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# Exchanges Canada Program

Youth Exchanges Canada

Guidelines and Application Forms



Youth Forums Canada Guidelines and Application Forums 2013.  
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# Introduction



## Exchanges Canada Program

Through the Exchanges Canada Program, the Department of Canadian Heritage creates opportunities for young Canadians to gain a better understanding of their country, to connect with one another, and to gain a better appreciation of both the diversity and the shared aspects of life in Canada. Ultimately, the Department strives to increase youth attachment to Canada and to provide young Canadians with opportunities to share, express and appreciate their Canadian identity.

The Exchanges Canada Program also provides a single-window ([www.exchanges.gc.ca](http://www.exchanges.gc.ca)) to information on a wide range of exchanges available within Canada and abroad.

### Program objectives<sup>1</sup>

- To contribute to increased knowledge and understanding of Canada among Canadian youth, by enabling them to learn first-hand about the history, geography, industry, institutions, cultures, communities, languages and other facets of their country
- To help young Canadians connect to one another and create linkages, across the country and between groups, thereby helping to strengthen the fabric of Canadian society
- To develop Canadian identity and a sense of belonging to Canada among youth by enhancing their appreciation of both the diversity and the shared aspects of the Canadian experience

### Intermediate outcomes

- Young people from across Canada participate in youth exchanges
- Exchange participants reflect the diversity of the Canadian youth population

### Ultimate outcomes

- Young participants enhance their knowledge and understanding of Canada
- Young participants connect and create linkages with one another
- Young participants enhance their appreciation of the diversity and shared aspects of the Canadian experience

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<sup>1</sup> Terms that are underlined are defined in the Glossary

## Program components

The Exchanges Canada program delivers its funding through two separate components. These components have separate [guidelines](#) and [application forms](#).

### YOUTH EXCHANGES CANADA (YEC)

This component provides funding to support reciprocal group exchanges for Canadians generally between the ages of 12 and 17.

Groups from different parts of the country are twinned according to their age and interests. Participants take turns hosting their twin in their home.

YEC includes the sub-component Summer Work Student Exchange, which offers opportunities for summer jobs to young Canadians, 16 and 17 years of age, in their second official language, outside their province or territory of residence (a separate guide is available for this sub-component).

### YOUTH FORUMS CANADA (YFC)

This component provides funding to support youth forums and workshops for Canadians generally between the ages of 14 and 25.

Participants are given the opportunity to learn about a variety of subjects and learn from one another while discovering other parts of Canada.

Please contact [exchanges-echanges@pch.gc.ca](mailto:exchanges-echanges@pch.gc.ca) for further information.

# Guidelines



## Who can apply?

Organizations that have experience in delivering youth programs and are one of the following:

- a legally constituted non-profit organization
- a provincial or territorial government
- a public or private school
- a school board or other educational institution such as a college or university

The following are **not eligible**:

- federal government departments
- Crown corporations
- other federal government institutions

**NOTE:** Applications must be submitted by the lead organization managing the project.

Due to the importance placed by the program on the safety and security of participants, all applicant organizations are screened according to nature and length of experience in delivering youth programs and adequacy of security and safety policies and procedures in place.

# What projects are eligible?

To be **eligible** for funding, your project must:

- request funds for two-way exchanges in Canada
- be inter-provincial or inter-territorial
- be at least five full days in duration, excluding travel time
- include youth participants who are Canadian citizens or permanent residents of Canada, and are generally between the ages of 12 and 17 (except monitors/ organizers)
- include youth from school groups and/or recognized community organizations
- meet the objectives and contribute to the outcomes of the Youth Exchanges component of the Exchanges Canada Program

The following are **not eligible**:

- support for the regular and ongoing operations of an organization
- projects with competition as the primary objective (i.e. a sports tournament)
- an organization's annual general assembly

# What expenses are eligible?

Eligible expenses must be directly linked to activities that support the objectives and outcomes of the Exchanges Canada Program and are inclusive to the following four categories:

## 1. TRAVEL EXPENSES

- two-way transportation by the most direct and most economical means
- connections by the most direct and economical means of transportation between the group's community of origin and its departure point and between its arrival point and host community
- local transportation during the exchange activity (on a case-by-case basis)

## 2. SPECIAL MEASURES EXPENSES

Special measures expenses are designed to ensure participation by under-represented groups and will be considered on a case-by-case basis and could include:

- the rental of dormitories or rooms for young people from low-income families and the cost of meals served on the premises
- basic travel expenses for those accompanying young people with disabilities and the cost of suitable transportation within the host community
- the hiring of a sign-language interpreter for hearing-impaired youth

## 3. ADMINISTRATION EXPENSES

On occasion, administrative costs associated with the direct delivery of the proposed project are eligible and should not exceed 15% of the total requested funding.

## 4. EXCEPTIONAL EXPENSES

Costs related to exceptional expenses will be considered on a case-by-case basis. Please discuss further with a Youth Exchanges Canada representative.

**NOTE:** The Department of Canadian Heritage takes no responsibility for contractual commitments made prior to receiving confirmation of support from the Department. If you enter into such commitments, you do so at your own risk.



# How to apply?

**NOTE:** Please note that your application is subject to information requests under the *Access to information Act* and is protected under the *Privacy Act*.

## Step 1 – Application deadline

Contact us at the following toll-free number: 1-866-811-0055 or visit our Website at [www.exchanges.gc.ca](http://www.exchanges.gc.ca).

## Step 2 – Complete the following forms:

- Document Checklist (Annex A)
- General Application Form (Annex B) signed by a person 18 years of age or older with signing authority for the organization
- Application Questionnaire (Annex C)
- Anticipated Demographic Distribution Form (Annex D)
- Budget (Annexes E.1 and E.2)
- Conflict of Interest Disclosure (Annex F)

## Step 3 – Include a copy of the documents listed in Annex A

## **Step 4 – Submit your application**

### **By mail:**

Youth Exchanges Canada  
Department of Canadian Heritage  
15 Eddy Street, 8<sup>th</sup> floor (15-8-C)  
Gatineau, Quebec, K1A 0M5

### **In person:**

Department of Canadian Heritage  
Attention: Youth Exchanges Canada  
15 Eddy Street, 2<sup>nd</sup> floor, Mailroom  
Gatineau, Quebec, K1A 0M5  
Telephone: 819-997-4313

### **By email:**

[exchanges-echanges@pch.gc.ca](mailto:exchanges-echanges@pch.gc.ca)

Include the name of your organization and of the name of the project in the title of the email.

However, the General Application Form (Annex B) and the Conflict of Interest Disclosure (Annex F) must be submitted by mail or in person with original signatures.

# How will your application be evaluated?

Through Youth Exchanges Canada, the Department of Canadian Heritage creates opportunities for young Canadians to gain a better understanding of their country, to connect with one another, and to gain a better appreciation of both the diversity and the shared aspects of life in Canada.

Projects are assessed in two stages.

## Stage 1 – Eligibility Assessment

Youth Exchanges Canada will assess the application and supporting documents to determine whether the organization and proposed project are eligible for funding.

Note that only complete applications will be considered.

## Stage 2 – Project Assessment

Once the application has been determined eligible, Youth Exchanges Canada will further assess the following factors:

- how and to what extent your project will contribute to the Exchanges Canada Program's objectives and outcomes
- other sources of revenues including cash and/or in-kind support
- cost-effectiveness of the project
- the organization's ability to provide access to participants in both official languages and include participants from official language minority communities
- organization's ability to achieve a representative participation of youth from all provinces/ territories and from traditionally under-represented groups (including but not limited to, Aboriginal youth, visible minority youth, youth from low-income families, youth with disabilities, and youth from rural or isolated regions), in order to contribute to the inclusive nature and reach of the Exchanges Canada Program (refer to Annex D)

**NOTE:** Projects promoting Canadian history and heritage will be given special consideration. History and heritage activities should engage youth in exploring some aspect of Canadian history and heritage (e.g. events, people, places, institutions). This year continues the countdown to Canada's 150<sup>th</sup> birthday in 2017. The Government of Canada has identified a number of nation-building milestones on the road to 2017, such as the 150<sup>th</sup> anniversary of the Charlottetown and Québec conferences (2014), the 50<sup>th</sup> anniversary of the National Flag of Canada (2015), and the centennial of women's suffrage (2016). You may want to consider incorporating one of these milestones into your project.

**NOTE:** Reaching out to official-language minority communities

English and French are the two official languages of Canada.

Through its funding, the Government of Canada is committed to enhancing the vitality of the English and French linguistic minority communities in Canada, supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society.

In order to develop a solid outreach strategy towards the English and French linguistic minority communities in Canada, you should take into consideration the scale of your activities (national or inter-provincial/territorial) and the type of proposed activities.

Some best practices in engaging youth from official-language minority communities:

- You could support a youth committee that includes participants from official-language minority communities with a mandate to provide advice on the design and delivery of project activities
- Your project's communication strategy could address the specificities of official-language minority communities
- The information related to your project could be made available in both official languages in an effort to recruit and engage youth from official-language minority communities

**NOTE:** For previously funded organizations, the final project report will be considered by the Department in its assessment.

Incomplete applications will not be considered. You are encouraged to discuss the proposal with a Youth Exchanges Canada representative before submitting your application.

While your organization and project may be eligible, you are not guaranteed funding from Youth Exchanges Canada and it is possible that your organization will not receive the full requested amount.

## How long will it take to process your application?

The Program will send you an acknowledgement letter within two weeks of receipt of your complete application.

Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. The Program's goal is to issue an official written notification of the funding decision to the applicant within 24 weeks of the date that the application was received.

## What happens if your project is approved?

You will sign a contribution agreement or receive a grant letter.

Grant recipients are required to sign a liability waiver by which they indemnify the Crown and all its employees from the results of the undertakings of the organization. For contributions, a recipient liability clause is included in the contribution agreement instead of a liability waiver.

The recipient will be required to provide a revised budget and a monthly cash flow before starting their project.

The Recipient shall, through appropriate, comprehensive general liability insurance cover any liability resulting from anything done or omitted by the Recipient or its employees, agents or voluntary workers in carrying out the project.

The Program's goal is to issue payments within 28 calendar days of the successful fulfillment of requirements outlined in the contribution agreement or the grant awards letter.

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found at the following address:

<http://www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm> . For contributions, additional requirements related to the acknowledgement of funding from the Department will be described in your contribution agreement.

# What are your reporting requirements?

All recipients are required to submit progress reports and/or a final report to Youth Exchanges Canada in order to assist in the collection of information for Program performance measurement. Recipients of a contribution must also submit financial reports, as described in their Contribution Agreement, and may be required to submit audited financial statements of their project.

In addition, recipients must return completed Youth Exchanges Canada questionnaires, which are to be filled out by each youth and monitor/organizer participating in the project. The questionnaire will collect information for the purpose of program performance measurement.

The information collected through the final reports submitted by recipients and the completed questionnaires will remain confidential, but the Department of Canadian Heritage reserves the right to produce summary analyses at the end of each funding cycle.

**NOTE:** Final reports for projects previously funded by Youth Exchanges Canada will be considered by the Department in the assessment of future applications.

# Glossary

<b>A</b> cknowledgement Letter	A written notification sent out to (grants and contributions) funding applicants to confirm receipt of their application and to provide a departmental contact for any inquiries.
<b>A</b> pplicant	A person or organization that applies for funding. Once ministerial approval of funding (of a grant or a contribution) is obtained, the applicant is referred to as the recipient.
<b>A</b> pplication Form	A form completed by an individual or organization to apply for a grant, contribution, or other transfer payment. An application form poses a series of questions about the applicant's history, experience, capacity and financial viability. This information is used to assess a) whether the applicant has demonstrated a genuine need for government funding; and b) whether the applicant's proposed project (or programming) would make good use of public funds. The application form may also provide an attestation by the applicant that the information provided is accurate and/or that the applicant accepts the terms and conditions outlined in the guidelines.
<b>A</b> ssessment	In the context of grants and contributions management at Canadian Heritage, "assessment" refers to the analysis of grants and contributions applications to determine whether applicants meet all eligibility requirements and have demonstrated that they are a good choice to receive public funding.
<b>A</b> udited Financial Statements	Audited financial statements indicate that an organization has developed its own financial statements and then submitted them to an independent accounting firm to be audited. This involves an accountant examining evidence from within and from outside the organization to verify the amounts in the statements and to gauge whether estimates made by the organization are reasonable. Audited financial statements offer a higher level of assurance than unaudited statements.
<b>B</b> oard of Directors	The governing body of an organization which is elected by the organization's shareholders/ members at its annual general meeting.
<b>B</b> udget	A detailed estimate of an organization's revenues and expenses designed to provide a plan for, and control over, the organization's future operations.
<b>C</b> ash flow	A presentation of all anticipated revenue and planned expenses both cash and in-kind that will occur over the length of your project. At the beginning of your project, your cash flow presentation will forecast revenue and expenses to help you manage your funds. Over time your cash flow presentation will need to be updated to reflect the actual revenue and expenses.

# Glossary

<b>C</b> onflict of Interest	A situation in which a person or organization may profit unfairly from decisions that the individual or organization has taken in an official capacity. The term may also describe a situation in which a representative of the organization is unable to act appropriately, given his or her connection to a person associated with the organization.
<b>C</b> ontribution	A conditional transfer payment to an individual or organization for a specified purpose, pursuant to a contribution agreement, that is subject to being accounted for and audited.
<b>C</b> ontribution Agreement	A legal document between a donor department and a contribution recipient which describes the obligations of each party.
<b>E</b> ligibility	In the context of grants and contributions administration, eligibility refers to whether the applicant meets specific requirements (set out in program terms and conditions) to qualify for funding. There are three types of eligibility requirements: applicant eligibility, project eligibility, and cost eligibility.
<b>E</b> xpenditures	Expenditures are the cost of goods and services, whether or not payment has been made or invoices have been received. They also include "transfer payments due", where no value is received directly in return.
<b>E</b> xpenses	Expenses are the cost of resources that are consumed in support of (and can be clearly linked to) operations of the accounting period.
<b>F</b> inancial Statements	A set of financial documents (a statement of financial position; a statement of operations; and a statement of changes in financial position) that, taken together, provide the reader with a picture of the financial viability and management capacity of an organization. Financial statements may be audited or unaudited.
<b>F</b> iscal Year	The twelve month period used for budgetary and accounting purposes. For the Government of Canada, this period extends from April 1 to March 31. This twelve-month period will differ from organization to organization.
<b>G</b> eneral Application Form	A General Application Form (GAF) is the name for a program's standard application form. GAFs differ from program to program in the Department, but all require basic tombstone data from the applicant.
<b>G</b> rant	A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose. An organization or group that receives a grant is not required to submit revenue and expense reports, but must submit a final report to the Department upon project completion.



# Glossary

<b>Guidelines</b>	Guidelines are developed by programs in order to provide applicants with all the information they need to determine whether they are eligible for funding from a particular program, and if they are, to guide them through the application process. In general, guidelines include information on the program's guiding principles, objectives and funding priorities; the type of organizations, projects and expenses funded by the program (eligibility requirements); the information needed for a funding proposal; and the maximum amount of funding a project may receive. Program guidelines (a public document) are based on a program's terms and conditions (an internal document). Guidelines must comply with all requirements in the terms and conditions.
<b>History and heritage</b>	Canadian history and heritage content is considered to be any activity that encourages youth to learn about, gain knowledge of, or experience: i) significant events, places, people, or artifacts from Canada's past (history); and/or ii) accounts of the diverse traditions that have had, and still have, an influence on the lives of Canadians (heritage).
<b>In-kind Support</b>	<p>Donated goods or services (by a third party or by the applicant) without expectation of compensation or remuneration. In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable by Youth Exchanges Canada. Donated goods or services may be eligible if they:</p> <ul style="list-style-type: none"><li>• are essential to the project's success, are eligible under the program guidelines, and would otherwise be purchased by the recipient;</li><li>• can be substantiated in the application as representing fair market value (i.e., in relation to the purchase of similar materials and services);</li><li>• are recorded in the budget at fair market value, with total in-kind expenses equalling total in-kind revenue.</li></ul>
<b>In-kind Expense</b>	Goods or services that have been received free-of-charge from a third party or volunteer, and that are essential to the success of a project or initiative. The goods and services in question must be those which, otherwise, would be paid for by the recipient in cash. The value of the expense must be based on an appraisal of the fair market value of the goods or services.
<b>Non-Profit Organization (not-for-profit organization)</b>	An organization (incorporated or not) which is set up and operated exclusively for the purpose of achieving an objective, and not for financial gain.
<b>Objective</b>	In the context of Gs&Cs program development and delivery, objective means the high-level enduring benefit towards which effort is directed. Project objectives should be consistent with the mission statement and mandate of the applying organization. Project objectives should clearly identify the vision of the project and describe what the organization wants to achieve through project activities. Objectives need to be linked to expected results. Objectives are usually stated in terms of desired outcomes.

# Glossary

**Official-Language  
Minority Community**

French-language community outside of Quebec or English-language community in Quebec.

**Outcome**

An outcome is the result of an effort to attain a goal. Treasury Board defines outcome as "An external consequence attributed, in part, to an organization, policy, program or initiative. Outcomes are not within the control of a single organization, policy, and program or initiative. Instead, they fall within the area of the organization's influence.

**Recipient**

Recipient refers to an individual or organization that receives, or has approval to receive, government funding. The type of recipients that are eligible for funding will vary greatly, depending on the mandate of the department and the purpose of the program. They can include: not-for-profit organizations; public institutions such as hospitals and universities; businesses and business associations; and individuals who are Canadian citizens or permanent residents of Canada.

**Report**

As per the Standard Contribution Agreement, all recipients are required to report on the activities and results of their project. The Activity/Results Report is intended to help the program officer determine whether expected results are being achieved. The Interim Report is intended to measure progress during project implementation, or within the duration of program funding. Interim reports are submitted during the project whereas other reports are submitted at the end of the project period.

**Revenue**

Revenue refers to income from any source. Deferred revenue is income that is received prior to delivering the good or service for which the income was received. For example, an organization's financial statements might list a contribution as deferred revenue if the project activities are not yet complete.

**Security and Safety  
Policies and Procedures**

This refers to documents outlining measures taken by the organization to ensure the safety and security of all youth participants in the project.

# Application Forms



The following section includes six (6) annexes, which are required to be completed **in full** by the applicant, before the Program can proceed with the assessment.

The completed application must include the following documents:

- 1) The ***Document Checklist (Annex A)*** ensures that all necessary forms and documents are included with the application.
- 2) The ***General Application Form (Annex B)*** provides basic information on the applicant and the proposed project.
- 3) The ***Application Questionnaire (Annex C)*** describes how the project will meet the Program's objectives, presents the details of the proposed project, and summarizes the applicant's experience working with youth.
- 4) The ***Anticipated Demographic Distribution Form (Annex D)*** assists the applicant in selecting a well-balanced representation of Canadian youth and a fair geographical allocation.
- 5) The Budget assists in planning the expense and the revenue of the proposed project. The Budget includes two sub-sections: the ***Anticipated Expenses (Annex E.1)*** and the ***Anticipated Revenues (Annex E.2)***. The budget format in this document is in PDF. However, Word and Excel formats are also available, upon request.
- 6) The ***Conflict of Interest Disclosure (Annex F)*** certifies that there is no conflict of interest by former public office holders.

**NOTE:** Incomplete applications will not be considered. You are encouraged to discuss the proposal with a Youth Exchanges Canada representative before submitting your application.

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## ANNEX A

### Document Checklist

**IMPORTANT** • All documents are mandatory and must be provided in order for your proposal to be deemed complete. Incomplete proposals will not be evaluated.

#### General Information (required)

**Name of Organization:**

**Project Title:**

#### Your application must include:

- ☐ An electronic copy of all documents on this list on a clearly labeled, virus-scanned CD or USB key
- ☐ This Document Checklist – *Annex A*
- ☐ The General Application Form (signature required) – *Annex B*
- ☐ The Application Questionnaire – *Annex C*
- ☐ The Anticipated Demographic Distribution Form – *Annex D*
- ☐ The Budget – *Annexes E.1 and E.2*
- ☐ The Conflict of Interest Disclosure – *Annex F*
- ☐ A copy of your organization's letters patent and documents of incorporation
- ☐ A copy of your organization's charitable status, with certificates and registration numbers, if applicable
  - ☐ Not applicable
- ☐ A copy of your organization's bylaws or constitution
  - ☐ Not applicable
- ☐ A copy of your organization's financial statements for the most recent fiscal year  
NOTE: a complete set of financial statements includes a balance sheet, statement of income/profit and loss, and if available, a statement of cash flow and notes to the statements.
- ☐ A copy of your organization's minutes for either of the most following meeting, as applicable:
  - ☐ Annual General Meeting
  - ☐ Executive Meeting
- ☐ A list of your current Board of Directors, if applicable
  - ☐ Not applicable

- ☐ A copy of your organizational chart, if applicable
  - ☐ Not applicable
- ☐ Copies of letters on official letterhead confirming amount of financial or in-kind support pledged to the project
  - ☐ No letters of support
  - ☐ Number of support letters included with this application: \_\_\_\_\_
- ☐ Proof that person signing the General Application Form, is authorized to represent the organization

Note: Representative of an organization who has the authority to perform certain legal duties (such as signing the contribution agreement), according to the organization's rules or by-laws, or as established by a resolution of its board of directors.
- ☐ Security plan to ensure the safety of participants, and include disciplinary measures
- ☐ Proof of comprehensive general liability insurance with a coverage at a minimum of \$2,000,000, covering the organization, the Board of Directors, its employees, and all participants
  - ☐ The organization currently does not have the necessary level of coverage, but commits to obtaining the required coverage when requested by the Program
- ☐ Proof of travel rates/prices in effect (such as quotes from a travel agency / Web site)

Note: Please initial all corrections and keep a copy of your application for your records.

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## ANNEX B

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## General Application Form

**IMPORTANT**

- Complete all sections, sign and date the form. All sections are mandatory and must be completed in order for your proposal to be evaluated.
- Once completed, this form **must not** be transmitted electronically to the Department in order to ensure confidentiality of your personal information. It must be submitted with original signatures **in person** or **by mail** only.

**Part A – Information about the Organization**1. Legal name *(required)*2. Former legal name *(if applicable)*3. Mailing address – Number, Street, P.O. Box *(required)*4. City *(required)*5. Province /Territory *(required)*6. Postal code *(required)*7. Telephone *(required)*8. Extension *(optional)*9. Alternate telephone *(optional)*10. Fax *(optional)*11. Email address *(required)*12. Web site *(optional)*13. Scope of Organization's activities *(required)* ☐ International ☐ National ☐ Provincial/Territorial ☐ Regional/Local14. How many years has the organization served youth? *(required)* \_\_\_\_\_15. Legal status *(required)*

Is the organization incorporated? If yes, a copy of your organization's letters of patent or documents of incorporation must be provided.

☐ Yes☐ Federal☐ Provincial/Territorial

Registration Number \_\_\_\_\_

☐ No☐ In processDate applied YYYYMMDD16. Is the organization non-profit? *(required)* ☐ Yes ☐ No17. Registered with Canada Revenue Agency as a Charitable Organization? *(required)*

If yes, a copy of the organization's charitable status, with certificates and registration numbers, must be provided.

☐ Yes☐ Federal☐ Provincial/Territorial

Registration Number \_\_\_\_\_

☐ No☐ In processDate applied YYYYMMDD18. When does the organization's fiscal year begin and end? *(required)* YYYYMMDD to YYYYMMDD19. Does the organization have a Board of Directors or a comparable governing body? *(required)* ☐ Yes ☐ No

If yes, please attach to this application form a list of the members, and if applicable, an organizational chart.

20. Has the organization previously received funding from the Department of Canadian Heritage? *(required)*☐ Yes

Name of the Program \_\_\_\_\_ Year funding was received \_\_\_\_\_

☐ No21. Does the organization owe the Government of Canada any money? *(required)* ☐ No ☐ Yes Amount owed \_\_\_\_\_22. Is your organization facing any litigation or legal procedure? *(required)*☐ No, not facing litigation or legal procedure☐ Yes, potentially facing litigation or legal procedure☐ Yes, facing litigation or legal procedure

## Part B – Information about the organization's authorized representative

Note: Representative of an organization who has the authority to perform certain legal duties (such as signing the contribution agreement), according to the organization's rules or by-laws, or as established by a resolution of its board of directors.

First authorized representative. Provide proof that the person is authorized to represent the organization.

22. Salutations (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		23. First name (required)	24. Last name (required)
25. Title (required)			
26. Mailing address – Number and street (required)			
27. City (required)		28. Province /Territory (required)	29. Postal code (required)
30. Telephone (required)	31. Extension (optional)	32. Alternate telephone (optional)	33. Fax (optional)
34. Email address (required)		35. In which official language do you prefer to communicate? (required) <input type="checkbox"/> English <input type="checkbox"/> French	

Second authorized representative. Provide proof that the person is authorized to represent the organization.

☐ Not applicable

36. Salutations (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		37. First name (required)	38. Last name (required)
39. Title (required)			
40. Mailing address – Number and street (required)			
41. City (required)		42. Province /Territory (required)	43. Postal code (required)
44. Telephone (required)	45. Extension (optional)	46. Alternate telephone (optional)	47. Fax (optional)
48. Email address (required)		49. In which official language do you prefer to communicate? (required) <input type="checkbox"/> English <input type="checkbox"/> French	

## Part C – Information about the Project Contact Person

☐ Same as first person authorized to represent the organization (if checked do not complete Part C below)

☐ Same as second person authorized to represent the organization (if checked do not complete Part C below)

50. Salutations (required) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		51. First name (required)	52. Last name (required)
53. Title (required)			
54. Mailing address – Number and street (required)			
55. City (required)		56. Province /Territory (required)	57. Postal code (required)
58. Telephone (required)	59. Extension (optional)	60. Alternate telephone (optional)	61. Fax (optional)
62. Email address (required)		63. In which official language do you prefer to communicate? (required) <input type="checkbox"/> English <input type="checkbox"/> French	



## Part D – Information about the Project

64. Project title *(required)*

65. Project start date (including planning) *(required)*

Y	Y	Y	Y	M	M	D	D
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66. Project end date (including follow-up) *(required)*

Y	Y	Y	Y	M	M	D	D
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67. Proposed event dates (excluding travel days) *(required)*

from 

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

 to 

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

68. Project location (city and province) *(required)*

69. Does this project target youth between the ages of 12 to 17? *(required)* ☐ No ☐ Yes

70. Total number of youth participants *(required)*:

71. Number of youth participants to be funded by the Program *(required)*:

72. Total number of monitors *(required)*:

73. Number of monitors to be funded by the Program *(required)*:

74. Total Cost of Project *(required)*

Note: total cost of project must correspond to the amount indicated in Annex E.1 (Anticipated Expenses)

75. Amount requested from the Program *(required)*

Note: amount requested must correspond to the amount indicated in Annex E.1 (Anticipated Expenses) and Annex E.2 (Anticipated Revenues)

76. Project summary *(required)*

Provide a brief description of your project (50 words maximum) including the following information: project dates, number and age of youth participants, location of event, focus of project, and types of activities. If your application is successful, this information may be used on the Department's website.



## Part E – Declaration

### I CONFIRM THAT:

- ☐ I am over 18 years of age.
- ☐ the information in this application is accurate and complete.
- ☐ the application and budget are fairly presented.
- ☐ the applicant has all the necessary authorities to undertake the proposed project, or will attain these authorities prior to the approval of Departmental support for the project.
- ☐ I agree that once funding is provided, any significant change to the proposal will require prior approval from the Department of Canadian Heritage.
- ☐ I agree to publicly acknowledge funding and assistance by the Department of Canadian Heritage, in accordance with the funding agreement.
- ☐ I agree to submit a final report, and where required, financial accounting for evaluation of the activities funded by the Department of Canadian Heritage.
- ☐ I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

**BY SIGNING THIS** application, I authorize the Department of Canadian Heritage to disclose any information received in this application within Canadian Heritage and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other PCH program.

**IN THE EVENT OF** an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the information provided to the Department will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. Where funding is approved, however, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

**I CONFIRM THAT** I have the authorization to sign official documents related to this application for this organization.

Authorized signature <i>(required)</i>	Authorized signature <i>(optional)</i>
Name <i>(required)</i>	Name <i>(optional)</i>
Title <i>(required)</i>	Title <i>(optional)</i>
Date YYYY-MM-DD <i>(required)</i>	Date YYYY-MM-DD <i>(optional)</i>

### Office Use Only

Date Received	File Number	Program Officer



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## ANNEX C

### Application Questionnaire

- IMPORTANT**
- Your answers to the following questions will help the Department of Canadian Heritage assess your application. It is the applicant's responsibility to provide all required information and documents. If this information is not provided, the Department will be unable to proceed with the assessment of your application for funding.
  - Please provide clear and concise answers. The overall length of the questionnaire should not exceed ten pages.

**Name of Organization** *(required)*:

**Project Title** *(required)*:

#### Part A – Organization

#### Mandate and Objectives

1. State your organization's mandate, main objectives and its link to youth. *(required)*

#### Youth Serving Capacity

2. Demonstrate how and indicate the number of years that your organization has served youth on a significant national or inter-provincial/territorial scale. *(required)*

3. Demonstrate how your organization has the capacity to deliver the proposed project (including management, financial, administrative and reporting capacity). *(required)*

4. Is your organization affiliated with other organizations? If yes, please list. *(optional)*

## Part B - Project Details

### Scope

5. The scope of your project is: *(required)*

☐ Local ☐ Provincial/Territorial ☐ Multi-Provincial/Territorial ☐ National ☐ International

### Project Description

6. Provide a description of your project *(required)*, including history and heritage activities. *(as applicable)*

7. Describe the various elements of the reciprocal exchanges your organization is proposing, such as themes, types of group, activities, youth engagement in communities, etc. *(required)*
8. Describe the type of pre- and post-exchange activities in which youth will participate in order to enhance their overall experience. *(required)*
9. Using the tables in Annex D, provide the anticipated distribution of youth who will participate in exchanges during the project. *(required)*

## Participant Selection

10. Describe the recruitment process and how your organization will actively seek out the participation of under-represented groups (including but not limited to: Aboriginal youth, visible minority youth, youth from rural or isolated regions, youth from low-income households and youth with disabilities). *(required)*
11. Does your organization foresee any special measures assistance required to meet the needs of the aforementioned under-represented groups (such as, but not limited to, sign language interpreter, adapted transportation, low income household subsidy, etc.)? If so, these costs must be included in the Budget for your **Anticipated Expenses (Annex E.1)** *(if applicable)*

12. Describe the selection criteria and selection process of youth exchange groups. *(required)*

13. Indicate if there is a participant fee. If so, explain what measures are in place to ensure that the fee will not create a barrier to participation. *(if applicable)*

## Safety and Security

14. Describe the measures your organization will implement to ensure the safety and security of youth participants, including the screening process of monitors/chaperones. *(required)*

15. Describe the screening procedures for host families where youth participants will be billeted. If the youth are not billeted, explain where they will reside and why. *(required)*

## Official Languages

English and French are the two official languages of Canada. The Government of Canada is committed to the promotion of both official languages and the development of official-language minority communities.

16. Describe how your organization will deliver the project in both official languages. *(required)*

17. Indicate how your project will reflect linguistic duality and what measures will be taken to ensure that youth participants from both official languages, including youth from Official-Language Minority Communities (OLMC) will have access to the project. *(required)*

## Outreach and Communication

18. Describe your communication plan for the project. *(required)*

## Part C - Results and Performance Measurement

### Youth Attachment to Canada

19. How will your project address the Department of Canadian Heritage's objective of strengthening youth attachment to Canada? *(required)*

### Exchanges Canada Objectives

20. Demonstrate how your proposed activities will further Exchanges Canada's three objectives:
- i) to contribute to increased knowledge and understanding of Canada among Canadian youth, by enabling them to learn first-hand about the history, geography, industry, institutions, cultures, communities, languages and other facets of their country. *(required)*

- [illegible]



21. Do you have a monitoring protocol in place that will ensure the quality of the exchanges? If so, provide a copy. *(required)*

## Part D - Financial Need

22. Explain your organization's action plan in the event that the funding awarded by the Government of Canada is less than requested. *(required)*
23. Explain how the proposed activities could not be carried out without the financial participation of the Government of Canada. *(required)*

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## ANNEX D

### Anticipated Demographic Distribution Form

- NOTE**
- Youth Exchanges Canada aims for a globally balanced representation of Canadian youth in funded events.
  - Using the table below, provide the anticipated distribution of youth who will participate in the project, and the number of participants and organizers/monitors/chaperones for which you are requesting financial support from Youth Exchanges Canada.

**Name of Organization:**

**Project Title:**

Anticipated Target Groups Distribution			
Target Groups	Total Participants (in number)	Requested financial contribution will be used to fund participants (in number)	
Aboriginal Youth			
Visible Minority Youth			
Youth with Disability			
Youth from Low Income Household			
Rural Youth			

Anticipated Geographical Distribution			
Province and Territory	Total Youth Participants (in number)	Requested financial contribution will be used to fund:	
		Youth Participants (in number)	Monitors/Organizers (in number)
Newfoundland and Labrador			
Prince Edward Island			
Nova Scotia			
New Brunswick			
Quebec			
Ontario			
Manitoba			
Saskatchewan			
Alberta			
British Columbia			
Yukon			
Northwest Territories			
Nunavut			
<b>TOTAL</b>			

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## ANNEX E

### How to Present Your Budget

- IMPORTANT**
- All applicants must complete the two budget forms (Anticipated Expenses and Anticipated Revenue) using the templates provided. The budget format in this document is in PDF. However, Word and Excel formats are also available, upon request.
  - Ensure to provide details on calculation of Anticipated Expense budget line items.
  - Expenses and Revenues Budgets must balance, budgets projecting a deficit or surplus will not be accepted.
  - The budget must be presented following the federal government fiscal year, which runs from April 1 to March 31.
  - For multi-year funding, the budget must be presented annually.

Your budget must include:

- **All anticipated expenses** for every project activity, whether eligible or ineligible under Youth Exchanges Canada. Expenses must be reasonable and justifiable. Assessment by the Department of Canadian Heritage includes a determination of which expenses are eligible and what portion can be funded by Youth Exchanges Canada.
- **All anticipated revenues** for the project (cash and/or in-kind), including your organization's contribution, local support, government support, participant registration fees and other fees, whether confirmed or pending.

#### Notes:

1. **In-kind revenues must equal in-kind expenses.**

For example, if the event venue is donated with a fair market value of \$5,000, the budget should declare:

- \$5,000 in your Anticipated Expenses, in-kind, and
- \$5,000 in your Anticipated Revenue, in-kind

**Note:** *You may not request funding for in-kind expenses.*

2. The **GRAND TOTAL ANTICIPATED EXPENSES (Box A1)** must equal the **GRAND TOTAL ANTICIPATED REVENUES (Box B1)**.
3. Ensure to transpose sub-totals (**Boxes C1, C2, C3 and C4**) in Annex E.1, from the first to the second page.
4. Ensure to transpose amount requested from Youth Exchanges Canada (**Box C4**) from Annex E.1 to Annex E.2
5. The budget must balance and cannot project a deficit or a surplus.
6. Provide letters from funders that state the committed amount when sources of funding for the project have been confirmed.

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## ANNEX E.1

### Anticipated Expenses

Organization's Name:

Project Title:

Expenses planned for the period between April 1, \_\_\_\_\_ and March 31, \_\_\_\_\_

ANTICIPATED EXPENSES – eligible expenses NOTE: provide calculation breakdown of total cost for each line refer to the 'What expenses are eligible?' section.			IN-KIND (\$ VALUE)	CASH	TOTAL	FUNDING REQUESTED
<b>1</b> Travel	Expense item	Details				
	e.g.: Air	For 200 youth x \$				
	e.g.: Train	For 50 youth x \$				
	<b>Subtotal</b>		\$	\$	\$	\$
<b>2</b> Special Measures	Expense item	Details				
	<b>Subtotal</b>		\$	\$	\$	\$
<b>3</b> Administration	Expense item	Details				
	<b>Subtotal</b>		\$	\$	\$	\$
<b>4</b> Exceptional Expenses	Expense item	Details				
	<b>Subtotal</b>		\$	\$	\$	\$
<b>Subtotal Anticipated Expenses – eligible expenses</b> NOTE: transpose C1, C2, C3, and C4 onto next page			<b>C1</b> \$	<b>C2</b> \$	<b>C3</b> \$	<b>C4</b> \$

ANTICIPATED EXPENSES – ineligible expenses			IN-KIND (\$ VALUE)	CASH	TOTAL
<b>5 Accommodations</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>6 Meals</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>7 Salaries, wages and benefits</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>8 Fees (consultants, speakers)</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>9 Marketing Communications</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>10 Other Costs</b>	Expense item	Details			
	Subtotal		\$	\$	\$
<b>Subtotal – ineligible expenses</b>			D1 \$	D2 \$	D3 \$
<b>Subtotal – eligible expenses</b> NOTE: transpose C1, C2, and C3 from previous page			C1 \$	C2 \$	C3 \$
<b>Total Funding Requested from Youth Exchanges Canada</b> NOTE: transpose C4 onto next page					C4 \$
<b>GRAND TOTAL ANTICIPATED EXPENSES</b> (C3 + D3 = A1)  NOTE: ensure A1 matches B1 on next page			A1 \$		





## ANNEX E.2

### Anticipated Revenues

Organization's Name:

Project Title:

Revenues planned for the period between April 1, \_\_\_\_\_ and March 31, \_\_\_\_\_

ANTICIPATED REVENUES (please specify)		CONFIRMED CASH REVENUE (provide confirmation letter)	ANTICIPATED CASH REVENUE	IN-KIND (\$ VALUE)	TOTAL
<b>1</b> Applicant's contribution					
<b>2</b> Private sector support					
<b>3</b> Government support	Youth Exchanges Canada NOTE: transpose <b>C4</b> from previous page		<b>C4</b> \$		
	Other federal support				
	Provincial or territorial support				
	Municipal support				
<b>Subtotal Revenues</b>		\$	\$	\$	\$
<b>GRAND TOTAL ANTICIPATED REVENUES</b> NOTE: ensure <b>B1</b> matches <b>A1</b> from previous page		<b>B1</b> \$			

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## ANNEX F

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### Conflict of Interest Disclosure

- IMPORTANT**
- Once completed, this form must NOT be transmitted electronically to the Department in order to ensure confidentiality of your personal information.
  - An original signed copy must be sent to the Department with the General Application Form

#### ***Conflict of Interest***

**REFERENCE: T.B. 806325**

To enhance public confidence in the integrity of public office holders and the public service, the government has issued the Conflict of Interest and Post Employment Code for Public Office Holders. In order to ensure that safeguards are in place to prevent conflict of interest by former public office holders, applicants for contributions shall provide answers to the contributor on the following questions:

Do you presently employ, in your organization, a former public office holder who left the federal government in the last twelve months and who was at an SM (senior manager) level or above while in public office?

Yes [ ] No [ ]

If you have answered yes to this question, would you please ask that the employee contact his/her former department to obtain written confirmation that he/she is in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code. Such confirmation must be provided to the contributor.

Name of Organization

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Project Title

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Signature

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Name in print

---

Title

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