exchange information and closely cooperate with our regional Canadian Studies partners.**
- **We place important information and announcements on our webpage.**

2) Multidisciplinary scope: Demonstrate the efforts made by the Association to attain or maintain a multidisciplinary scope.

- **Fill in the information requested by using concrete examples. For example:**
 - **Seminars will be or have been held in disciplines X, Y, Z.**
 - **We have X number of theses which are multidisciplinary.**
 - **Members are asked to speak about the association when participating in events related to their discipline but not necessary about Canada.**

3) Outreach: Demonstrate the outreach efforts made by the Association towards the recruitment of new members and reaching the general public.

- **Fill in the information requested. Example:**
 - **The Association organises triennial congresses, which serve as forums for scholarly debates on Canada or Canadian related issues.**
 - **We assist in organizing annual outreach events across the country which give unprecedented opportunities for National academic communities, students and general non-academic public to engage with Canadian academics, writers, artists, etc.**
 - **We partner with organizations that are holding events related to Canada.**

4) Others:

- **Indicate anything else that the Association does to advance the study and understanding of Canada and/or Canadian related issues.**

Budget Information

- **Fill out the budget precisely and completely.**
- **If a section does not apply, please write N/A.**
- **If a box begins with a dollar sign (\$), only write numbers.**
- **Make sure to describe the expenses or revenues or to indicate the break-down of cost when requested.**
- **Refer to the [glossary](#) to get the definitions of the terms used in the following section.**

Please provide a **detailed and balanced budget** that describes and justifies anticipated expenditures and indicates other funding sources, particularly those from the institution itself. Cost-sharing from other sources must be documented. In filling this form, please keep in mind:

- 1) Funding provided by DFAIT for airfare will cover up to full fare economy using the most direct routing;
- 2) Under "reception fees" alcohol will not be considered as an eligible expense;
- 3) Treasury Board regulation forbids the accumulation of surplus funds. The figures in the budget must correspond to the amounts that will actually be spent.
- 4) It is forbidden to edit/modify this form other than entering the requested information.**

Revenues	Government of Canada (Canadian \$)	Other sources (Canadian \$)
Grant Requested from DFAIT	\$ (ONLY NUMBERS)	
Other support from Canadian Gov.:	\$ (ONLY NUMBERS)	
Description of other support from Canadian Gov.:	DESCRIBE	
Revenues from conferences and activities:		\$ (ONLY NUMBERS)
Sponsors:		\$ (ONLY NUMBERS)
Membership revenues:		\$ (ONLY NUMBERS)
Other revenues:		\$ (ONLY NUMBERS)
Description of other revenues:		DESCRIBE
Publications revenues		\$ (ONLY NUMBERS)
Revenues Grand Total:	Total revenues from Canadian Gov. (A) \$ (ONLY NUMBERS)	Total revenues from other sources (B) \$ (ONLY NUMBERS)
In Kind provided by organisation or partners	Description of (C): DESCRIBE	(C) \$ (ONLY NUMBERS)

Expenses	(In Canadian \$)	Expected Period of Expenditure, <u>breakdown of costs</u>, and description
Operations		
Membership fees to ICCS	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Auditor	\$ (ONLY NUMBERS)	DESCRIBE
Bank Fees	\$ (ONLY NUMBERS)	DESCRIBE

Reception fees (hospitality)	\$ 1340	<i>Indicate breakdown of costs</i> EXAMPLE: Reception for 50 people @ 25\$/pers. = \$1250 (Oct. 26/09) + Restaurant for 3 people @ 30.00/pers. = \$ 90 (Oct. 24/09)
Living Expenses	\$ 3000	<i>Indicate breakdown of costs</i> EXAMPLE: 3 people X 200\$/day X 5 days (this includes food and hotel) from Sept. 20-25, 2009
Equipment Acquisition*	\$ (ONLY NUMBERS)	DESCRIBE
Postage	\$ (ONLY NUMBERS)	DESCRIBE
Maintenance	\$ (ONLY NUMBERS)	DESCRIBE
Maintenance of Website	\$ (ONLY NUMBERS)	DESCRIBE
Office Space	\$ (ONLY NUMBERS)	DESCRIBE
Phone / Fax / Internet connection	\$ (ONLY NUMBERS)	DESCRIBE
Photocopies	\$ (ONLY NUMBERS)	DESCRIBE
Publications	\$ (ONLY NUMBERS)	DESCRIBE
Promotional activities / advertisement	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Supplies	\$ (ONLY NUMBERS)	DESCRIBE
Utilities (electricity, heating, etc.)	\$ (ONLY NUMBERS)	DESCRIBE
Travel – LOCAL transportation	\$ 600	<i>Indicate breakdown of costs</i> EXAMPLE: 6 train tickets @ 100\$ each - round trip New-York-Washington D.C. Sept. 09-Oct. 09
Others expenses (include short description in right column)	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Total Operations Costs:	(D) \$ (ONLY NUMBERS)	PERIOD OF EXPENDITURE
Human Resources Costs*		
Full-Time Support Staff *	\$ (ONLY NUMBERS)	DESCRIBE
Part-Time Support Staff *	\$ (ONLY NUMBERS)	DESCRIBE
Other *	\$ (ONLY NUMBERS)	DESCRIBE
Total Human Resources Costs*	(E) \$ (ONLY NUMBERS)	DESCRIBE

Expenses Grand Total (D+E)	(F) \$ (ONLY NUMBERS)	PERIOD OF EXPENDITURE
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TOTAL	(In Canadian \$)
Revenues Grand Total (A+B+C)	\$ (ONLY NUMBERS)
Expenses Grand Total (F)	\$ (ONLY NUMBERS)

THESE 2 AMOUNTS MUST BE EQUAL

* **Note:** Even if the Grants from the Government of Canada can't be used to pay these expenses, please indicate the amount.

Publication of the newsletter

- **If applicable, fill in the information requested. If this section does not apply, please write N/A in the appropriate boxes.**

Publication Title	
Frequency	
Anticipated date for publication	
Support received from other sources	
Comments	

Publication of the learned journal

- **If applicable, fill in the information requested. If this section does not apply, please write N/A in the appropriate boxes.**

Publication Title	
Author	
Anticipated date for publication	
Frequency	
Subject	
Publisher	
Support received from other sources	
Comments	

Web Site Maintenance

- **If applicable, fill in the information requested. If this section does not apply, please write N/A in the appropriate boxes.**

URL address	
Webmaster	
Description of modifications and cost justification	

*** Note: If you need more space, you may use a blank document (following the above template) and attach it along with this application.**