Applicant's Guide for Bilateral Agreement Funding 2026-27

Community Organizations in Education

This guide is intended for organizations that are not classified as major education stakeholders but wish to apply for funding for projects in the field of education. It outlines the requirements for completing the application form and specifies the information that should be included. Funding for projects is made available through the *Canada - Newfoundland and Labrador Agreement for Minority-Language Education and Second Official-Language Instruction 2025-26 to 2027-28*.

Important notes:
- ***Consult this guide when preparing your application.***
- ***Applications will be evaluated based on scope and number of participants***

Application Form: General Information

This section provides information about the application process:

- Applicants must use the application form provided to submit their proposal.
- All applications must be submitted by email to **bilateralagreement@gov.nl.ca** prior to the stated deadline.
- Incomplete or late applications may not be considered.
- Applications containing errors (including budgetary or other inaccuracies) may result in processing delays and could be given lower priority during evaluation and/or approval.
- Each project must be submitted separately using an individual application form.

Application Form: Specific Information

This section will provide specific information about the application form. Please include the following in your submission:

1) **Description of Project**
   o Provide a brief description of the project (100 words or fewer). The description should clearly outline the proposed project, its objectives (e.g., cultural, linguistic, pedagogical), the targeted areas, and the intended audience (e.g., Core French or French Immersion students or teachers, French Minority Language teachers or students). ***Please note: This section must be clear and concise. Applications requiring clarification will be given lower priority during evaluation and/or approval, which may delay notification of the project's status.***
   o Indicate whether the proposed project is a continuation of a previous project funded by the Department of Education and Early Childhood Development or

another governmental body. If applicable, clearly explain how the proposed project builds on or relates to the previous initiative.

o **For French Second Language Only:** If the project/initiative involves the translation of materials into French (new or existing) and/or the creation of videos in French, a quality assurance plan for the French content (written or spoken) must be included in this section. This may involve the use of a qualified French-language editor. Associated costs should be reflected in the project budget and timelines. The proficiency of the translator and editor (for written materials), as well as the voiceover artist or on-screen presenter (for videos), must be carefully considered. All French text and spoken content must provide an appropriate language model. Voiceover artists and on-screen presenters must demonstrate native or near-native proficiency in French to ensure a high-quality language model for students and teachers.

2) Rationale for Proposed Project or Context

- In 100 words or fewer, describe the issue, gap, or identified need that the proposed project intends to address. Include a brief overview of the current context or state of affairs.
- Clearly identify who will benefit from the project (e.g., teachers, students) and describe the anticipated impact on the target audience.

3) Activities in Proposed Project

- This section must include a comprehensive list of all project activities. Each activity should be clearly identified and described in sufficient detail, including how it will be implemented and how it supports the overall objectives of the project.

4) Performance Indicators, Performance Targets and Baseline Data

- Organizations will be required to provide at least one performance indicator, one performance target and one baseline datum for each project. *These data must be available to support the indicator and target. It is suggested that these be data collected regularly as a part of ongoing operations, or data easy to obtain.*

PLEASE NOTE:

- A *performance indicator* is a quantifiable measure of how effectively an individual, team, or organization is achieving a specific objective or goal. Examples:
  - Number of students enrolled in minority language or second-language education programs
  - Retention rate from one education level/grade/year of program to the next
  - Number of students participating in artistic, cultural or extracurricular activities in French

- A *performance target* is a specific goal or objective that defines the desired level of performance or output.
- *A baseline datum* describes the initial set of information collected before an intervention, event, or project starts. Examples:
  - ➢ Current enrollment numbers
  - ➢ Current vacant positions
  - ➢ Percentage of documents currently available in French

Some samples:

Performance Indicator	Performance Target	Baseline
Number of students participating in the "We Speak French" cultural experience	Maintain the number of students attending the "We Speak French" cultural activity	In 2024-25, 500 students participated in the "We Speak French" cultural activity
Number of students participating in the virtual "Allez, allez, allez le français" event	50% of all Grades 4-6 students enrolled in French Programming in the province attend the virtual event	In 2024-25, 5000 students were enrolled in French Programming from Grades 4-6 in the province
Number of courses and resources on underwater basket-weaving available for Post Secondary Students	Increase the number of courses and resources on underwater basket-weaving available in French for Post Secondary Students	In 2024-25, 2 resources and 2 courses on underwater basket-weaving were available in French for Post-Secondary Students

5) Projected Revenues:
In this section, outline the total projected cost of the project and identify any additional sources of funding, if applicable. *If funding from other sources is being secured for this project (for example, fees for participation, other federal or provincial sources or other in-kind contributions), please list amounts and sources and do not include this amount in the amount requested.*

6) Projected Expenses:
In this section, include the costs that you need the Department of Education and Early Childhood Development to cover. *Please list all budget items with specific costs and descriptions.*

PLEASE NOTE:
- *Applicants MUST ensure that budgets are accurate and do not contain errors. Projects that contain budget errors or inaccuracies may not be considered and/or be placed lower on the priority list for evaluation and/or approval.*

7) Contact Person Name, Position, Phone Number and Email
- o Please provide one contact person for the project. *Please note that the contact person must be able to answer questions and provide further details on the project during the whole process, not only during the application process.*

Canada

Newfoundland & Labrador