Applicant's Guide

Applications for Funding - Official Languages in Education (OLE) Program

2024-25

Deadline for Submissions: April 19, 2024

OVERVIEW

The Department of Education invites proposals for funding from school boards and other organizations within the context of the Official Languages in Education (OLE) Program for 2024-25. This funding is made available through the *Canada - Newfoundland and Labrador Agreement for Minority-Language Education and Second Official-Language Instruction*.

Approval of projects is subject to available funding.

For organizations that were approved for funding in 2023-24:
- The Department of Education reserves the right withhold payment of any approved funding amounts for 2024-25, if applicable, until final reports of projects approved in 2023-24 are received.

PURPOSE

This document is intended for school boards and organizations who wish to submit a request for funding for projects within the context of the Official Languages in Education (OLE) Program. 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 this guide when completing your application form.

DETAILS

Application Form: General Information
- Please use the application form provided to submit your request.
- A complete application must be submitted for a project/initiative to be considered. This must include all requested details. Incomplete or late applications may not be considered.
- Errors in applications will delay processing. Applications that contain errors, especially errors in budgets (amounts or descriptions) or in projects activities/descriptions, will be placed lower on the priority list for evaluation and/or approval.

- A separate form must be completed for each project/initiative. Groups that submit more than one project/initiative must complete a separate form for each project/initiative.

Application Form: Specific Information

This section will review specific parts of the application form and provide additional details on what information to provide.

- **Description of Organization**
  - Please provide a brief description of your organization in a <u>maximum of 150 words</u>.
  - This section aims to ensure the Department understands the role and purpose of an organization, as well as their mission and vision.
- **Description of Project**
  - Provide a description of the project. This should include information on the project, including the objectives (e.g., cultural, linguistic, pedagogical) and target areas, as well as target audience (e.g., target grade level and program: core, immersion, minority language).
  - This description should also indicate if the project/initiative is a continuation of a previous project or furthers a project/initiative that was previously funded by the Department of Education. In this case, the proposal should describe how this project relates to the previous project.
  - *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.*
  - 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 into 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 video) 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 for Request and/or Context**
  - Describe the issue or need that this project addresses, including current status or situation.
  - This section should contain information on who will benefit from the project and the impact this project will have on the target audience.

- **Target Group(s)/Linguistic Objective**
  - A project may target exclusively French Second Language (FSL) or French Minority Language (FML) or may target both groups simultaneously.
- **Components and/or Activities of Project**
  - This section must contain a list of project activities. Each activity or component of the project should be listed.
  - If an activity or component is directly tied to a general or specific curriculum outcome from a curriculum guide, please include these in a separate appendix. Curriculum Guides are available on the Department of Education website.
- **Planned outputs and outcomes**
  - This section should include a list of outputs and a list of outcomes related to the project.
    - **Outputs** are the direct products, goods, or services that are delivered or produced as a result of project activities. Outputs can be easily observed or quantified.
    - **Outcomes** refer to the broader and long-term effects or changes that occur as a result of the project or program.
- **Project Timeline**
  - This section should indicate the start date and end date of the project (month and year).,
- **Detailed Budget with Total Funding Amount Requested**
  - List all budget items with specific cost and description. This information can be provided in an appendix in Excel, Word or PDF format, if desired.
  - Indicate the total amount requested.
  - *Please note that applicants **MUST** ensure that budgets are accurate and do not contain errors. Projects that contain budgets that are not accurate or that contain errors may not be considered and/or be placed lower on the priority list for evaluation and/or approval.*
- **Contact Person(s) Name, Position, Phone Number and Email**
  - Please provide at least 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.

ADDITIONAL DETAILS
- The application deadline is **April 19, 2024**.
- Late or incomplete applications may not be considered and will be evaluated based on available funding as well as available staffing within the Department of Education to process incoming applications.
- Please submit all applications by email to emanuelamascarin@gov.nl.ca before the deadline.