



## B.C. Call for Proposals: Grants and Contributions - Settlement Program

Organizations and individuals in British Columbia can now submit projects for up to two years of funding through CIC's Settlement Program. Submissions are to be made online and will be accepted until **5:00pm Pacific Time, July 8, 2013**.

This CFP does not apply to resettlement or [Inter-Action \(Multiculturalism\) funding](#).

### Reference materials

The following reference materials are **essential** in helping you complete your submission:

- Information about Program priorities, eligibility criteria, application screening and assessment, and details on how to submit your application. This includes frequently asked questions about the B.C. CFP.
  - [Funding Guidelines](#)
    - [PDF, 712 KB](#)
- How to properly fill out the *Application for Funding Form*, section-by-section. Instructions are tailored for organizations submitting applications for Settlement Program funding.
  - [Settlement Tutorial](#)
- [Frequently asked questions](#)

### How to apply

#### Note:

The *Application for Funding Form* is available from the [online submission tool](#). You must submit the **completed** form with all mandatory and supporting documents through the tool.

Not all sections will be immediately visible when you open the *Application for Funding Form*. As you select options (e.g., whether you are applying as an individual or an organization), sections will appear or expand on the form. You will only see the sections you need to fill in.

**Submissions with incomplete application forms will not be reviewed.**

### Gather and submit your mandatory documents

Below are the documents that must be submitted to be eligible for funding.

#### Organizations must submit:

- *Application for Funding Form*, fully completed;
- a constitution, by-laws or letters of incorporation;
- most recent annual report, including signed financial statements for the last two fiscal years (audited preferred);

- names of persons on your Board of Directors and your Chief Executive Officer/Executive Director or equivalent; and
- **if your project has financial partners**, letters confirming the contributions from your two largest partners.

**NOTE:** If you are submitting on behalf of another level of government or a public institution, the only mandatory document you need to submit is a completed *Application for Funding Form*.

**Individual applicants must submit:**

- *Application for Funding Form*, fully completed;
- your Curriculum Vitæ;
- [proof of citizenship](#) or [permanent resident status](#); and
- **if your project has financial partners**, letters confirming the contributions from your two largest partners.

For any additional enquiries regarding this CFP, please email [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca)

[Begin my online submission for the BCCFP](#)