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Cooperation and Exchange Program  
between  
Québec and Prince Edward Island

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**Check component:**    CULTURE    EDUCATION    TOURISM    OTHER

For administrative use

Project:	File:
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**1 PROJECT TITLE**

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**2 PROJECT DURATION**

Start Date	Completion Date
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**3 NAME AND CONTACT INFORMATION OF THE APPLICANT**

Association, institution, group or individual. If there is more than one organization, add another sheet and include the information for each organization.

Name

Address

Telephone ( ) , ext.      Fax ( )

Web site

Is this a non-profit organization?       Yes    No

Name of the chairperson       Ms.    Mr.

Name and title of the project manager       Ms.    Mr.

Telephone ( ) , ext.      Fax ( )

Email

**4 NAME AND CONTACT INFORMATION OF THE ORGANIZATION FROM THE OTHER PROVINCE**

Name

Address

Telephone ( ) , ext.      Fax ( )

Web site

Is this a non-profit organization?       Yes    No

Name and title of the project manager       Ms.    Mr.

Telephone ( ) , ext.      Fax ( )

Email

5.1 Give a brief description of the nature of the activities planned.

5.2 Objectives

5.3 Timeline for completion of the project.

5.4 Needs to be addressed.

5.5 Targeted clientele

**5 PROJECT DESCRIPTION (CONTINUED)**

5.6 Foreseeable effects of this project in Québec and Prince Edward Island (short-, medium-, and long-term effects).

5.7 Other partners associated with this project, if applicable.

	NAME	TITLE
Contact person		
Organization		

5.8 Give a description of the steps already taken by the participating organizations and of the timelines for project completion.

<b>EXPENSES</b>		
<b>ONLY EXPENSES DIRECTLY RELATED TO THE <u>COMPLETION</u> OF THIS PROJECT ARE ELIGIBLE.</b>		
<i>The following are excluded: administrative and management expenses normally incurred by organizations (salaries, current operational expenses, property expenses and acquisition of property), usual and customary communication expenses and reception expenses.</i>		
<b>Transportation, accommodations, meals</b>		\$
<b>Professional services</b>		\$
<b>Purchase or rental of various supplies (specify)</b>		\$
<b>Communications (specify)</b> <i>Publicity, promotional tools, etc.</i>		\$
<b>Other expenses (specify)</b>		\$
<b>TOTAL EXPENSES</b>		<b>\$</b>

<b>REVENUE</b>		
<b>Contributions made by organizations</b> <i>List each organization and the nature of their contribution (money or services rendered).</i>		\$
<b>Government contributions *</b> Specify federal, provincial or municipal government. Indicate which department and whether or not the contribution has been confirmed.		\$
<b>Other revenue sources</b> Specify the amount and the source of any additional revenue (sponsors or funding).		\$
<b><u>Total amount of the financial contribution requested under this program from the governments of Québec and PEI **</u></b>		\$
<b>TOTAL REVENUE</b>		<b>\$</b>

\* Please indicate all funding sources. A federal contribution will not be considered as being part of the contribution by Prince Edward Island.

\*\* Under no circumstances will the contribution from the Government of Québec be over and above 50% of the total cost of the project, or be over and above the contribution made by the Government of Prince Edward Island.

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**PREVIOUS FUNDING**

Has the applicant ever received funding under this program?

Yes

No

If so, please provide the details in the section below:

YEAR	TITLE OF THE PROJECT	AMOUNT
		\$

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**APPLICANT COMMITMENT**

*(To be signed by the applicant or its duly authorized representative.)*

We attest that the information provided is correct.

We agree to complete the project as described in this application. In the event that we cannot carry out the project, in part or in its entirety, or if we make any major changes to completion timelines, we agree to communicate as soon as possible with the concerned governmental services.

We agree to reimburse funds to the governments of Québec and Prince Edward Island if, for some reason, the project cannot be carried out, in part or in its entirety.

We agree to mention the funding received through the Québec/Prince Edward Island Cooperation and Exchange Program in all communications (correspondence, publicity, flyers, publications, etc.).

Furthermore, we agree to deliver a project report, including the project's financial results, no later than 30 days after the end date of the project as specified in Section 2.

\_\_\_\_\_  
*Name of the Chairperson*

\_\_\_\_\_  
*Name of the Project Manager*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

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**RECOMMENDATION OF THE DEPARTMENT OR PROVINCIAL GOVERNMENT ORGANIZATION SPONSORING THE PROJECT**

*(space reserved for the department or government organization)*

**Name of the department  
or government  
organization**

**Divison name**

**Name of contact person  
at the department or  
government organization**

**Address**

**Telephone** (    )                      , ext.    **Fax**    (    )

**Comments**

**Amount recommended**                      \$

Date

Signature of authorized representative

Please fill out the preceding form and send to one  
of the addresses below, depending on your province or origin:

**If you are from Québec:**

Secrétariat aux affaires intergouvernementales canadiennes  
Commerce intérieur et politique hors Québec  
875, Grande Allée Est, 2<sup>nd</sup> floor  
Québec QC G1R 4Y8  
**Telephone:** (418) 643-4564  
**Fax:** (418) 646-5420

**If you are from Prince Edward Island:**

**Cultural Projects:**

Ms. Cécile Arsenault  
Francophone Cultural Affairs Officer  
Department of Community and Cultural Affairs  
P.O. Box 2000  
Charlottetown PEI  
C1A 7N8  
**Telephone:** (902) 854-7250 ou (902) 368-5003  
**Fax:** (902) 854-7255

**Education Projects:**

Ms. Imelda Arsenault  
Director – French Programs Division  
Department of Education  
P.O. Box 2000  
Charlottetown PEI  
C1A 7N8  
**Telephone:** (902) 368-4477  
**Fax:** (902) 368-4622

**Tourism Projects:**

Ms. Melody Gay  
Tourism Development Officer  
Tourism PEI  
P.O. Box 2000  
Charlottetown PEI  
C1A 7N8  
**Telephone:** (902) 368-6137  
**Fax:** (902) 368-4438

**Other Projects and General Information:**

Acadian and Francophone Affairs Division  
P.O. Box 58  
Wellington PEI  
C0B 2E0  
**Telephone:** (902) 854-7250  
**Fax:** (902) 854-7255