

APPENDIX C

REGISTRATION GUIDE



APPLICANT GUIDE



IMPORTANT:

- Please read this applicant guide before completing the form.
- Please complete one form for each activity. If submitting a paper copy of the form, please print.
- Incomplete applications will be rejected. If requested, it is the responsibility of the applicant to submit all missing information within the timeframe specified by the Assemblée.

Preliminary information on the registration process:

GLOSSARY

This glossary provides definitions of terms and expressions the reader will encounter in this report.

EXPRESSION	DEFINITION
Aboriginals (First Nations, Métis and Inuit)	The collective name of the original inhabitants of North America and their descendants. The Canadian Constitution (The Constitution Act, 1982) recognizes three groups of aboriginal peoples: First Nations, Métis and Inuit. These are three distinct peoples, each with their own heritage, languages, cultural practices and spiritual beliefs. www.aboriginalaffairs.gov.on.ca/english/faq/glossary.asp
Franco-Ontarian	Ontario's francophone population includes those whose mother tongue is French, as well as those whose mother tongue is neither French nor English, but who have a good knowledge of French as an Official Language and use French at home. www.ofa.gov.on.ca/en/franco-definition.html
Franco-Ontarian cultural heritage	Any object or collection, natural or cultural, material or immaterial, that the francophone community recognizes for its values of historical expression and memory, which requires the necessity to protect it, to conserve it, to take ownership of it, to develop and enhance it, and to transmit it. (Appendix A: Reference framework for Franco-Ontarian cultural heritage)
Francophile	Anyone who is not a francophone, and who has an affinity for the French language and culture.
FREM	Francophone racial and ethnocultural minorities.
French	Of or relating to the French-Canadian language or culture in Ontario.
MREF	Minorités raciales et ethnoculturelles francophones
Legacy	The transmission of cultural heritage and long-term structuring effects.
LGBTQ	Acronym used to refer to all persons not strictly heterosexual, as lesbians (L), homosexual men or gays (G), bisexuals (B) and transsexuals (T). More and more frequently included are people who define themselves as queer (Q), and even those who are "questioning" themselves (Q also). www.cestcommeca.net/definition-lgbtq.php

1. APPLICANT INFORMATION

1.1 APPLICANT'S LEGAL NAME

Provide the applicant's full official name as it appears on the legal incorporation documents, since the accreditation certificate will be in this name.

1.2 MAILING ADDRESS

Provide the applicant's full mailing address. Provide the street address if the mailing address is a post office box.

1.3 WEBSITE

Only if applicable.

1.4 CATEGORY

Check the category that corresponds to the applicant's status.

Non-profit organization:

- An organization that offers products or services without earning a profit. It is generally dedicated to activities that enhance or benefit a community. It operates with a board of directors and has members. It is duly incorporated at the federal or provincial level, as applicable.

Institution:

- An establishment or entity operating under a specific identity that is private, parapublic or public and that works in a specific field (education, health, economic development, environment, etc.).

Community group:

- A group of people or members that is generally dedicated to activities that enhance or benefit a community. This group does not necessarily have a board of directors and is not duly incorporated.

Municipality:

- An administrative entity established under provincial legislation to administer a specific territory and whose powers are exercised by a municipal council.

1.5 CONTACT PERSON

Provide the name of the person responsible for the activity for which the accreditation application is being submitted, who can give detailed information regarding the activity.

2. DESCRIPTION OF THE ACTIVITY

2.1 ACTIVITY NAME

Provide the official name of your activity.

2.2 TARGET TOURISM REGION

Ontario is divided into 13 tourism regions. Please refer to the map below in order to identify the tourism region(s) targeted by your activity.

If your activity is province-wide, please check all 13 tourism regions. For further information, please visit the Ministry of Tourism, Culture and Sport website, at www.mtc.gov.on.ca/en/regions/regions.shtml.



2.3 ACTIVITY DATE(S)

To be eligible, the activity must take place between January 1, 2013 and September 30, 2015.

Please indicate the start and end dates of your activity.

If your activity will be taking place in several phases, please indicate the start and end dates of each phase.

2.4 LOCATION(S) WHERE THE ACTIVITY WILL TAKE PLACE

To be eligible, the activity must take place in Ontario. Please indicate the location(s) where the activity will take place.

2.5 NATURE OF THE ACTIVITY

It is important to indicate whether:

- The activity will take place as part of the applicant's existing, regular programming, with a "400th aspect" being added to it (e.g., annual festival, annual gala, etc.)

OR

- The activity did not exist previously, and will be specially designed and organized in order to commemorate 400 years of the French presence in Ontario.

2.6 DESCRIPTION OF THE ACTIVITY AND ITS 400th ASPECT

In 150 words or less, and answering the following three sub-questions, describe your activity and explain in detail how it will highlight the commemorations of 400 years of the French presence in Ontario.

1. What is the activity, whether new or modified to be in keeping with the commemorations of the 400th?
2. Describe how this activity will highlight 400 years of the French presence.
3. Explain what will take place during the activity.

3. CONNECTIONS WITH THE PRIORITIES OF THE 400th

3.1 CONNECTION TO THE COMMUNITY VISION FOR THE 400th

Community vision for the 400th: The community commemorations of 400 years of the French presence in Ontario are a living legacy of the francophone community's contribution, from 1610 to today, in every area of activity and every region of Ontario, and of its contribution to francophone cultural visibility in Canada.

In 200 words or less, and answering the two sub-questions below, describe how your activity will be consistent with the community vision of the 400th as stated above.

1. How will you make the vision of the 400th a reality?
2. How will this activity promote community visibility in your region?

3.2 THE ACTIVITY IS CONSISTENT WITH THE FOLLOWING COMMUNITY PRIORITY ASPECT(S) OF THE 400th

Select one or more of the community priority aspects with which your activity is consistent and, in 200 words or less, and answering the two sub-questions below, explain how this is the case, for each of the priority aspects selected.

1. With which aspect(s) is your activity consistent? Why?
2. How is your activity in keeping with the selected aspect(s)?

PRIORITY ASPECTS FOR THE 400TH

HERITAGE

Preservation and, especially, transmission of French Ontario's cultural heritage is at the core of the community programming for the commemorations of the 400th anniversary of the French presence in Ontario. It is intended not only as a tool for developing a sense of belonging in Ontario's francophones, but also a source of wealth in order to promote the cultural diversity and collective memory of Ontario as a whole. (See Appendix A – Reference framework for Franco-Ontario cultural heritage)

TOURISM

Community programming for the 400th anniversary of the French presence in Ontario will be a tool for developing first-rate local, regional, provincial, and national tourism.

EDUCATION

Community programming for the 400th anniversary of the French presence in Ontario will be a tool for promoting and transmitting culture and history, while promoting identity-building in the school community, from early childhood to the post-secondary level. The programming also seeks to reach out to immersion programs and adult education centres. Several transmission drivers will be promoted, including intergenerational activities and the development of teaching resources for the 400th.

ARTS AND CULTURE

Each cultural and artistic discipline is a transmission medium par excellence of the rich cultural heritage of French Ontario, and should be at the forefront of the community commemorations of the 400th anniversary, since they are accessible at all levels. The goal of the strategies is to use the arts and culture to make heritage relevant in today's world.

3.3 THE ACTIVITY WILL REACH THE FOLLOWING TARGET GROUP(S)

Select one or more of the target groups below that will be reached by your activities and, in 200 words or less, and answering the following two sub-questions, explain how you will reach these groups.

1. Why are you targeting this group?

2. How will you reach the group(s) identified?

- General public (all identified target groups)
- Aboriginals
- Immigrants and newcomers
- LGBTQ
- Persons with special needs
- Seniors and retirees
- Women
- Youth

3.4 LANGUAGE OF THE ACTIVITY

In accordance with the principles of the Community Strategic Framework for the Commemorations of 400 Years of the French Presence in Ontario, the applicant must demonstrate how the activity will be accessible to the anglophone community, and what steps will be taken to ensure this is the case.

Indicate the language(s) in which the activity will take place:

- In French only
- In English only
- In both official languages (English and French)
- Other: _____

In 100 words or less, explain how you will promote the proposed activity in order to encourage the anglophone majority to participate.

4. PARTNERS

4.1 WILL THE ACTIVITY INVOLVE A PARTNERSHIP?

In accordance with the principles of the Community Strategic Framework for the Commemorations of 400 Years of the French Presence in Ontario, applicants must demonstrate that they have at least one partner in carrying out their activity, according to the definition below.

A partner is actively involved in implementing and delivering an activity or project, and invests time and resources in it.

Letters of support from supporters of the activity will not be considered proof of a partnership.

A supporter is a strategic reference regarding the soundness and appropriateness of an activity or project, often by issuing a letter of support, and does not invest time or resources in it.

Anglophone applicants must have at least one primary Franco-Ontarian partner for their application to be considered.

4.2 WHO ARE YOUR PARTNERS?

It is important to provide all relevant information for each partner and briefly (100 words or less) explain each one's role.

If you have more than two partners, you may attach an additional page with the required information.

It is important to attach documents confirming the support of each partner identified. For example: an official letter, signed agreement, official e-mail, partnership agreement, etc.

5. SPINOFFS OF THE ACTIVITY

5.1 WILL THE ACTIVITY BE REPEATED IN FUTURE YEARS?

Check the appropriate box. If you answered YES, explain, in 100 words or less, the context in which your activity will be repeated.

1. In what context? (Annual programming, special project, every second year or otherwise, etc.)
2. How will you maintain this new aspect within your programming?

5.2 DO YOU EXPECT YOUR ACTIVITY TO LEAVE A LEGACY?

Check the appropriate box. If you answered YES, explain, in 100 words or less, what the legacy to be left by your activity will be.

Examples of legacies: Will you have new infrastructure commemorating 400 years of the French presence? Will you have given rise to new community synergy? Will you have promoted a sense of belonging to the francophone community?

6. TARGET OUTCOMES

6.1 DOES YOUR ACTIVITY FULFILL ONE OR MORE OF THE TARGET OUTCOMES AS DESCRIBED BELOW?

Check the applicable outcome(s) and, under each target outcome, briefly explain, in 50 words or less, how your activity fulfills the outcome selected.

The activity must fulfill at least one outcome for the francophone community, at least one outcome for Ontario, and at least one outcome for Canada.

Lasting outcomes for the francophone community

- Developing leadership and ensuring a succession pool.
- Bringing the community sector closer together (francophone, anglophone and aboriginal).
- Expanding and diversifying the range of partners.
- Carrying out activities and projects to ensure the long-term viability and development of the francophone community in Ontario (legacy).
- Developing a sense of belonging and pride in being francophone in Ontario and within our communities.
- Developing and strengthening the sense of belonging to French Ontario.

Lasting outcomes for Ontario

- Using and highlighting the richness of the francophone cultural heritage in order to enhance Ontario's cultural and tourism identity.
- Recognizing Ontario's diversity and highlighting the contribution of francophones within various areas of activity (arts, culture, tourism, heritage, the economy, education, etc.).
- Highlighting Ontario as a whole, and each of its individual regions and communities.
- Redefining what «being Ontarian» means based on and reflecting the province's cultural diversity.
- Strengthening the social fabric.
- Stimulating economic spinoffs in the province.
- Raising the awareness of the populace to the French fact and its added value.

Lasting outcomes for Canada

- Creating synergy among all Canadians, whether francophone or francophile.
- Ensuring the visibility and viability of Canada's francophone communities.
- Strengthening the social fabric in order to build a Canada that is united in its diversity.
- Becoming a springboard for celebrating Canada's 150th birthday in 2017.

7. OTHER RELEVANT INFORMATION ABOUT THE ACTIVITY

If you feel it is necessary, you may add any other relevant information about the activity which you have not yet covered elsewhere in your accreditation application.

For example: Do you expect the activity to expand? Do you think you will address other priority aspects or new target groups in future years?

FOR MORE INFORMATION, OR FOR ASSISTANCE, PLEASE CONTACT:

Frédérica Dupuis

Project Manager, 400th
Assemblée de la francophonie de l'Ontario

Email: liaison400e@monassemblee.ca
Phone: 613.744.6649 (ext. 31)
Toll free: 1 866 596-4692 (ext. 31)
Mobile: 613 406-2226

1492B Star Top Road
Ottawa, Ontario K1B 3W6

Luc Comeau

Project Director, 400th
Assemblée de la francophonie de l'Ontario

Email: gestionnaire400e@monassemblee.ca
Phone: 613.744.6649 (ext. 24)
Toll free: 1 866 596-4692 (ext. 24)
Mobile: 613 676-3543

1492B Star Top Road
Ottawa, Ontario K1B 3W6