

Under the *French-language Services Act*, the Office of Acadian Affairs and Francophonie is engaged to “contribute to the preservation and growth of the Acadian and Francophone community.” With these goals in mind, the Office of Acadian Affairs and Francophonie offers different grant programs.

The program **Acadian and Francophone Community Projects** is mandated to support projects, in various sectors, for example, language, culture and youth, etc.

For the Office of Acadian Affairs and Francophonie, it is essential to support the Acadian and Francophone community of Nova Scotia through community projects that are innovative and that demonstrate the vitality of our communities.

If you have questions about your project, please contact the Program Administration Officer:

Laura Huynh Le
laura.le@novascotia.ca
Office of Acadian Affairs and Francophonie
1741 Brunswick Street, 3rd Floor
PO Box 682 Halifax Nova Scotia B3J 2T3
902-240-1471

ELIGIBILITY CRITERIA

Applicants:

- a) Registered, Nova Scotia-based, non-profit society/cooperative
- b) Registered Canadian charities actively operating in Nova Scotia
- c) Educational institution

GUIDELINES

Examples of eligible activities

- Events (cultural, youth...)
- Workshops/training
- Websites, logos
- Developing promotional tools
- Developing games
- Developing videos or podcasts

Please note that this list is not exhaustive. If you have an idea that is not listed here, please contact our Office to discuss it.

Examples of ineligible fees

- Salaries and social benefits (regular employees)
- Translations and interpretation
- Vehicle rentals
- Equipment and furniture
- Food and drink (alcoholic and non-alcoholic)
- Construction/renovation work
- Travel and accommodation expenses
- Projects solely related to printing materials
- Costs engaged prior to approval

****NEW - Financing Parameters**

! The amount requested from the Office will not exceed a maximum of \$25,000.

! The Office's contribution may not exceed 80% of the total project cost.

! The applicant must therefore contribute at least 20% of the total cost of the project. The applicant may use municipal/federal funds, provincial funds from other Nova Scotia government programs, and cash or in-kind donations as allocations.

CALENDAR

The call for proposals is open from April 1st, 2025, until all funds are exhausted with a closing date of **December 12, 2025**.

APPLICATION PROCEDURE

Each request will be reviewed and assessed on an ongoing basis until the funds available for the current fiscal year are exhausted. We recommend that you submit your funding application at least 40 working days (2 months) before the start of your project. Please note that any costs incurred prior to approval are non-refundable.

Important: Submitting an application **does not guarantee funding**.

Reminder: Please note, if a final report becomes overdue, no funds can be released for any subsequent grants approved through the Communities, Culture, Tourism and Heritage department or Arts Nova Scotia programs until the overdue report has been received and approved.

REQUEST SUBMISSION

Please note that we encourage you to contact us before submitting your application, so that we can discuss your project idea and support you throughout the process.

- Step 1: Determine your eligibility

See Eligibility criteria (above).

- Step 2: Make sure you submit your application in time for processing (between 6 and 9 weeks)

See Procedures and process (above).

- Step 3: How do I write my application?

The following documents need to be filled:

- o Application form
- o Budget (NEW! The Office's contribution cannot exceed 80% of total project costs and will not exceed a requested maximum of \$25,000).

- Step 4: Send your application

Send the application form and budget by email to Laura Huynh: Laura.Le@novascotia.ca

- Step 5: Acknowledge receipt and await decision on your funding request

We will contact you if we have any questions and when a decision is made on your application

EVALUATION CRITERIA

Your request for funding will be evaluated according to the following criteria:

- The project description is clear and concise
- The objectives described in the project description clearly demonstrate the contribution to the development and vitality of the Acadian and Francophone community of Nova Scotia
- The description of expected results (question 3) in the form refers to performance indicators (figures, percentages, comparison between the pre-project situation and the expected post-project situation, etc.).
- Building the budget:
 - o Budget forecasts are detailed;
 - o The Office's contribution may not exceed 80% of total project costs and will not exceed a requested maximum of \$25,000;
 - o Details of the type of expense are clearly indicated;
 - o Optimization of resources is clear, and expenditures are justified and reasonable;
 - o All contributions are clearly indicated and realistic (applicant, partners and other sources).
 - o The expenses mentioned are eligible for the Acadian and Francophone Community Projects program.

REQUIREMENTS FOR ACKNOWLEDGING FUNDING

Grant beneficiaries must recognize the financial assistance of the province of Nova Scotia.

For more information, please consult the following page :

<https://cch.novascotia.ca/support4culture/acknowledgement-guidelines>