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# FRANCOMMUNAUTÉS VIRTUELLES

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## INVITATION to SUBMIT PROJECT PROPOSALS

Project proposal guide  
2002-03

Canada

<http://francommunaut.es.ic.gc.ca>

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# INTRODUCTION

This guide is intended to assist organizations in the submission of project proposals to the *Francommunautés virtuelles* program. The objective of the program is to encourage Francophone and Acadian communities in Canada to develop and propose projects that aim to position them in the digital revolution.

This guide is for representatives who wish to submit a project proposal to the program. Applicants are strongly advised to read the guide in its entirety before preparing the proposal. The selection of project proposals will be made through a competition, according to a process and to criteria established by the *Francommunautés virtuelles* program. This guide serves as a reference document for preparing proposals; it is necessary to follow each step in the prescribed order.

We invite applicants to be creative and to present proposals that are innovative for the French-speaking community in their area, region, province or across Canada. We also ask that projects be well planned, in order to develop a realistic approach and ensure the autonomy of the project.

## ABOUT THE *FRANCOMMUNAUTÉS VIRTUELLES* PROGRAM

*Francommunautés virtuelles* is an Industry Canada program that is part of the Connecting Canadians initiative. It aims to expand French-language content, applications and services on the Internet, as well as to encourage French-speaking Canadians to make full use of information and communications technologies. The *Francommunautés virtuelles* program is part of the government's activities to promote connectivity, access to the Information Highway, and the development of content and new media in French. The renewal of the program is supported by the Department of Canadian Heritage through its Canadian Culture Online strategy. During the pilot phase of the program, from 1998 to 2001, approximately \$3 million was invested for the implementation of 74 projects, submitted by community groups or organizations belonging to Canada's Francophone community.

The *Francommunautés virtuelles* program was established to address the specific Information Highway needs of Canada's Francophone and Acadian communities. It complements the programs of the Information Highway Applications Branch of Industry Canada and the other federal initiatives listed at the end of this document in **Appendix 6**.

## OBJECTIVES

The objectives of the *Francommunautés virtuelles* program are as follows:

- to encourage the development and use of innovative information and communications technologies by French-speaking Canadians across the country in order to reduce the digital divide in Canada;
- to create and promote Web-related networks by developing cooperation and partnership among Francophone and Acadian community organizations across Canada to lead to the community's socio-economic and cultural development;
- to develop French applications, content and services for the Internet and make them visible and available through leading Canadian portals, including government portals.

# THE PROGRAM

For the 2002-03 fiscal year, the *Francommunautés virtuelles* program has been allocated a larger budget, allowing the program to provide funding to more projects, as well as to support larger projects. An amount of \$4 million has been allocated to the implementation of new projects.

For the fourth year, Industry Canada's *Francommunautés virtuelles* program is requesting proposals for projects designed to position Canada's Francophone and Acadian communities favourably in the digital revolution. Through this program, Industry Canada aims to make new means of communication available to French-speaking Canadians, to create French-language networks and to have French-speaking Canadians participate fully in today's knowledge-based economy. The results of all projects, activities and services arising from the program will be posted on the Web and linked to Industry Canada's *Francommunautés virtuelles* site (<http://francommunautes.ic.gc.ca>). These results will also be posted on and linked to the Canadian Culture Online Web site of the Department of Canadian Heritage ([www.pch.gc.ca/ccop-pcpe](http://www.pch.gc.ca/ccop-pcpe)).

## ALLOCATION OF FUNDS

Through the *Francommunautés virtuelles* program, Industry Canada provides non-repayable contributions that cover up to 50 percent of eligible costs. Two program components support regional and national projects. According to the scope of the project, proposals must be submitted for either the regional or the national component.

- **Component A\*** supports regional projects and provides funding to cover 50 percent of total eligible costs, up to a maximum of \$75 000.
- **Component B\*\*** supports national projects and provides funding to cover 50 percent of total eligible costs, up to a maximum of \$250 000.

**Note:** Please indicate clearly to which component the project proposal applies.

### Components A and B

In all cases, applicants are required to secure funding from other sources to cover the remaining costs, whether through financial contributions or non-financial support from other levels of government and the private and voluntary sectors. Please note that the total amount of assistance from all levels of government (federal, provincial/territorial and municipal) must not exceed 75 percent of the project's total eligible costs.

### Projects

The *Francommunautés virtuelles* program is designed to support specific French-language projects that are innovative and respond to needs expressed by Canada's Francophone and Acadian communities, in terms of access to the Information Highway in French and the acquisition of skills and knowledge related to information and communications technologies. Project proposals submitted to the program may not focus exclusively on the training of individuals in the target communities (e.g. introduction to the Internet or introduction to information and communications technologies).

It is essential that proposed projects for both Component A and Component B focus on encouraging Francophones to take ownership and make use of the Internet. Through the development of French-language applications, services and content, proposed projects must aim to foster communities' socio-economic and cultural development, and have a direct impact on and for the target communities.\*\*\* Upon completion, projects should be accessible throughout the country, through major Canadian portals, including government portals. In addition, projects can promote the development of technology networks, i.e., the development and distribution (via network) of information technology resources for remote access

\* **Component A:** A regional project is one in which the activities and/or programs created by the organization are offered within one town, city, region and/or province.

\*\* **Component B:** A national project is one in which the activities and/or programs created by the organization are offered in several provinces.

\*\*\* Organizations may propose projects that target one or several communities.

and be aimed at the cultural and socio-economic development of Francophone and Acadian communities. This includes the purchase, installation or upgrading of informatics equipment and software that are both compatible and high performance.

*Francommunautés virtuelles* will provide funding to projects that are original, creative and innovative and which demonstrate a potential to deliver concrete results in French. For information on eligible and non-eligible costs, please refer to **Appendix 1**.

Any questions regarding the *Francommunautés virtuelles* program should be addressed to Industry Canada, as the Department is responsible for all aspects relating to the administration of the program.

## ELIGIBILITY CRITERIA

Applicants submitting project proposals to the program must be non-profit, Canadian legal entities, in which the majority of the members are Canadians or permanent residents of Canada.

Applicants are urged to submit their applications in partnership with other organizations, groups, institutions or associations, in order to broaden the outreach of projects to other communities, regions or provinces. Private sector enterprises may participate in projects as partners (or as project participants), but the official applicant must be a non-profit legal entity, as described above. Applicants must provide supporting documentation to verify the status of the organization (such as letters patent) and include them with the proposal.

Applicants submitting a project proposal to the program are limited to one project per year and may not receive funding from the *Francommunautés virtuelles* program for more than two consecutive years.

Applicants from Quebec must fill out the form in **Appendix 5** regarding eligibility to receive federal funding, in accordance with the *Act Respecting the Ministère du conseil exécutif, R.S.Q. c. M-30* of the Government of Quebec.

## PROJECT SELECTION CRITERIA

### Project evaluation

In order to rank the project proposals, Industry Canada will establish an independent project evaluation committee, composed of members from various provinces and territories of Canada who are experts in information and communications technologies. This committee will evaluate the proposals and draw up a list of recommended projects. Industry Canada will use this list in making its final selection of projects to be funded.

The evaluation committee will evaluate the proposals according to the criteria listed under the heading "Elements to be included in the project proposal." The committee will also consider the following criteria:

- ☛ the logic and thoroughness of the business plan (production schedule and time lines);
- ☛ the quality of the project proposal;
- ☛ the originality and innovation of the proposed project;
- ☛ the manner in which community needs will be met;
- ☛ the planning in terms of human resources and infrastructure;
- ☛ the ability to establish effective partnerships;
- ☛ the impact of the project on the communities' socio-economic and cultural development in French.

## Selected projects

Based on Industry Canada's experience, it is likely that the total demand for funding will exceed the amount of funds available. The evaluation committee will bear this in mind and will recommend projects that are well planned and well organized in terms of both the project itself and its business plan. Only proposals demonstrating long-term financial and operational viability will be funded by the *Francommunautés virtuelles* program. Organizations whose proposals are selected will be required to enter into a contribution agreement with Industry Canada. The agreement will specify the terms and conditions of project funding, including the amount to be allocated by the federal government, required reporting and expected results.

## IMPORTANT DATES

May 24, 2002 (midnight)	Deadline for the receipt of project proposals
Summer 2002	End of selection process and announcement to applicants of final decisions
Fall 2002	Delivery of contribution agreements to successful applicants

## SUBMISSION OF PROPOSALS

It is essential to include each element indicated, and in the order specified, under the heading "Elements to be included in the project proposal," on page 7. In addition, all required forms in the appendixes must be completed and included with the proposal. **Incomplete proposals will not be considered.**

Proposals must be sent **by e-mail** (type *Proposal submission 2002-03* in the "subject" line) **and by mail** — or courier — at the latest by the proposal deadline, postmarked no later than **May 24, 2002**. For reasons of logistics, please do not send proposals by fax. Proposals received by fax will automatically be refused. Proposals submitted by e-mail to Industry Canada will include five or six files (i.e. the project proposal, the project summary, the detailed project budget, the comprehensive budget summary, the M-30 certification for Quebec residents, and the acknowledgement of receipt form), which must be in PC-compatible Microsoft Word or WordPerfect format.

Project proposals must be presented in Times New Roman font face in 12-point font size on standard, letter-size 8½ x 11-inch paper (21.5 x 28 cm) with at least one-inch (2.5 cm) margins. The name of the organization and project title must appear in the upper right-hand corner of each page. When e-mailing the proposal, **please do not include graphics larger than 100 KB**. When mailing the proposal — or sending by courier — please submit **five copies**. Proposals that are held together with any type of binding system will not be accepted. Each copy of the proposal must be held together with a staple in the upper left-hand corner. The person submitting the proposal must date and sign the proposal and confirm that, to the best of his or her knowledge, all information contained in the proposal is true and accurate.

Proposals must be sent **by e-mail and by mail** – or courier – to the following address:

*Francommunautés virtuelles* program  
 Industry Canada  
 Jean Edmonds Tower  
 365 Laurier Avenue West  
 South Tower, 2nd Floor, Section A  
 Ottawa ON K1A 0C8  
 Tel.: 1-800-575-9200  
 E-mail: [francommunautes@ic.gc.ca](mailto:francommunautes@ic.gc.ca)

## ELEMENTS TO BE INCLUDED IN THE PROJECT PROPOSAL

Proposals for regional projects (Component A) must be a maximum of 10 pages. Proposals for national projects (Component B) must be a maximum of 20 pages, not including the covering letter, the letters of support and the relevant appendixes. Appendixes 2, 3, 4, 5 (M-30 certification for Quebec residents) and 7 must be completed. When mailing the proposal, the relevant appendixes must be clipped from this guide and included in the package. When e-mailing the proposal, applicants must download the version of their choice (Microsoft Word or WordPerfect) and save the file in the chosen software format. All information must be entered in the required font face and size.

The rating of proposals is based on the quality of the information provided for each element, with a maximum total of 250 points. A minimum of 175 points is required for the proposal to pass the first level of evaluation.

The following elements must be included in the proposal.

<b>The rating system is based on a total of 250 points.</b>	
1. Covering letter (10 points)	<input type="checkbox"/>
2. Project summary (complete the form in <b>Appendix 2</b> ) (20 points)	<input type="checkbox"/>
3. Project description and rationale ( <b>three pages</b> ) (40 points)	<input type="checkbox"/>
4. Description of the future prospects and sustainable impact of the project from socio-economic and cultural perspectives ( <b>two pages</b> ) (20 points)	<input type="checkbox"/>
5. A brief description of the organization implementing the project, including the organization's audited financial statements ( <b>one page</b> ) (10 points)	<input type="checkbox"/>
6. A description of the project manager's skill in managing projects ( <b>one page</b> ) — include the project manager's résumé and provide a contingency plan for the management of the project in case the intended project manager cannot participate in the final implementation of the project (30 points)	<input type="checkbox"/>
7. A description of the project partners and their contributions (in cash or in kind) to the project ( <b>one page</b> ) (30 points)	<input type="checkbox"/>
8. A project business plan, including a time line ( <b>one page</b> ) (30 points)	<input type="checkbox"/>
9. A communications plan with schedule ( <b>one page</b> ) (15 points)	<input type="checkbox"/>
10. A detailed project budget and comprehensive budget summary (complete the forms in <b>Appendixes 3 and 4</b> ) (20 points)	<input type="checkbox"/>
11. Letters of support for the project from the target community (25 points)	<input type="checkbox"/>
12. Relevant appendixes	<input type="checkbox"/>



**1. Covering letter (10 points)** 

A covering letter is a letter printed on the applicant's letterhead, stating the name and contact information for the person authorized to make financial commitments and to whom correspondence should be addressed. **Please clearly indicate the project title.** The covering letter must also include the following two declarations:

- ☛ that the applicant is a non-profit, Canadian legal entity of which the majority of members are Canadians or permanent residents of Canada (include the organization's status — e.g. letters patent); and
- ☛ that the applicant has all necessary authorization from third parties concerning intellectual property rights (including copyright and trade-marks) or any other rights required to carry out the project.

This letter must be brief (one page) and must bear the signature of a duly authorized representative. The original covering letter must be sent by mail, and received by the deadline for the submission of proposals, **postmarked no later than May 24, 2002**. All incomplete or late proposals will automatically be refused.

**2. Project summary (Complete the form in Appendix 2) (20 points)** 

Provide a **brief** description of the project (in four or five sentences). The project summary should describe the proposed project: specify the project title and objectives, the names of partners and the main results expected. Demonstrate the project's potential to deliver concrete results, in French, that are directly linked to the objectives of the *Francommunautés virtuelles* program. This summary will be used to publicly announce the project if it is selected for funding by the program.

**3. Project description and rationale (three pages) (40 points)** 

- ☛ Provide a clear and detailed description of the project. Specify who does what, when, how, where, and why.
- ☛ Indicate the type of material to be created by the project (e.g. historical, educational or economics materials) and include the approximate number of documents or pages to be produced. If a Web site is to be created, plan to include a counter that records the number of visits to the site.
- ☛ Describe in what way the project bridges a gap for French-speaking Canadians in socio-economic and cultural terms.
- ☛ Demonstrate that the project meets a real need of the community. Is the project supported by the target communities? How? List the communities' needs that will be met through the implementation of the project and describe the approach to be taken.
- ☛ Clearly state the project's objectives and demonstrate how they are linked to the objectives of the *Francommunautés virtuelles* program.
- ☛ Show, through concrete examples, how the project is innovative for your region.
- ☛ Demonstrate the organization's capacity to deliver concrete results, for Canada's Francophone and Acadian communities, that are directly linked to the objectives of the *Francommunautés virtuelles* program.
- ☛ Clearly describe the informatics products and tools needed to implement the project.
- ☛ Describe how community development will improve in socio-economic and cultural terms, as well as the technological benefits that communities will gain through the implementation of the proposed project.
- ☛ Provide an overview of the expected results in terms of increased knowledge and skills related to information and communications technologies and the increase of French-language content available to Canada's Francophone and Acadian communities.
- ☛ Summarize the communications plan.
- ☛ Describe the approach for making the proposed project accessible and visible.
- ☛ Describe the impact and visibility to be gained through the implementation of the project.

**4. Description of the future prospects and sustainable impact of the project (two pages) (20 points)**

- Describe the direction the project will take after the program contribution funds have been exhausted.
- If a Web site is to be created, describe which resources will be used to continue to operate the site, as well as the approach for making the necessary updates, and informing the various stakeholders.
- Demonstrate that the project will have a sustainable impact in the target communities (e.g. describe the development of skills in new technologies, the number of jobs created by the project [during and after project implementation] and the new services that will be offered).
- Explain how the implementation of the project will contribute toward positioning Francophone and Acadian communities advantageously in the digital revolution. (What impact will the project have in terms of the acquisition of new professional skills and increased public awareness of the importance of information technologies? What impact will the project have in socio-economic and cultural terms?)
- Demonstrate how the project will help French-speaking Canadians to develop content, services and applications for the Information Highway or the technology network.
- Demonstrate how you intend to work in partnership with other organizations and/or individuals.

**5. Description of the organization implementing the project (one page) (10 points)**

- Provide brief background information about the organization and explain how it will implement the proposed project. Describe the legal entity responsible for the project, specifying the type of work it usually does, the professional skills of the organization and the resources available to ensure the successful operation of the project.
- Demonstrate that the organization has the necessary (human and physical) resources at its disposal to ensure the sound management of the project (please attach the résumé of the person in charge of the organization).
- Demonstrate that the organization is recognized by French-speaking people in the community. Provide examples of successful projects in which you participated or that you managed and which have had a direct positive impact on the Francophone community.
- Attach copies of the applicant organization's most recent audited financial statements.

**6. Description of the project manager's managerial skills (one page) (30 points)**

- Describe the team that will work to implement the project. If all members of the team have not yet been hired, specify the skills being sought, including expertise and experience.
- Demonstrate that the project manager can ensure sound project management and that he or she has the skills required for planning and managing budgets (please attach the project manager's résumé).
- Provide a contingency plan in case the project manager cannot participate in the final implementation of the project (the person's name and management skills); please attach this person's résumé, and demonstrate that he or she is capable of completing the project.

**7. Description of the project partners and their contribution to the project (one page) (30 points)**

- The partners play a key role in the implementation of the project. Name the partners and describe the role that each will play in the project. List all sources of funding and, for each source, indicate the amounts to be provided in cash or in kind (for in-kind contributions, indicate the equivalent cash value) (see **Appendixes 3 and 4**).
- Demonstrate how the partners will assist in achieving the expected results.

**8. Project business plan, including time line (one page) (30 points)**

- Restate the project's approach, providing an overview of the objectives and details concerning the expected results.
- Provide a chronological schedule of project activities.
- Provide a list of the human and physical resources needed and indicate the scheduled dates for each activity required to implement the project within the required time.
- Provide specific details as to the approach to be taken to complete each activity within the required time.

**9. Communications plan with schedule (one page) (15 points)** 

- Provide a communications plan and schedule including approximate dates for announcements and public ceremonies or any other public communication related to the project. Please note that this plan is subject to Industry Canada's administrative practices, which stipulate that a public announcement by the Minister must be made prior to any other public announcement. Allow 21 days to obtain formal authorization.
- Prepare a table that includes the main communications activities, such as launch, target audiences and various promotional tools.
- Provide details on the visibility to be given the *Francommunautés virtuelles* program contribution (e.g. promotional documents with mention of the *Francommunautés virtuelles* program).

**10. Detailed budget (20 points)** 

- Specify all budget items planned for the duration of the project (see **Appendixes 3 and 4**).

**11. Letters of support from the community (25 points)** 

- Please include letters of support for the project from the community, demonstrating that the project is useful to the Francophone community and that it is supported by the community. These letters must also demonstrate that the project will have a sustainable impact for the community. For obvious reasons, letters of support that mention financial or in-kind support to the project will have a greater impact.

**12. Relevant appendixes**

Please note that it is the discretion of the evaluation committee whether or not to examine documents attached in an appendix to the proposal. **Therefore, all important elements must be included in the main proposal document and not placed in an appendix.**

# APPENDIX 1 – Costing

## *Francommunautés virtuelles* program 2002-03

If the project proposal is selected, Industry Canada will normally advance a portion of its contribution, in accordance with the conditions established by Treasury Board Secretariat.

In order to determine the total cost of projects implemented under the *Francommunautés virtuelles* program, applicants must account for financial support, donations and contributions in cash and in kind that they will receive from sources other than Industry Canada on the **BUDGET** forms (**complete Appendixes 3 and 4**). These contributions must be confirmed before the entire federal contribution will be awarded.

If the applicant receives government assistance other than that indicated in the project proposal, the Minister reserves the right to reduce the contribution amount. Industry Canada reserves the right to accept or reject any proposal, to limit the amount of funding allocated to a project and to strive for equitable regional distribution.

## Eligible Costs

Costs are eligible only if they are directly related to a project being carried out under the *Francommunautés virtuelles* program. **The following costs are normally eligible if they are related to the project:**

- a) purchases of related hardware, software and services; purchase of necessary computer equipment, parts and furniture;
- b) applications development;
- c) equipment adaptation and upgrades;
- d) network operations;
- e) office and office equipment rental and expenses;
- f) the wages and reasonable benefits of necessary and pertinent staff (please note that, in lieu of actual fringe benefits, an allowance of 20 percent of eligible direct labour costs may be added to the direct labour claim);
- g) contract fees for services;
- h) domestic travel in accordance with Treasury Board guidelines;
- i) public relations;
- j) communications costs.

## DIRECT LABOUR / SALARIES

### Eligibility

Direct labour cost, meaning that portion of gross wages or salaries incurred for qualified personnel directly involved in activities which can be specifically identified and measured as having been performed or to be performed on the project and which are so identified and measured consistently by the applicant's cost accounting system. A direct labour cost may be claimed for the work performed in an eligible category by qualified management and administrative personnel. However, the actual payroll rate for such persons where their rate is deemed to be excessive or higher than normal is not acceptable.

### Calculation of direct labour

The applicant may claim only that time worked directly on the project, excluding indirect time, non-project related time, holidays, vacation, paid sickness, and so on. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours. The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages.

Time sheets or time logs for labour claimed shall be maintained and made available for audit purposes. In lieu of actual fringe benefits, an allowance of 20 percent of eligible direct labour costs may be added to the direct labour claim.

**Direct materials**

Direct materials and components, sourced internally or externally, that are consumed in carrying out the project are eligible. Materials generally considered as expendable supplies (i.e. overhead) may not be included. All materials shall be charged to the project at the net laid-down price after deducting all trade discounts and similar items (no overhead may be assigned). Excess materials shall be credited to the project at the price originally charged.

**Travel**

Travel costs essential for the performance of a project or exploitation of the results are eligible as per approved Treasury Board rates. The purpose of the trip and the company and persons visited must be recorded on the claims. A breakdown of the costs shall also be provided.

**OTHER COSTS****Training**

Tuition fees and related costs for special training through attendance of courses, conferences, seminars and similar events, dealing with topics and subject matter directly related to the project and necessary to advance the research activities.

**Rentals**

Costs of renting equipment essential to a project are eligible.

**Licence purchase**

Costs associated with the purchase of single-use licences for special software, networking, other specialized computer boards, and/or equipment, as well as the one-time purchase of a licence, registered industrial design, trade-mark, copyrighted work, trade secret, other intellectual property right, as well as any other related data right, that is fundamental to the conduct of the project activities and/or the commercial exploitation of its results, will be eligible, provided such costs are specifically identified in the statement of work, or otherwise approved by the Minister, in writing, prior to being incurred.

**Audit costs**

If expressly approved in writing by the Minister, eligible costs may include the cost of professional accountants certifying the accuracy of any costs claimed.

**IN-KIND COSTS****Eligibility**

Eligible in-kind costs include:

- a) contributions for goods, materials or services that, if not contributed, would normally be purchased and paid for by the applicant;
- b) costs for eligible costs;
- c) costs that are clearly identified in the applicant's accounting records;
- d) costs that are valued at a fair market value.

**In-kind examples**

Donations of equipment and materials can be considered as in-kind expenditures. They must be reasonable and will be calculated on the basis of the lesser of fair market value or of the depreciated book value in accordance with generally accepted accounting principles of the donor. An accurate description of the donated equipment or materials must be provided.

Donations of space necessary to conduct the project can be claimed as in-kind expenditures, at a cost not exceeding the fair market value: i.e., the cost per square foot for similar accommodation in the area.

Costs of shared utilities, maintenance of facilities, computer services rentals and insurance, based on usage, are admissible as in-kind expenditures.

Sub-contracting or consulting fees are admissible as in-kind expenditures if the sub-contractor or consultant is providing specific services for a specific project for which the applicant or a participant would otherwise have to pay.

The costs to the donor organization for salaries and fringe benefits are eligible as in-kind expenditures at the highest rate permitted for non-management personnel in the same, or most similar category.

Actual and reasonable travel and accommodation costs incurred while on business for the project, and supported by appropriate vouchers, are eligible as in-kind expenditures.

### **Non-eligible in-kind costs**

The following in-kind expenditures, under no circumstances, will be considered eligible:

- a) all remunerations or fees paid to the Board of Directors;
- b) training for staff listed on the payroll of the applicant, research centres or universities which is provided free of charge to the employee and the aforementioned applicants, including attendance at conferences and seminars;
- c) opportunity costs
- d) donations in the form of knowledge, goodwill and other such intangibles.

## **Non-Eligible Costs**

Notwithstanding that the following costs may have been or may be reasonably and properly incurred by the applicant during the performance of project activities, they are considered ineligible:

- a) allowance for interest on invested capital, bonds, debentures, bank or other loans together with related bond discounts and finance charges;
- b) legal, accounting and consulting fees in connection with financial reorganization, financial security issues, capital stock issues, and prosecution of claims against the Minister;
- c) losses on investments, bad debts and expenses for the collection thereof;
- d) losses on other projects or contracts;
- e) federal and provincial income taxes, excess profit taxes or surtaxes and/or special expenses in connection therewith;
- f) provisions for contingencies;
- g) premiums for life insurance on the lives of officers and/or directors where proceeds accrue to the applicant;
- h) amortization of unrealized appreciation of assets;
- i) depreciation of assets paid for by the Minister;
- j) fines and penalties;
- k) expenses and depreciation of excess facilities;
- l) unreasonable compensation for officers and employees;
- m) product development or improvement expenses not associated with the product being acquired under the project;
- n) donations;
- o) dues and other memberships other than regular trade and professional associations;
- p) trade-mark expenses;
- q) land and buildings;
- r) fees or salaries of lobbyists.

Real costs are based on terms that will be established in the contribution agreement (see *Project selection criteria – Selected projects*).

## APPENDIX 2 – Project summary

### *Francommunautés virtuelles* program 2002-03

It is mandatory that this summary be submitted with the proposal (attach the summary to the front of the project proposal).

Briefly describe: _____
Project title: _____
Project objectives: _____
Partners: _____
Expected results and capacity to deliver concrete results: _____
Amount requested from Industry Canada: _____

#### Organization submitting the project proposal

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Organization:  regional (Component A)  national (Component B)

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Name of electoral district: \_\_\_\_\_

Have you ever submitted a proposal to the *Francommunautés virtuelles* program? Yes  No

If yes, in which year? 1998-99  1999-2000  2000-01

If yes, what amount of funding did you receive? \_\_\_\_\_

If yes, state the project name and number: \_\_\_\_\_

If yes, did you work from a community access centre? Yes  No

#### Legal status

Your organization must be not-for-profit in order to be eligible for the program. **Please provide any supporting documentation indicating the legal status of the organization** (e.g. letters patent and so on) and attach it to the project proposal. **Important: Organizations based in Quebec must complete the form in Appendix 5 (M-30 certification).**

#### Project

Project title: \_\_\_\_\_ Submission date: \_\_\_\_\_

#### Authorized representative / Person responsible for the project

All official correspondence pertaining to the proposal will be addressed to the person named below:

Contact name:  Mr. or  Ms.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

**Mailing address** (if different from that of the organization) Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Proposals must be sent by **e-mail and by mail** — or courier — to the following address:

*Francommunautés virtuelles* program  
 Industry Canada  
 Jean Edmonds Tower  
 365 Laurier Avenue West  
 South Tower, 2nd Floor, Section A  
 Ottawa ON K1A 0C8  
 Tel.: 1-800-575-9200 E-mail: [francommunautes@ic.gc.ca](mailto:francommunautes@ic.gc.ca)

# APPENDIX 3 – Detailed project budget

## *Francommunautés virtuelles* program 2002-03

Provide the total (in cash and in kind) for each category of eligible expense, in the table below. Please provide a brief description and justification for each expense.

Note: \*Actual fringe benefits are not eligible. However, an allowance of 20 percent of the direct labour costs may be claimed.

**TABLE 1** Please check the appropriate program component **COMPONENT A:**  **COMPONENT B:**

Estimated expense	Cash (dollar amount)	In kind (dollar amount)	** Provide a description and justification of the costs
<b>Hardware/software</b>			
- Hardware (purchase or rental)			
- Software (purchase or rental)			
- Use and maintenance			
- Networking			
- Application development			
- User fees			
- Other (specify)			
-			
<b>*Salaries and benefits</b>			
- Project manager			
- Technical/professional assistance			
- Volunteers			
- Other (specify)			
-			
<b>Facilities</b>			
- Premises (purchase or rental)			
- Use and maintenance			
- Other (specify)			
-			
<b>Office supplies</b>			
- Furniture			
- Other (specify)			
-			
<b>Communications</b>			
- Promotion related to the project			
- Publications related to the project			
- Other (specify)			
-			
<b>Travel within the country</b>			
- Travel within the country			
<b>Training</b>			
- Training costs			
- Other (specify)			
-			
<b>Other costs (specify)</b>			
-			
-			
Total of <b>cash</b> contributions from the organization (applicant)			
Total of <b>in-kind</b> contributions from the organization (applicant)			
Total anticipated <b>cash and in-kind</b> contributions from the organization (applicant)			
Total amount requested from Industry Canada			

\*\* If necessary, additional pages may be used to describe and justify each expense. Please clearly indicate the category and sub-category for each expense.





# APPENDIX 4 – Comprehensive budget summary

## *Francommunautés virtuelles* program 2002-03

Please check the appropriate program component COMPONENT A:  COMPONENT B:

	Total
Total contributions from the organization	\$
Total contributions from partners other than Industry Canada, including government and non-government sources (federal, provincial/territorial, municipal)	\$
Total cost of proposed project	\$
Total amount requested from Industry Canada — <i>Francommunautés virtuelles</i> program	\$

**Component A supports regional projects** and provides contributions to cover up to 50 percent of total eligible costs, up to a maximum of **\$75 000**.

**Component B supports national projects** and provides contributions to cover up to 50 percent of total eligible costs, up to a maximum of **\$250 000**.

Organization name: \_\_\_\_\_ Project name: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposals must be sent **by e-mail and by mail** — or courier — to the following address:

*Francommunautés virtuelles* program  
 Industry Canada  
 Jean Edmonds Tower  
 365 Laurier Avenue West  
 South Tower, 2nd Floor, Section A  
 Ottawa ON K1A 0C8  
 Tel.: 1-800-575-9200 E-mail: [francommunautes@ic.gc.ca](mailto:francommunautes@ic.gc.ca)

# APPENDIX 5 – M-30 certification for Quebec residents

## *Francommunautés virtuelles* program 2002-03

*Note:* This form must be completed by ALL residents of Quebec who are submitting a project proposal. The form must be included with the proposal.

For the purposes of applying for funding under the *Francommunautés virtuelles* program of the Information Highways Application Branch of Industry Canada, the undersigned, by its duly authorized representative, certifies that it is not subject to sections 3.11 or 3.12 of the *Act Respecting the Ministère du conseil exécutif, R.S.Q. c. M-30*, and more particularly, certifies that it is not:

1. a school board, municipality or urban community;
2. a corporation or agency to which a school board, municipality or urban community appoints the majority of members or contributes over 50 percent of the financing;
3. a member of a group formed of entities listed in either of paragraphs 1 or 2 above;
4. a "public agency" meaning a corporation or agency:
  - to which the government of Quebec or a minister appoints the majority of members or contributes over 50 percent of the financing;
  - to which the officers or employees are appointed or remunerated in accordance with the *Public Service Act (Quebec)*; or
  - more than 50 percent of whose resources are derived from the consolidated revenue fund (Quebec);
5. a corporation or agency to which a "public agency" (as defined in 4 above) appoints the majority of members, or contributes more than 50 percent of the financing; or
6. a member of a group formed of public agencies, agencies or corporations, as described in 4 and 5 above.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ (year)

[insert legal name of applicant]

per: \_\_\_\_\_

\_\_\_\_\_  
(print name of signing officer)

\_\_\_\_\_  
(print title of signing officer)

Proposals must be sent **by e-mail and by mail** — or courier — to the following address:

*Francommunautés virtuelles* program  
 Industry Canada  
 Jean Edmonds Tower  
 365 Laurier Avenue West  
 South Tower, 2nd Floor, Section A  
 Ottawa ON K1A 0C8  
 Tel.: 1-800-575-9200 E-mail: [francommunautes@ic.gc.ca](mailto:francommunautes@ic.gc.ca)

## APPENDIX 6 – Related programs

### *Francommunautés virtuelles* program 2002-03

The *Francommunautés virtuelles* program is part of a series of programs implemented by the Government of Canada in cooperation with other levels of government and the private and voluntary sectors.

#### Industry Canada

The *Community Access Program* helps communities across Canada to establish public Internet access sites to provide convenient and affordable access to the Internet and to the Information Highway for all Canadians (<http://cap.ic.gc.ca>).

Canada's *Digital Collections* program, a component of the federal government's Youth Employment Strategy, employs young people to create Web sites featuring significant Canadian content. The program enables young people to gain experience in multimedia while producing content of potential interest to local, regional, national and international audiences (<http://collections.ic.gc.ca>).

Canada's *SchoolNet* is a multisectoral initiative to link Canada's elementary and secondary schools and to create on-line educational content. The site's learning resources include more than 5000 educational materials, available for parents, students and teachers ([www.schoolnet.ca](http://www.schoolnet.ca)).

The *SchoolNet GrassRoots Program* helps young Canadians to develop their academic and computer skills by integrating information and communications technologies into learning. By working on innovative on-line educational projects, Canadian students and teachers also learn how to use the vast quantity of information available to them through the Information Highway, as well as to develop the skills that will help them build a bright future ([www.schoolnet.ca/grassroots](http://www.schoolnet.ca/grassroots)).

The *Computers for Schools* program helps young Canadians gain greater access to computer technology in a learning environment so they can acquire the computer skills to succeed in a technology-driven economy and society ([www.schoolnet.ca/cfs-ope](http://www.schoolnet.ca/cfs-ope)).

The *Smart Communities* program selects 12 communities to become centres of expertise in the integration of information and communications technologies into communities, organizations and families (<http://smartcommunities.ic.gc.ca>).

The *SchoolNet Multimedia Learnware and Public Access Applications Program*, an initiative of Canada's SchoolNet, helps to strengthen Canada's new media learning and Internet applications industries, while also improving access to learning opportunities for Canadians. The program matches the investments of partners for the production of commercial on-line learnware and public access applications for Canada's Information Highway. One-half of the funds are used to assist small and medium-sized enterprises to develop more products ([www.schoolnet.ca/funds](http://www.schoolnet.ca/funds)).

To obtain a complete listing of the programs under the Connecting Canadians initiative, consult the Connecting Canadians Web site (<http://connect.gc.ca>).

Further information on Industry Canada's programs can also be obtained by calling the following toll-free number: 1-800-575-9200.

#### Department of Canadian Heritage

##### Telefilm Canada

*Telefilm Canada* is a cultural investor. Its mandate is to provide financial support and strategic leverage for the production of high-quality works that reflect Canadian society, with its linguistic duality and cultural diversity, and encourage the widest possible audience for Canadian titles in Canada and elsewhere. The following are some examples of programs offered by *Telefilm Canada*:

- Canada Feature Film Fund
- Equity Investment Program / Licence Fee Program
- Canada New Media Fund.

To find out more about *Telefilm Canada's* various programs, visit the Web site (<http://www.telefilm.gc.ca>).

For more detailed information about other programs administered by the Department of Canadian Heritage, visit the Web site (<http://www.pch.gc.ca>).

There are also several other official languages programs aimed at promoting French and English in Canadian society and fostering the development of French-speaking and English-speaking minority communities.

**The Official Languages Support Programs include the following:**

- Language Acquisition Development Program
- Young Canada Works in Both Official Languages
- Official Language Monitor Program
- Summer Language Bursary Program
- Federal-Provincial/Territorial Agreements – Official Languages in Education
- Support for Linguistic Duality
- Federal-Provincial/Territorial Agreements – Promotion of Official Languages
- Administration of Justice in the Two Official Languages
- Support for Official-Language Communities
- Cooperation with the Voluntary Sector – Program for the Development of Official-Language Services
- Cooperation with the Voluntary Sector – Assistance for Interpretation and Translation
- Interdepartmental Partnership with the Official-Language Communities

For detailed descriptions of these programs, please visit the Web site ([www.pch.gc.ca/offlangoff/programs/index.html](http://www.pch.gc.ca/offlangoff/programs/index.html)).  
Tel.: (819) 994-2222 Fax: (819) 953-6580

## Human Resources Development Canada

The *Youth Employment Strategy* offers job opportunities to young Canadians, in partnership with several federal departments (toll-free Youth Info Line: 1-800-935-5555) (<http://youth.hrdc-drhc.gc.ca/yes/main.shtml>).

Human Resources Development Canada's *Office of Learning Technologies* (OLT) works with partners to expand innovative learning opportunities through technologies. OLT provides financial assistance for projects that contribute to improved understanding, use and adaptation of learning technologies for adult learners at home, at work or in their community (<http://olt-bta.hrdc-drhc.gc.ca>).

OLT's *Community Learning Networks Initiative* (CLN) provides funding to support pilot projects that can offer access to a variety of learning resources within and across communities. These pilot projects may develop new models or enhance existing exemplary models that other communities can learn from, adapt, or build on in order to promote and increase access to learning opportunities enhanced by technologies (<http://olt-bta.hrdc-drhc.gc.ca/contribu/index.html#cln>).

# APPENDIX 7 – Acknowledgement of receipt

## *Francommunautés virtuelles* program 2002-03

Please complete the form below and include it with your proposal, in order that we may acknowledge receipt of the proposal as soon as possible. For reasons of logistics, your acknowledgement of receipt will be sent via e-mail. Please clearly indicate your e-mail address.

### **Acknowledgement of receipt**

We acknowledge receipt of your proposal for funding from Industry Canada's *Francommunautés virtuelles* program (2002-03).

(Proposal reference number): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Acknowledgement of receipt sent: \_\_\_\_\_

(For Industry Canada's administrative purposes only)

Proposals must be sent **by e-mail and by mail** — or courier — to the following address:

*Francommunautés virtuelles* program  
Industry Canada  
Jean Edmonds Tower  
365 Laurier Avenue West  
South Tower, 2nd Floor, Section A  
Ottawa ON K1A 0C8  
Tel.: 1-800-575-9200 E-mail: [francommunautes@ic.gc.ca](mailto:francommunautes@ic.gc.ca)

