

# Financial Aid Application Form 2024



**MRC de  
BONAVENTURE**



In one of the Rural or Cultural  
Development Funds.

# Financial Assistance Application Form

## Cultural Development Agreement

The Cultural Development Agreement concluded between the Ministère de la Culture et des 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 de 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 de Bonaventure, please refer to the Cultural Policy of the MRC de 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 de 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](mailto:culture@mrcbonaventure.com)

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

This fund aims to promote the development of the communities in its territory. Through the FRR – Part 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](mailto:mbelanger@mrcbonaventure.com)

## Regions and Rurality Fund (FRR) Part 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, namely those of 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](mailto:mroy@mrcbonaventure.com)

## 1. INFORMATION ON THE PROMOTING ORGANIZATION

Name of promoter:

Address:

Telephone:

E-mail :

Responsible :

Function :

Promoter Type:

Non-profit organization

MRC

Social economy

Municipality

enterprise Cooperative

Individual

Private enterprise

Other (give details) \_\_\_\_\_

## 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 Part 2 rural development project, complete appendix 2

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

## 6. PROJECT COST AND FINANCING

Expenses	Expense item	Amount
	<b>Total</b>	

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

### Downpayment

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 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..

**7. COMPLETION SCHEDULE****Start date :****End date :**

<b>Work steps</b>	<b>Completion Date/Period</b>

**8. OTHER REMARKS / COMMENTS**

## 9. DOCUMENTS TO ATTACH TO THE REQUEST

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

Copy of letters patent 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 request for assistance 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 estimates and bids with 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 Bonaventure website:

**[www.mrcbonaventure.com](http://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 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.

Dropping by :		Date :	
Function :			

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

**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	Craftst	Heritage	Other(give details)_____

**OBJECTIVES OF THE 2023-2024 CULTURAL ACTION PLAN** *(Check the objective(s) that apply)*

- Supporting the promotion of intangible heritage among the Anglophone, Francophone, and Mi'gmaq communities.
- Encouraging the enhancement of the cultural uniqueness of local communities.
- Raising awareness and educating about heritage through conferences, workshops, symposiums, and other events.

**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 DE 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

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

\* 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](mailto: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
<b>Total :</b>				

**\* 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: fonds, contactez :

**Mélissa Bélanger, rural development officer**

Telephone : 581 357-0127

E-mail : [mbelanger@mrcbonaventure.com](mailto: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?

**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:

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

**Mélanie Roy, Development Agent - Vitalization**

Telephone : 581 357-1126

E-mail: [moy@mrcbonaventure.com](mailto:moy@mrcbonaventure.com)