

The Programme d'échanges linguistiques intra-Québec (PÉLIQ-AN) provides grants to help cover the costs of language exchange projects that teachers wish to organize with their classes. The procedure for submitting a grant application is outlined below.

PROCEDURE

- 1- The two partner teachers (project co-leaders) who wish to organize a language exchange project for their classes jointly fill out Part I, **General Information** (page 2), and Part II, **Project Description** (page 3) of this form.
- 2- Each project co-leader then fills out Part III (**Proposed Budget for the Project**, page 7) individually, entering the anticipated costs of having his or her class participate in the project. The detailed instructions for completing the budget table are found on page 6.
- 3- Each project co-leader then sends the duly completed and signed form to the program coordinator by mail. They can also ask their principal to e-mail the completed electronic form to the coordinator of the PELIQ-an program at the Direction du soutien au réseau éducatif anglophone (DSREA) at projetpeliquan@education.gouv.qc.ca. In such cases, there is no need to sign the Grant Application Form.

Contact information

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I. GENERAL INFORMATION

The two project co-leaders must jointly fill in Part I.

A. Project name: _____

B. Submitted by:

English sector school	French sector school
<p>Project Co-leader Name: Tel.: E-mail : Grade level: Number of students:</p>	<p>Project Co-leader Name: Tel.: E-mail : Grade level: Number of students:</p>
<p>School Name: Address:</p>	<p>School Name: Address:</p>
<p>School principal Name: Tel.: E-mail:</p>	<p>School principal Name: Tel.: E-mail:</p>
<p>School board Name: Address: Tel.:</p>	<p>School board Name: Address: Tel.:</p>
<p>Director general Name: E-mail:</p>	<p>Director general Name: E-mail:</p>

II. PROJECT DESCRIPTION

The two project co-leaders must jointly fill in Part II.

1. Title and brief description of the project

2. Language competencies targeted

A. Language Program for co-leader 1:

- ESL
- ELA
- FSL
- FLE

a. What language competencies are you targeting in the project?

b. Describe briefly how you plan to develop these competencies.

B. Language Program for co-leader 2:

- ESL
- ELA
- FSL
- FLE

a. What language competencies are you targeting in the project?

b. Describe briefly how you plan to develop these competencies.

3. Cross-curricular competencies targeted

A. What cross-curricular competencies are you targeting in the project?
Please check all those that apply.

- Uses information
- Solves problems
- Exercises critical judgment
- Uses creativity
- Adopts effective work methods
- Uses information and communications technologies
- Achieves his/her potential (secondary)
- To construct his/her identity (elementary)
- Cooperates with others
- Communicates appropriately

B. Describe briefly how you plan to develop these competencies.

4. What will be the final shared goal and/or product of the project?

5. Detailed description of the project

On the next page, explain in detail how your project will be carried out by including the following information:

- Frequency and duration of contacts (direct and distant)
- Activities during the direct contacts
- Locations of the direct contacts
- Means of transportation
- Activities during the distant contacts
- Means of communication
- Other details

6. How do you plan to:

(For help in answering this question, please consult the texts or videos in the From Theory to Practice section of the www.peliq-an.ca website. Please note that the videos are in French only.)

A. prepare the students for the project?

B. organize cooperation among students throughout the project?

7. Have you already participated in this program? Yes ___ No ___

If so, in what year? _____

8. Provide any other information that could be useful for reviewing your application.

III. PROPOSED BUDGET FOR THE PROJECT

The following are the explanations needed to fill in the budget table on the next page:

Description	Rate		Number		Amount requested	Amount allocated (for MEES use only)
Supply teachers: ¹ For preparation For outings	\$255 \$255	X X	1 day _____ day(s) X _____ teacher	= =	\$ _____ \$ _____	\$ _____ \$ _____
Transportation: ² Bus Other (specify)	\$ _____ \$ _____	X X	_____ bus _____ students	= =	\$ _____ \$ _____	\$ _____ \$ _____
Resource persons ³	\$ _____	X	_____ resource persons X _____ day(s)	=	\$ _____	\$ _____
Allowance for activities ⁴	\$25	X	_____ students in your class	=	\$ _____	\$ _____
Accommodation ⁵	\$30	X	_____ students X _____ day(s)	=	\$ _____	\$ _____
Other costs (specify) ⁶				=	\$ _____	\$ _____
			TOTAL⁷		\$ _____	\$ _____

¹ Includes, as needed:

- Preparation of the project: maximum 1 day for a supply teacher to replace the project co-leader
- Outings: substitute teachers for the days the project co-leader must be away from the school on outings

At the end of the project, fill out the Form for the Justification of Supply Teaching Expenses, attach the supply teaching invoice and submit both along with the Post-Project Report.

² Applies to the least costly means of transportation. Attach an estimate to this grant application. Attach the invoices (or copies) to the Post-Project Report.

³ Applies to invited experts who contribute to advancing the project. The maximum amount allocated is **\$200**. Attach the invoices (or copies) to the Post-Project Report.

⁴ Applies to consumables (e.g. craft materials, tickets, equipment rental, snacks, etc.) required to carry out the activities planned for the project. The amount allocated is **\$25 per student in your class**, to a maximum of **\$750**. Invoices are not required.

⁵ A maximum amount of **\$30 per student per day** (for outings lasting more than 24 hours) for meals and accommodation is allocated for a maximum of 2 days. Attach the invoices (or copies) to the Post-Project Report.

⁶ Costs not listed above that contribute to the progress of the project. Does not apply to non-consumable materials. Attach the invoices (or copies) to the Post-Project Report.

⁷ The MEES reserves the right to refuse expenses that are not explained in the project description. It should also be noted that expenses not included in the initial budget will not be reimbursed.

PROPOSED BUDGET FOR PROJECT

Each project co-leader must establish a budget for his or her class's participation in the project.

School name: _____ **School board:** _____

Sector (check one): **anglophone** _____ **francophone** _____

Name of partner school: _____ **School board:** _____

Note: The purpose of the grant is to help carry out the project, not to cover all the costs.

Description	Rate		Number		Amount requested	Amount allocated <i>(for MEES use only)</i>
Supply teachers: For preparation	\$255	X	1 day	=	\$ _____	\$ _____
For outings	\$255	X	_____ day(s) X _____ teacher	=	\$ _____	\$ _____
Transportation: Bus	\$ _____	X	_____ bus	=	\$ _____	\$ _____
Other (specify)	\$ _____	X	_____ students	=	\$ _____	\$ _____
Resource persons	\$ _____	X	_____ res. persons X _____ day(s)	=	\$ _____	\$ _____
Allowance for activities	\$25	X	_____ students in your class	=	\$ _____	\$ _____
Accommodation	\$30	X	_____ students X _____ day(s)	=	\$ _____	\$ _____
Other costs (specify)				=	\$ _____	\$ _____
			TOTAL		\$ _____	\$ _____

SIGNATURES

Project co-leader:

School principal:

Date: _____

dd/mm/yyyy