

**FOR INFORMATION PURPOSES ONLY – DO NOT FILL OUT THIS FORM**

**Instructions**  
**Student Mobility Program 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.**

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

Official name of organization (in local language):	
Address:	Phone:
E-mail:	Fax:
Complete headquarters address if different than above:	Phone:
E-mail:	Fax:
Web site:	
Organization whose name will figure on the grant agreement:	
Person in authority to sign the grant agreement:	
Title of person in authority to sign the grant:	Phone:
e-mail:	Fax:
Objective of the organisation:	

Name of the local Canadian mission(s) involved:
Officer responsible:
Name of Project:

A) Country:

B) Type of initiative (exchanges, study tours, internships, etc.):

- **Name and describe the type of activity proposed.**

C) Date of proposed activity:           Start: - / - /

End: - / - /

- **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)**

- D) Description of the project (abstract) including an explanation of the context of the project as well as its relevance for Canada (**200 words maximum**):
- **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.**
- E) Objective:
- **Describe the objective of the activity. What do you hope to accomplish through this activity? Example:**
    - **Provide students with a better understanding of the functioning of a multi-level government.**
- F) Expected results:
- **What are the results that you hope to achieve? What do you expect will come out of this activity? Example:**
    - **Students will make contacts with Canadian government representatives**
    - **We expect students to engage in animated discussions / debates on different Canadian related issues which will be covered throughout the exchange.**
- G) Complete schedule of activities:
- **Please provide a detailed yet concise schedule of activity.**
- H) Project leader (*please attach a short CV, max. 5 page*):
- I) Number of students involved:
- a. Local:
  - b. Canadian:
- **Indicate the number of participating students from the foreign country. Indicate the number of Canadian students if your activity or program of activities includes student exchanges.**
- J) Partners:
- a. Foreign:
  - b. Canadian:
- **Indicate the partners, both abroad and in Canada, with whom you are organising this activity.**
- K) Intended audience:
- **Explain which audience is targeted by this activity.**
- L) Promotion plan / Publicity
- **Indicate how you will promote/publicise this event. Examples include:**

- **Website announcements, electronic mailings, printed invitations, posters, showcase announcements, newsletters, press releases, etc.**

M) Expected media coverage:

- **Do you expect media coverage? Who do you expect will cover this event (local newspapers, university journal, etc.)?**

N) Amount requested from DFAIT (CAD):

**BUDGET**

- **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.**

<b>Revenues</b>	<b>Government of Canada (Canadian \$)</b>	<b>Other sources (Canadian \$)</b>
Grant requested from DFAIT	<b>\$ (ONLY NUMBERS)</b>	
Other support from Government of Canada:	<b>\$ (ONLY NUMBERS)</b>	
Description of other support:	<b>DESCRIBE</b>	
Sponsors:		<b>\$ (ONLY NUMBERS)</b>
Other Revenues:		<b>\$ (ONLY NUMBERS)</b>
Description of other revenues:		<b>DESCRIBE</b>
Publications Revenues		<b>\$ (ONLY NUMBERS)</b>

<b>Revenues Grand Total:</b>	<b>Total revenues from Canadian Gov. (A) \$ (ONLY NUMBERS)</b>	<b>Total revenues from other sources (B) \$ (ONLY NUMBERS)</b>
Describe In Kind support provided by organisation or partners	<b>Description of (C): DESCRIBE</b>	<b>(C) \$ (ONLY NUMBERS)</b>

<b>Expenses</b>	<b>(In Canadian \$)</b>	<b>Expected Period of expenditure, <u>breakdown of costs</u>, and description</b>
<b>Operations &amp; Activities</b>		
Travel – LOCAL transportation	\$ <b>600</b>	<i>Indicate breakdown of costs</i> <b>EXAMPLE: 6 train tickets @ 100\$ each - round trip New-York-Washington D.C. = 600\$ Sept. 09-Oct. 09</b>
Travel – INTERNATIONAL transportation	\$ <b>1400</b>	<i>Indicate breakdown of costs</i> <b>EXAMPLE: 2 tickets @ 700\$ each - round trip Mtl-Miami = 1400\$ sept. 2009</b>
Living Expenses	\$ <b>3000</b>	<i>Indicate breakdown of costs</i> <b>EXAMPLE: 3 people X 200\$/day X 5 days = 3000\$ (this includes food and hotel) from Sept. 20-25, 2009</b>
Reception fees (hospitality)	\$ <b>1340</b>	<i>Indicate breakdown of costs</i> <b>EXAMPLE: Reception for 50 people @ 25\$/pers. = \$1250 (Oct. 26/09) + Restaurant for 3 people @ 30.00/pers. = \$ 90 (Oct. 24/09)</b>
Phone / Fax / Internet connection	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Photocopies	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Postage	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Supplies	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Conference room	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Publications	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE &amp; DATE(S)</b>
Equipment Acquisition*	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Other expenses (include short description in right column)	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE &amp; DATE(S)</b>
<b>Total Operations and Activities</b>	<b>(D) \$ (ONLY NUMBERS)</b>	<b>PERIOD OF EXPENDITURE</b>

<b>Costs:</b>		
<b>Human Resources Costs*</b>		
Full-Time Support Staff *	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Part-Time Support Staff *	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
Other *	\$ <b>(ONLY NUMBERS)</b>	<b>DESCRIBE</b>
<b>Total Human Resources Costs*</b>	<b>(E)</b> \$ <b>(ONLY NUMBERS)</b>	<b>PERIOD OF EXPENDITURE</b>
<b>Expenses Grand Total (D+E)</b>	<b>(F)</b> \$ <b>(ONLY NUMBERS)</b>	<b>PERIOD OF EXPENDITURE</b>

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

← THESE 2 AMOUNTS MUST BE EQUAL ←

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