

# Applicant's Guide

## Application for Bilateral Agreement Funding 2025-26

**Deadline for Submission: June 20, 2025**

### **OVERVIEW**

The Department of Education and Early Childhood Development, Government of Newfoundland and Labrador invites proposals from organizations for funding 2025-26, made available through the *Canada - Newfoundland and Labrador Agreement for Minority-Language Education and Second Official-Language Instruction*.

The proposed projects, if approved, must begin on or after July 1, 2025 and be completed by June 30, 2026.

Approval of projects is subject to available funding.

For organizations approved for funding in 2024-25:

- The Department of Education and Early Childhood Development will not provide payment of any approved funding amounts for 2025-26, if applicable, until final reports for projects approved in 2024-25 are received.

### **PURPOSE**

This guide is intended for organizations who do not fall within the category of major stakeholders in education wishing to submit a proposal for funding for a project that targets education. It sets out guidelines for completing the application form for projects and indicates what types of information to include in your application. Please refer to it when completing your application form.

**PLEASE NOTE: applications that include a wide scope and wide target audience will be prioritized.**

### **APPLICATION FORM: GENERAL INFORMATION**

This section will provide general information about the application form:

- Please use the application form provided to submit your proposal.
- Please submit all applications by email to [emanuelamascarin@gov.nl.ca](mailto:emanuelamascarin@gov.nl.ca) before the deadline.
- Incomplete or late applications may not be considered.
- Applications containing errors (in relation to budgets or other items) will delay processing and may be placed lower on the priority list for evaluation and/or approval.
- Each project/initiative must be submitted separately, using separate application forms.



## **APPLICATION FORM: SPECIFIC INFORMATION**

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

- **Description of Project**
  - Provide a brief description of the project in 100 words or less. This should include information on the proposed project, its objectives (e.g., cultural, linguistic, pedagogical) and targeted areas, as well as its target audience (e.g., Core French or French immersion students or teachers, French Minority Language teachers or students). *PLEASE NOTE: It is essential that this part of the application be as clear as possible. Proposals requiring clarification will be placed lower on the priority list for evaluation and/or approval, which will result in delays in notification of project status.*
  - The description should also indicate if the proposed project/initiative is a continuation of a previous project funded by the Department of Education or by other governmental bodies. If this applies, the proposal must describe how this project relates to the previous one.
  - If a project/initiative involves translation of materials into French (new or existing) and/or creation of videos in French, a plan for quality control of the French text (written or spoken) must be provided. This plan should be listed in this section. This may include an editor for the French text. Please factor this in the budget and timelines. Proficiency of the translator and editor (for written text) as well as proficiency of the voiceover actor or actor on screen (for videos) should be considered. French text or translation must provide an appropriate language model in French. Voiceovers or actors on screen must have a native or near native level of French in order to provide an appropriate language model for students and teachers.
- **Rationale / Context**
  - Describe the issue or need that the proposed project would address, including current state of affairs in 100 words or less.
  - Mention who would benefit from the project (e.g. teacher, students) and the impact this project would have on the target audience.
- **Activities**
  - This section of the proposal must contain a list of project activities. Each activity should be listed and described in detail.
- **Performance Indicators, Performance Targets and Baseline Data**
  - Stakeholders 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
<b>Number of students participating in the “We Speak French” cultural experience</b>	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
<b>Number of students participating in the virtual “Allez, allez, allez le français” event</b>	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
<b>Number of courses and resources on underwater basket-weaving available for Post Secondary Students</b>	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

- **Detailed Budget**
  - List all budget items with specific costs and descriptions.
  - Indicate the total amount requested from the Department of Education and Early Childhood Development
  - **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.

- 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.
- **Contact Person Name, Position, Phone Number and Email**
  - 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.