

**Presenters Capacity Building  
Program - Application Form  
2025-26**

**RIDEAU**

Name of organization:

Multidisciplinary presenter <input type="checkbox"/>	Festival / Events	Other <input type="checkbox"/>
Specialized presenter <input type="checkbox"/>	Network <input type="checkbox"/>	

Mailing address:

City:

Province/Country:

Postal code:

Telephone: (      )

Cellular: (      )

Email:

Website:

Contact person's name:

Telephone: (      )

Contact person's title:

Email:

Name and title of the person or persons benefiting from the consulting, mentoring or development activity:

Organization's foundation year:

Number of full time employees:

Number of board members:

**A2 – DESCRIPTION OF REQUESTED GRANT**

Fields of expertise:

Diagnosis, strategic planning ☐

Administration, management ☐

Governance ☐

Presenting (best practices training) ☐

Crisis management ☐

Human resources ☐

Communications ☐

Social media strategy ☐

Marketing ☐

Audience development ☐

Cultural mediation ☐

Leadership ☐

New management practices ☐

Digital Discoverability Development and analysis ☐

Other (specify):

Project summary (maximum 25 words):

Amount requested under this program: \$

Individual application ☐

Joint application ☐

See guidelines for maximum amounts

Name of consultant, specialist or mentor:

(if you use a consulting firm, mention the name of the person with whom you will be working):

Category of your application

1. Organizational consulting ☐

2. Mentoring sessions ☐

3. Professional development ☐

The project will start on

and will end on

(day/month/year)

(day/month/year)

A3 - DECLARATION

Signature of nominator/applicant Date:

Signature of Board President (if different from nominator) Date:

PART B- FINANCIAL INFORMATION

Breakdown of consultant or specialist fees

If you are applying for funds to cover the fees of consultants or specialists, specify fees for research, planning and report writing activities on the one hand, and fees for other activities conducted in your presence or by your team (meetings, facilitation, etc.) on the other.

When determining the appropriateness of the selected consultants or specialists and your organization’s ability to meet identified objectives and achieve desired results, the peer assessment committee will take into consideration the percentages for each of the two components described in the previous paragraph. If the committee members support the project but feel that this division is flawed, they can decide to adjust the amount of the grant to ensure a better allocation of funds.

Budget summary or financial statements

For your application to be considered, you must provide a budget summary or financial statements and complete parts B2 and B3 of this form. Please attach a hard copy version of your application.

In part B2, provide information about all other expected revenue for the project. In part B3, indicate which expenses the grant will cover. Consult the guidelines for information about eligible expenses for each component and make sure that the information you provide accurately reflects the proposed project activities.

Grant Amounts (maximum)

Component 1: \$10,000\*  
Component 1 joint application: \$15,000\*  
\*If travel is necessary, a maximum of \$2000 may be allocated as travel, accommodation, and per diem expenses for an individual application. (\$5000 for joint applications)  
Component 2: \$3,500  
Component 3: \$2,500

Please see the Program Guidelines for more information on the budget of the PCBP Grant.

<b>EXPENSES</b>	<b>Total Project Budget</b>	<b>Request to PCBP</b>
<b>Component I</b>		
<b>A) Consultant or specialist fees</b>		
Working meetings with the organization (      days/      hours x \$      )		
Consultant's research, planning and report writing (      days/      hours x \$      )		
Subtotal A		
Subtotal A joint application		
<b>B) Travel expenses for the consultant, specialist or applicant (if applicable)</b>		
Travel (economy); specify :		
Per diems (      days x \$50)		
Accommodation (maximum \$75) (      days x \$      )		
Subtotal B (PCBP contribution not to exceed \$2,000)		
Subtotal B joint application (PCBP contribution not to exceed \$5,000)		
<b>*Total Expenses(A+B)</b>		
<b>*Reminder: Total Amount requested under Component 1</b> Cannot exceed \$10,000 for an individual application or \$15,000 for a joint application.)		
<b>Component II</b>		
<b>A) Wages and fees</b>		
Trainee`s wages, if considered an eligible expense (      weeks x \$500) (maximum 3 weeks)		
<b>B) Trainee`s travel expenses (if applicable)</b>		
Trainee travel (economy) (\$0.41/km)		
Per diems (      days x \$50)		
Accommodation (maximum \$75) (      days x \$      )		
Subtotal B B		
<b>Amount requested under component II (A+B)</b>		
<b>Component III</b>		
Workshop or seminar registration fees (maximum two people)		
Travel (economy); specify:		
Per diems (      days x \$50)		
Accommodation (maximum \$75) (      days x \$      )		
Total Expenses		
<b>Amount requested under component III</b>		
<b>REVENUES</b>	<b>Amount Confirmed</b>	<b>Amount Pending</b>
<b>Amount Requested from the PCBP Program</b>		
Federal grants (provide details)		
Provincial or Territorial grants (provide details)		
Municipal grants (provide details)		
Contribution from Applicant		
Other revenues (provide details)		
Total Revenues		

PART C – SUPPORTING DOCUMENTATION

Provide the following supporting documents. Submit only the required documentation.

Project description

Attach a description of the project, including:

- challenges and opportunities for your organization in terms of capacity building;
- specific needs of your organization;
- how the consultation, mentorship or professional development activity will address these needs;
- likelihood of meeting targeted objectives and achieving desired outcomes, as well as the expected impact of the project on your organization.
- If your application includes travel, please indicate an alternative without travel in your application form (as a “work around” if needed).

Your project description should factor in the **capacity building** program’s objectives and assessment criteria, which are listed in the guidelines.

Profile of organization

Provide a profile of your organization, including its mission statement, a description of its main accomplishments and a list of board of directors.

Information documents and curriculum vitae

For components 1 and 2, submit general information about the consultant, specialist or mentor, including a curriculum vitae. For component 2, provide the trainee’s curriculum vitae.

Rationale for funds requested

If you are submitting an application under component 2 to cover wages (maximum of \$500 per week), you need to demonstrate that you need this financial assistance (e.g. because you are taking leave without pay for the mentorship). Indicate the length of the mentorship in weeks (maximum 3 weeks) and specify whether the trainee normally works part time or full time.

Letter of intent

Submit a letter of intent in which the consultant, specialist or mentor you plan to use confirms participation in the project (if the grant is awarded).

Detailed work plan

For components 1 and 2, include a detailed work plan that provides a timeline for the project and indicates which people in your organization will be taking part, the activities that will be conducted and the consultant(s) or specialist(s) who will be contributing at each stage in the project. For component 2, you must also provide a mentorship program signed by the mentor, the trainee and the director of the organization in question. If the trainee is the director of the applying organization, then the mentorship program must be signed by the chair of the board of directors.

Description of workshop or seminar

For component 3, provide a description of the workshop or seminar.

Failure to address the questions / include the documents required in the application may result in disqualification from the competition.

PART D – CHECKLIST

Use the checklist below to make sure that you have properly completed all relevant sections of the form and attached any required documentation.

- ☐ Part A1- Information
- ☐ Part A2 - Description of requested grant
- ☐ Part A3 – Declaration
- ☐ Part B – Financial information:
  - General instructions: Budget summary or financial statements
  - Expenses: Breakdown of consultant or specialist fees
  - Revenue (where applicable): Total project budget and contributions from other sources
- ☐ Part C – Supporting documentation

Supply the following documents, as required for the component under which you are submitting an application:

- ☐ Project description
- ☐ Profile of your organization (Mission, Values, Vision)
- ☐ List of board of director’s members
- ☐ Most current Financial statements
- ☐ Resolution of the Board of Directors of the organization including project title and confirmation of the support of its members
- ☐ Information about the consultant, specialist or mentor, including a curriculum vitae (components I and II), and the trainee’s curriculum vitae (component II)
- ☐ Rationale for funds requested to cover wages (component II); where applicable
- ☐ Letter of intent from selected consultant, specialist or mentor (components I, II)
- ☐ Detailed work plan (components I and II) and mentorship program (component II)
- ☐ Description of workshop or seminar (component III)

Incomplete and late applications will not be accepted.

Send your application, together with all required supporting documentation, by the deadline, September 18 2025, at the following email address:

[Chandel.gambles@capacoa.ca](mailto:Chandel.gambles@capacoa.ca)

**Results:** CAPACOA will email an acknowledgement of receipt within two weeks of receiving your application. You will be advised of the outcome of the competition **by email within two months of the deadline**. No results will be provided by telephone.

If your organization changes the consultant, specialist or mentor, cannot use the grant at the expected time, decides not to carry through with the project as planned, or does not accept the conditions of the grant, **immediately inform Chandel Gambles in writing**. Approval is required before making any changes in terms of the consultant, specialist or mentor, or any significant changes to the work plan or budget. If the changes you would like to make have not been approved, you risk forfeiting the grant and having to return disbursed funds.

For any questions, contact [Chandel Gambles](#) at 613-562-3515, ext 1