

Financial Aid Application Form



In one of the Rural or Cultural
Development Funds.

Financial Assistance Application Form

Cultural Development Agreement

The Cultural Development Agreement concluded between the Ministry of Culture and Communications (MCC) and the Regional County Municipality of Bonaventure (MRC), provides financial assistance for carrying out actions that fall within the broad guidelines of the Cultural Policy of the MRC of Bonaventure 2021 and its Cultural Action Plan 2021-23:

- Contribute to individual and collective well-being through culture
- Support the development of a dynamic and integrated cultural environment
- Boost the relationship between culture and territory.

In order to know the vision and objectives of cultural development within the MRC of Bonaventure, please refer to the Cultural Policy of the MRC of Bonaventure 2021. To know the specific objectives for each year of the action plan, please consult the 2021-23 Cultural Action Plan of the MRC of Bonaventure.

For more information or to apply for this fund, contact:

Natalie Martin, cultural development officer

Telephone : 418 752-1492

E-mail : culture@mrcbonaventure.com

Regions and Rurality Fund (FRR) – Section 2 - Support for structuring projects

This fund aims to promote the development of the communities in its territory. Through the FRR – Section 2, the MRC of Bonaventure wishes to fulfill its role and responsibilities by taking the following actions:

- Carry out its mandates with regard to land use planning and development of its territory;
- Support local municipalities with professional expertise or to establish shared services (social, cultural, tourism, environmental, technological or other);
- Promote and support entrepreneurship and businesses;
- Mobilize communities and support them in carrying out structuring projects to improve living environments, particularly in the social, cultural, economic and environmental fields;
- Establish, finance and implement sector-based local and regional development agreements with government departments or agencies;
- Support rural development.

To find out about the priorities and targeted areas of intervention, as well as the terms of project eligibility, please refer to the **Support Policy for Structuring Projects and Priority Axes**.

For more information or to apply for this fund, contact:

Mélissa Bélanger, rural development officer

Telephone : 581 357-0127

E-mail : mbelanger@mrcbonaventure.com

Regions and Rurality Fund (FRR) Section 4 – Support for revitalization

This fund aims to encourage mobilization to face the particular challenges of revitalization, to support the implementation of revitalization approaches and initiatives in the territory concerned and to improve services or equipment for the population, by carrying out projects particularly on the economic, social, touristic or cultural levels.

The financial assistance granted must support structuring projects whose direct or indirect spinoffs will benefit municipalities facing specific vitalization challenges.

In the MRC of Bonaventure, seven municipalities are more specifically targeted, St-Elzéar, New Carlisle, Paspébiac, Hope, Hope Town, St-Godefroi and Shigawake. To find out about the preferred areas of vitalization and the terms of project eligibility, please refer to the Vitalization Framework.

For more information or to apply for this fund, contact:

Mélanie Roy, development agent / Vitalization

Telephone : 581 357-1126

E-mail : mroy@mrcbonaventure.com

1. INFORMATION ON THE PROMOTING ORGANIZATION

Promoter's name: _____

Address: _____

Telephone: _____

E-mail : _____

Manager : _____

Function : _____

Promoter Type:

Non-profit organization

MRC

Enterprise

Municipality

Cooperative

Individual

Private enterprise

Other (specify) _____

2. PROJECT INFORMATION

Title: _____

Territory affected by the project:

All the MRC

Paspébiac

Caplan

Shigawake

New Carlisle

Saint-Alphonse

Saint-Godefroi

Saint-Elzéar

New Richmond

Hope Town

Bonaventure

Cascapédia-St-Jules

Hope

Saint-Siméon

Other _____

3. PRESENTATION OF THE PROMOTER

Description: mission, history, artistic approach, etc.

4. DESCRIPTION AND NATURE OF THE PROJECT

Describe the community issues or needs that the project seeks to address (targeted objectives, impacts, target clientele, etc.)
How will you ensure the sustainability of the project, if applicable:

5. APPENDICES TO BE COMPLETED

For a cultural development project, complete Appendix 1

For a FRR Section 2 rural development project, complete appendix 2

For a FRR Section 4 rural development project, complete appendix 3

6. PROJECT COST AND FINANCING

Expenses	Expense item	Amount
	Total	

Revenue	Amount	Confirmed ?
Funding sources		↘
		✓
Amount requested from the MRC of Bonaventure		
Down payment (specify nature):		
	Total	
Income minus expenses:		

Down payment

Please confirm the minimum down payment required with your development agent or by consulting the policies specific to the various programs.

Describe the nature of the planned down payment in the project. This down payment includes the financial contribution of the promoting organization and the community contribution to the project (donations, sponsorships, etc.) and must be used to pay the costs or expenses identified in the financing structure.

Note: If necessary, attach financial forecasts as an appendix.

The MRC of Bonaventure strongly encourages promoters to prioritize local or regional producers and suppliers in the acquisition or rental of goods or services for the realization of the project..

9. DOCUMENTS TO ATTACH TO THE REQUEST

Financial assistance application form and project-specific annex duly completed;

Copy of patent letters or other document confirming the existence of the organization;

Resolution designating the person authorized to act on behalf of the promoter in the context of the application for financial assistance, approving the submission of the project as presented and attesting to the amount of the down payment;

Copy of estimates and bids from at least two suppliers, when the project requires the acquisition or rental of goods or services;

Copy of the necessary permits or authorizations, if applicable;

Letters of support required (municipal council, partners, etc.);

Written confirmations from the financial partners involved in the project;

Financial statements of the organization (in the case of an NPO or a cooperative) for the last 2 fiscal years;

Other relevant documents. Other documents may be required by the MRC, depending on the case.

10. PROGRESS AND FINAL REPORTS

During and at the end of the project, you will have to provide a progress or final report including an activity report and a financial report, explaining where the project is at and justifying the deviations from the original plan.

Copies of all supporting documents for expenses incurred within the framework of the project must be kept by the promoter, and the MRC reserves the right to claim them in the event of an audit.

The final disbursement of the project is conditional upon receipt of the progress and final reports.

To obtain a report template, contact your development officer or consult the MRC of Bonaventure website:

www.mrcbonaventure.com

11. FILING OF THE APPLICATION

The financing of a project is conditional on compliance with the standards, laws and regulations in force in Quebec as well as on obtaining all the necessary permits and authorizations.

The application for financial assistance must be submitted by a representative of the promoting organization who certifies that the information contained in the document is complete and true.

The promoter authorizes the MRC of Bonaventure to exchange with any government department, agency or financial institution on the information or documents necessary for the study of this application.

Sending this completed financial aid application form is proof of official submission.

Deposit by :		Date :	
Function :			

Cultural Development Agreement between the Ministry of Culture and Communications (MCC) and the Regional County Municipality (MRC) of Bonaventure

TARGETED CULTURAL SECTOR *(Check the sector(s) that apply and specify if necessary)*

- | | | | |
|------------------------|-------------|-----------------------|---------------------|
| Performing | Visual arts | Cultural leisure | |
| Arts Media | Cinema | Digital appropriation | |
| Letters and literature | Crafts | Heritage | Other(specify)_____ |

OBJECTIVES OF THE 2021-2023 CULTURAL ACTION PLAN *(Check the objective(s) that apply)*

Orientation: Contribute to individual well-being and collective through culture	Orientation: Energize the relationship between culture and territory
<p>Building bridges between linguistic and cultural communities</p> <p>Make culture more accessible</p> <p>Promote the presence of culture in the lives of children and young people</p> <p>Promote active participation in culture, in particular through cultural leisure</p>	<p>Protect and enhance heritage</p> <p>Promoting local culture</p> <p>Promote the presence of culture throughout the territory</p>

TARGET CUSTOMERS

- | | | |
|-----------------------------|--------------------------------|---|
| Early childhood (0-5 years) | Young adults (18-29 years old) | People from cultural communities |
| Childhood (6-12 years) | Adults (18-59 years old) | People from underprivileged backgrounds |
| Adolescents (13-17 years) | Seniors (60 years and over) | People living with a physical disability |
| Family | General public | People living with an intellectual disability |

TYPE OF PROJET

- Occasional activity. This is a new activity, which has not taken place before.
- Innovative action. A new action, taking place as part of a recurring event.
- Enhanced recurring activity. New edition of an activity to which significant improvements or value added have been made.

PROJECT IMPLEMENTATION TEAM (In addition to the promoter, if it is a collaboration, describe each collaborator on the project) * Attach an additional document if necessary.

Name of person or organization His role	Short biography or description of the organization

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* In the **PROJECT DESCRIPTION AND NATURE** section of the form, be sure to clearly define the following points:

- If it is an innovative action or an enhanced recurring activity, please demonstrate the added value and the innovative nature of the actions.
- Regarding the objectives pursued; show the links with the objectives of this call for projects.
- Concerning the Impacts; describe the impacts that your project will have on the cultural development of the territory and the target clientele.

VISIBILITY: Any project supported under cultural development agreements must, in return, give it visibility during public activities or publications.

For more information or to submit a request, contact:

Natalie Martin, cultural development officer

Telephone 418-752-1492

E-mail :culture@mrcbonaventure.com

Partnership

Who are the partners who support the project or who will participate in it?
 If your project involves collaboration between several municipalities, you must indicate them.

Partner	Type of support	
	Technical	Moral support

Job creation

Will the project create new jobs as a result of its completion? Yes No

Your number of current employees:

The number of new jobs created following the completion of the project:

Please specify the type of job thus created:

COMPILATION SHEET

VOLUNTEER OR PAID LABOR TO BE RECOGNIZED IN THE DOWN PAYMENT

Date or period:

Type of work	Hourly rate *	Number of hours	Number of volunteers	Subtotal

Total :

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*** Hourly rate value to use for labor**

- Unskilled labor: 12 \$
- Specialized workforce: 25 \$
- Professionals: 50 \$

For more information or to apply for this fund, contact :

Mélissa Bélanger, rural development officer

Telephone : 581 357-0127

E-mail : mbelanger@mrcbonaventure.com

In which axis of targeted vitalization does the project fit?

- Housing and lodging
- Health, well-being and safety
- Sports, leisure and culture
- Socio-economic development
- Shared Resources
- Transport and mobility

Describe how the project will improve the prosperity, vitality and dynamism of the community or territory.
How will the project improve the economic vitality index of the municipality?

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Your number of current employees:

The number of new jobs created following the completion of the project:

Please specify the type of job thus created:

For more information or to apply for this fund, contact:

Mélanie Roy, Development Agent - Vitalization

Telephone : 581 357-1126

E-mail: moy@mrcbonaventure.com