

For each project, please complete both sides of this form, making sure that any required supplemental information is complete and included with your application. **All fields are mandatory and must be filled out in order to process the application.** Faxes of your application must be followed with an original signed copy.

I. General information

ORGANIZATION NAME	ADDRESS (street/P.O.B, city, province/territory, postal code)
CONTACT PERSON	
CONTACT PERSON'S TITLE	POSTAL ADDRESS (if different)
TELEPHONE	
FAX	
E-MAIL	
WEB SITE	

Scope of activities:

- Municipal Provincial
 Regional National

Incorporated:

- Yes
 No
 Corporate registration number

Type of organization:

- Private, for profit Private, non-profit
 Affiliated with public-sector institution or association

Language of communication:

- English
 French

II. Application identification

Project name:

Project start date:	<input type="text"/>	Project end date:	<input type="text"/>
Total project cost:	\$ <input type="text"/>	Total amount requested from the SCI:	\$ <input type="text"/>

Please provide expected government financial assistance details for your project.

Federal	\$ <input type="text"/>	Provincial	\$ <input type="text"/>	Municipal	\$ <input type="text"/>	Total	\$ <input type="text"/>
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I affirm that the information in this application and the attached documents is accurate and complete, and that the plans and budgets are fairly presented. I agree that once funding is provided, any change to the proposal will require prior approval of the Department. I agree to publicly acknowledge funding and assistance by the Department, in accordance with the terms of the contribution agreement. I also agree to submit reports and financial accounting for evaluation of the activity funded by the Department. I understand that the information provided in this application may be accessible under the *Access to Information Act*. I also agree to respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

Authorized signature	Name (please print)
Date	Title (please print)

If someone other than the president or owner signs the application form, a letter from the president or owner authorizing that person to submit the application must be provided.



III. Detailed project information checklist

In a separate document, you must provide the following information **using the headings from 1 to 10 below**, in the order shown. Additional information may be submitted if necessary. Furthermore, include a printed copy with this application and, if possible, email an electronic version to bpidp_padie@canadianheritage.gc.ca, as well as your latest financial statements.

IV. Checklist

1. ORGANIZATION: Provide a short history of your organization, describing its mandate and achievements. Please include a copy of the articles of incorporation and charter (or constitution and by-laws) and lists of your directors and officers (or equivalents).

2. RESOURCES: Describe the resources that your organization can apply to this project. Who are the key people in the organization who will be managing the project? If you are working with consultants or subcontractors, indicate how and why they were selected.

3. PARTNERS: List any other organizations that are working with you or that support this project or its objectives. What efforts have you made to find other sources of funding, from either the public or private sector?

4. DESCRIPTION AND ELIGIBILITY: Provide a detailed description of your project. Indicate how your project meets the eligibility criteria outlined in applicant's guide. Indicate also how the project relates to the main objective of the Supply Chain Initiative, which is to strengthen and modernize the supply chain for books in Canada.

5. OBJECTIVES: In order of importance, list three distinct, reasonable, and measurable objectives. For example, why is the project being proposed? What will have changed once the project is successfully completed?

6. TIMELINE: Provide a clear and comprehensive workplan and calendar, showing the activities of your project between the start date and the end date.

7. EVALUATION FRAMEWORK: Based on the three objectives listed above, indicate how you intend to monitor and evaluate the progress of the project and ensure that the objectives are met. After the project is completed, your final report must include an assessment of the project in relation to the Evaluation Framework.

8. FINANCIAL INFORMATION: Provide a detailed budget proposal, showing all expected expenses and revenues for your project. For revenues, indicate whether amounts are estimated or confirmed and be sure to show other government sources of funds. After the project is completed, your final report must include a financial report comparing actual expenses to this budget.

9. APPLICATION FORM: Include the original completed signed application form. An application with your original signature must be provided.

10. FINANCIAL STATEMENTS: Include your organization's latest financial statements. If the requested amount is above \$200,000 then audited financial statements are required.