

FOR INFORMATION PURPOSES ONLY – DO NOT FILL OUT THIS FORM

Instructions
Program Development Grant 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)**

Attachments: yes no

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

Information on the applicant

- **Fill in the information requested. If a section does not apply, please write N/A in the appropriate box.**

Name of institution/organisation: Write the name of the organisation requesting funding.	
Co-Applicant(s) (if applicable): If applicable, write the name(s) of other applicants	
Short description of the Organization: Indicate the mandate of the organisation. Please be specific but brief.	
Region/City:	
Address:	Phone:
E-mail:	Fax:
Number of members (if applicable):	Web site:
Complete headquarters address if different than above:	Phone:
E-mail:	Fax:
Institution/organisation whose name will figure on the grant agreement:	
Name of person in authority to sign the grant agreement:	
Director's telephone:	Director's fax:
Number of Professors:	Number of Courses:
Discipline(s) represented:	

A. Country:

- **Indicate the name of the country in which the organisation applying is located.**

B. Period of activity: From: - / - /

To: - / - /

- **Indicate when the activity or program of activities is planned to begin and when it is planned to end.**
- **Use the drop down menus to select the year and month. Write the day in numbers (ie: 18)**

C. Objectives:

- **Describe the objective of the activity. What do you hope to accomplish through this activity?**

D. Expected results:

- **What are the results that you hope to achieve? What do you expect will come out of this activity? Are those results strategic? Why?**

E. Partners:

- Canadian:
- Foreign:
- **Indicate the partners with whom you are organising this activity or program of activities.**

F. Promotion plan:

- **Indicate how the organization plans to promote its activities. Please be specific but brief.**

G. Expected media coverage:

- **Does the organization plan to hold a press conference, interviews, etc.? Does the organization expect newspaper, television or radio coverage?**

H. Amount requested:

- **How much money is being requested to the Department of Foreign Affairs and International Trade?**

Abstract:

- **In this section, you are expected to provide an ABSTRACT of your activities to which the agents both in Ottawa and in the local Canadian missions can refer to throughout the evaluation of your application. You may submit a more detailed description as an attachment.**

Please provide an abstract (max 200 words) which outlines the **key objectives and expected results of ALL proposed activities** that would be supported by the requested funding:

Activities:

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

1) *Courses with Canadian content (currently taught and to be taught):*

Course Title	Discipline	Level (under-grad, grad, etc.)	Number of students/ anticipated enrolment	Expected results

2) *Research projects:*

Project Title	Discipline	Level (under-grad, grad, etc.)	Expected results (publications – if so, what is the anticipated date?)

3) *Publications (including web activities):*

****Please fill one for each publication**

Publication Title	
Author	
Anticipated date for publication	
Subject	
Publisher	
Support received	
Abstract	

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

4) Student Exchanges:

Discipline	Level (under-grad, grad, etc.)	Canadian Institution Implicated	Number of students	Expected date	Expected result

5) Visiting Professors:

Home Institution	Course taught	Expected date	Discipline	Level (under-grad, grad, etc.)	Expected result

6) Other activities (including conferences, roundtables, workshops, etc.):

Project Title	Type of activity	Expected Date	Key themes to be addressed	Key partners	Names of expected participants/ speakers	Expected Results

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	
Conferences Revenues:		\$(ONLY NUMBERS)
Sponsors:		\$(ONLY NUMBERS)
Interest	\$(ONLY NUMBERS)	\$(ONLY NUMBERS)
Other Revenues:		\$(ONLY NUMBERS)
Description of other revenues:		DESCRIBE
Publications Revenues		\$(ONLY NUMBERS)
Revenues Grand Total:	(A) \$(ONLY NUMBERS)	(B) \$(ONLY NUMBERS)
Describe In Kind provided	Description of (C): DESCRIBE	(C) \$(ONLY NUMBERS)

Expenses	(In Canadian \$)	Expected Period of Expenditure (and, if needed, short description)
Operations & Activities		
Activities	\$(ONLY NUMBERS)	DESCRIBE & DATE(S)
Adhesion Rights	\$(ONLY NUMBERS)	DESCRIBE
Auditor	\$(ONLY NUMBERS)	DESCRIBE
Bank Fees	\$(ONLY NUMBERS)	DESCRIBE

Reception fees	\$ 1340	<i>Include 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 (hotel and meals)	\$ 3000	<i>Include 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
Mail	\$ (ONLY NUMBERS)	DESCRIBE
Maintenance	\$ (ONLY NUMBERS)	DESCRIBE
Office Space	\$ (ONLY NUMBERS)	DESCRIBE
Phone / Fax / Internet	\$ (ONLY NUMBERS)	DESCRIBE
Photocopies	\$ (ONLY NUMBERS)	DESCRIBE
Publications (including maintenance of website)	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Research	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Supplies	\$ (ONLY NUMBERS)	DESCRIBE
Utilities (electricity, heating, etc.)	\$ (ONLY NUMBERS)	DESCRIBE
Travel – LOCAL transportation	\$ 600	<i>Include breakdown of costs</i> EXAMPLE: 6 train tickets @ 100\$ each - round trip New-York-Washington D.C. Sept. 09-Oct. 09
Travel – INTERNATIONAL transportation	\$ 1400	<i>Include breakdown of costs</i> EXAMPLE: 2 tickets @ 700\$ each - round trip Mtl-Miami sept. 2009
Other expenses (include short description in right column)	\$ (ONLY NUMBERS)	DESCRIBE & DATE(S)
Total Operations and Activities 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)	PERIOD OF EXPENDITURE
Expenses Grand Total (D+E)	(F) \$(ONLY NUMBERS)	PERIOD OF EXPENDITURE

TOTAL	(In Canadian \$)
Revenues (A+B+C)	\$(ONLY NUMBERS)
Expenses (F)	\$(ONLY NUMBERS)

* **Note:** Even if funding from the Government of Canada cannot be used to pay these expenses, please indicate the amount.