ELECTRONIC APPLICATION GUIDE

Electronic Application Guide
www.fondationbombardier.ca
November 2023

Table of content

1. Before you start!

1.1 General introduction

New application process

In 2022, the Foundation has adopted a new electronic grants application portal, which is now used to receive all applications for the Fondation J. Armand Bombardier (grants and scholarships).

In addition to making it easier for us to process applications, we believe this new technology provides benefits to organizations submitting applications:

- Better documenting the relationship with the Foundation
- Facilitating the transfer of information when there is a change in personnel
- Clarifying the application process

For our part, the reduction in administrative tasks allows us to invest more time in exchanges with partner organizations.

Welcome to our new electronic platform!

To access our new platform, simply use the following link:
https://www.grantinterface.ca/Home/Logon?urlkey=JAMGrant

The portal is also accessible from our website.

This Guide has been developed to assist applicant organizations and to facilitate your interactions with our new platform.

We invite you to consult it before starting any application process!

If this is your first visit, you will have to create a user account by filling out the registration form.

To do so, we invite you to consult the "Registration Form" section of the program you are interested in. You will find detailed information as well as screen shots to facilitate your navigation.

If you already have an account, simply log in to the platform by entering your credentials. Forgot your password? Don't worry, it will be easy to reset it by entering your email address and then clicking on the "Forgot your password?" link. You will receive an email to create a new password.

This guide applies to requests made under the following programs:
- Grant applications
- J. Armand Bombardier Scholarship Program
- Yvonne L. Bombardier Visual Arts Scholarship Program
- Grants for women entrepreneurs

After reading the Guide, some questions may remain. Do not hesitate to contact us. It will be our pleasure to assist you.
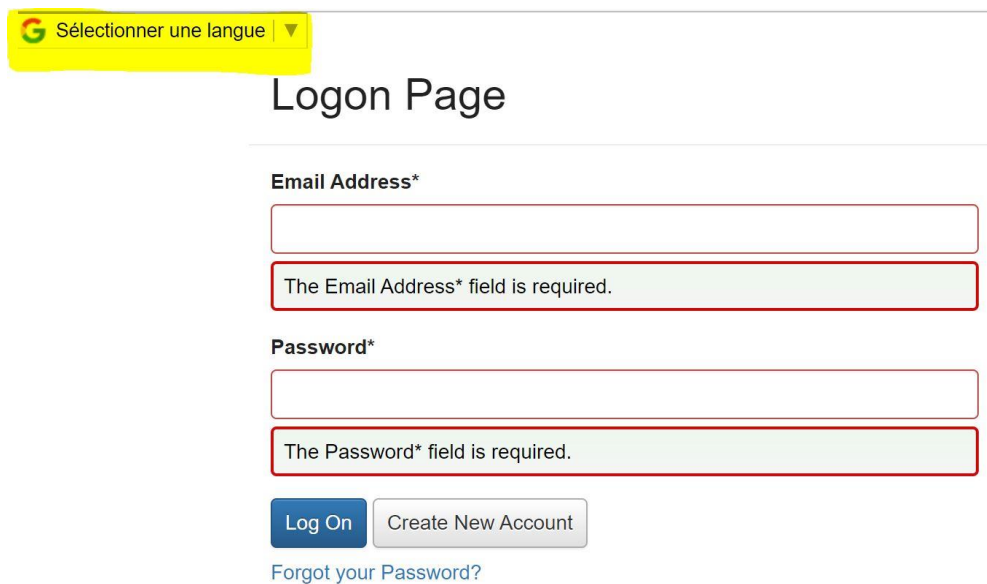
Enjoy your visit!

> **NOTE: We are aware that with any new technology, technical incidents may occur. We thank you in advance for communicating them to us by email in order to help us improve the platform: fondation@fjab.qc.ca.**

1.2   Navigating the platform in French

IMPORTANT!

For Francophone users, we invite you to choose **"Français"** in the Google option **"Sélectionner une langue"** at the top left of the screen (see image below). You will then have access to the entire platform in French.

G Sélectionner une langue | ▼

Logon Page

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On   Create New Account

Forgot your Password?

2. Grant applications

2.1 Registration Form

If this is your first visit to our platform, you must select the **"Create a new account"** option on the home page. To access it, simply use the portal link:

https://www.grantinterface.ca/Home/Logon?urlkey=JAMGrant

Then follow the instructions below.

Please note:

The e-mail address is the system's primary means of identifying a user. If you have submitted an application to the Foundation before June 2022 and your current e-mail address was linked to the application, the system will recognize it and automatically associate you with the organization for which that application was submitted.

If this is the case, you will not need to enter the information below. However, please check the address associated with the organization. If it is no longer up to date, please inform us by e-mail at fondation@fjab.qc.ca and we will make the correction. You can then turn to page 9, in the paragraph beginning with : **Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.**

INFORMATION ABOUT THE ORGANIZATION

Name of the organization: Indicate the name of the organization as it appears in the Canada Revenue Agency directory (legal name), in CAPITAL LETTERS.

Website: Provide a link to the organization's website (if applicable). If the organization does not have a website, leave the box blank.

Telephone number: Enter the organization's general telephone number (e.g., front office). If the organization does not have a general telephone number, enter the telephone number where the organization's management can be reached.

Organization Email Address: Provide the general email address of the organization (e.g. info@...). If the organization does not have a general email address, provide the email address where the organization's management can be reached.

Address: Indicate the organization's mailing address.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

Sélectionner une langue | ▼

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name* Nom de l'organisme	**Web Site** Site web
Telephone Number (###-###-#### x###)* Numéro de téléphone	**Organization Email** Adresse courriel de l'organisme m.richard@fjab.qc.ca
Address 1* Adresse 1	**Address 2** Adresse 2
City* Ville	**Province*** Province
Postal Code (### ###)* Code postal (### ###)	

Next ➤

User Information

Executive Director Question

Executive Director Information

Password

USER INFORMATION

Click on **"Copy Organization Address"**. This button is located at the top left of the window.

First and Last Name: Fill in the sections with your first and last name.

Title: Fill in the title of the position you hold within the organization. If you are a volunteer, indicate "Volunteer". If you are a board member, indicate "Board Member", etc.

Email: Indicate the email address you use as a staff member or volunteer with the organization. If you are a volunteer and do not have an organizational email address, provide the general email address (e.g. info@...) or the email address where the organization's Executive Director can be reached.

Primary Phone Number: List the phone number you use most often in your duties for the organization. If you are a member of the Board of Directors, provide the organization's general telephone number or the telephone number where the organization's Executive Director can be reached.

Secondary Phone Number: Provide your secondary phone number (if applicable).

Address: Provide the mailing address of the organization.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

Cancel Account Creation

Sélectionner une langue | ▼

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Copy Address from Organization

First Name*
Prénom

Last Name*
Nom

Title*
If applying as an individual please list "individual" as your title.
Titre
Si vous faites une demande en tant qu'individu, veuillez indiquer « individu » comme titre.

Email / Username*
Adresse courriel / identifiant
✉

Email / Username Confirmation*
Adresse courriel / identifiant
✉

Telephone Number (###-###-#### x###)*
Numéro de téléphone

Secondary Number (###-###-####)
Numéro secondaire

Address 1*
Adresse 1

Address 2
Adresse 2

City*
Ville

Province*
Province

Postal Code (### ###)*
Code postal (### ###)

‹ Previous

Next ›

Executive Director Question

Executive Director Information

Password

Grant Management Software provided by Foundant Technologies © 2022

INFORMATION ON THE EXECUTIVE DIRECTOR

If you are the organization'S leader, check the **"YES"** box.

If you are not the leader of the organization, check the **"NO"** box.

Once you have checked the appropriate box, click on the "Next" button at the bottom right of the window. The next window to be completed will appear.

ADDITIONAL INFORMATION ABOUT THE EXECUTIVE DIRECTOR

If you answered **"NO"** to the previous question, the next pop-up window will ask you to complete the fields related to the person in charge of the organization.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

PASSWORD

Create a password respecting the security parameters imposed: minimum of 8 characters; of these 8, at least one lower case, one upper case, one number, one non-alphanumeric character (!@#$%?&*()¨Ç:L"'^>°`).

Once you have created your password, click on the **"Create Account"** button at the bottom right of the **"Password"** window.

You will receive an email confirming the creation of an account in the platform. Click on the link in the email you received to confirm your registration.

If you do not receive the confirmation email, you still have the option to continue. Just click on **"I did not receive the email"**.

Once you have completed all of these steps, you will have officially created an account on the Foundation's platform. Congratulations!

Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.

To begin your application for funding, click on the **"Apply"** button at the top left of the screen. This will take you to the application page where you will see all of our available programs.

Select the **"Grants Application"** program by clicking the **"Apply"** button at the very end of the program title line.

Please note that the "Preview" button on the left hand side of this same line will give you access to a preview of the application form to be completed (see screen shot on next page)

> **Please note:** If you are eligible to apply for a **grant renewal** as specified in the "Next steps" page (Option 2) of our website, you will receive a personalized communication from us approximately two months prior to submitting your renewal application to the Grants Committee.

2.2   Application – Grant request

For more information about our grants program, please see the "Eligibility" and "Next steps" sections of our website.

We invite you to follow the instructions below to get through the application process.

2.2.1 Step one – LOI (Letter of Intent)

The **intent form is identified as LOI (Letter of Intent) in the platform**. This step is a quick and concise way to introduce the organization, mission or projects for which you would like to receive financial support from the Foundation.

We expect concise answers, which can then be detailed in a complete application (called "Application"), if requested by the Foundation.

Below are some guidelines for the different sections of the LOI form. We encourage you to follow these guidelines as you complete this step.

Of course, if you have any additional questions, please do not hesitate to contact us.

> **Important:** Only the intent form (LOI) will be reviewed. It is therefore unnecessary to send us any other documentation by email.

Mission Statement:
Please enter your organization's official mission statement.

Development factors:
Please check the fulfillment factor(s), as defined by the Foundation, that are relevant to your organization's activities.

For more information on these factors, please consult the "Philanthropic intention" page of our website.

Charitable Status:
If your organization is registered as a charity with the Canada Revenue Agency ("CRA"), check "YES" and please provide your registration number in the fill-in-the-blank window that will appear.

> **Please note:** Only organizations registered with the CRA can submit a grant request.

> **Note:** At the top right of the screen you will see the **"Collaborate"** button. This allows you to invite someone from your organization to collaborate in the preparation of the form, if required. You can determine the type of authorization (see below).

REQUEST

Title of Request:
Please write the title of the project for which you are seeking financial support. If you are applying for mission support, please indicate "Core-mission funding".

Type of support requested:
Please indicate the type of support desired as described in the "Financial support types" section of our website.

Project Description:

Please describe in 1200 words or less the nature of your request. Depending on the type of support requested, please include the following:

Core-mission funding:
- Summary description of the organization's activities
- Scope of the organization (number/type of participants, community, specific clientele if applicable)
- Current/anticipated challenges
- Focus (what change do you want to achieve, what are your goals/ambitions/wishes)

Mission Funding - Specific program:

If the request is for a specific program, please provide a general overview of the organization and describe the above items as they relate to the specific program. In addition, please indicate the other partners involved and the proportion of the amount requested relative to the overall program budget.

Project:
- Brief description of your organization and its activities
- Identified need
- Scope of the project (number/type of participants, specific clientele if applicable)
- Duration/timeline of the project
- Summary budget of the project
- Partners involved (or potential partners)

Major campaign:
- Brief description of your organization and its activities
- Financial goals of the campaign
- Projects supported by the campaign (indicate the one for which you wish to obtain the Foundation's support, if applicable)
- Campaign timeline (silent/public phase)
- Amounts raised to date
- List of partners (confirmed and potential)

Geographic scope (geographic reach of your organization):

You may check more than one box.

Expected Results:

These outcomes can be both qualitative and quantitative. Here are some sample questions that you can use to develop your response:

- What changes do you want to contribute to?
- What effects do you anticipate in the participants?
- What will the project make possible?
- How many people are targeted?

Amount requested:

Enter the amount you are requesting.

Desired duration of request:

Indicate the desired duration of support for your request. If you are requesting mission funding, indicate that you are seeking support for the next 12 months. Unless otherwise noted, mission support is provided on an annual basis.

If the amount requested is for multiple years, enter the total amount and check the number of months for the desired duration. For example, if you are requesting $40,000 annually for 3 years, enter $120,000 and check 36 months.

> **Please note:** With the exception of major campaign and project requests, the Foundation currently makes few multi-year gifts.

Application Time Constraint:

This section is used to assess how quickly the Foundation should make a final decision on your request. If there is a time constraint associated with the application, please indicate the ideal deadline for receiving a response.
> **Please note:** This information is for guidance only. Our internal processes do not guarantee a response by the date indicated, but we will do our best to accommodate it.

OTHER

Added value:
Indicate how a partnership with the Foundation is an added value, based on its philanthropic offering.

SUBMIT OR SAVE THE FORM

If **you have completed your LOI form and would like to submit it**, click on the **"Submit LOI"** button at the bottom right of the portal window.

This will send a copy of your form to our grants committee, who will review your request and follow up with you within 30 business days of receiving the form.
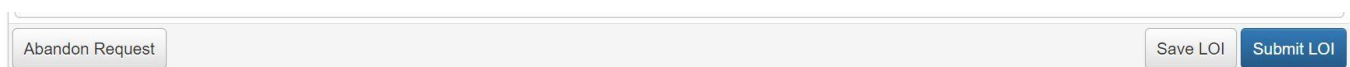
Or

If **you have completed your LOI form and wish to save it before submitting**, click on the **"Save LOI"** button at the bottom right of the portal window.

By clicking on this button, you will save a copy of the LOI with the information filled in as of the date of the save. You can exit the platform and return later to complete and submit the form.

Or

If **you want to abandon your application**, click on the **"Abandon Request"** button at the bottom left of the portal window. Follow the instructions in the window that will appear on your screen to abandon and cancel the LOI form you started.

Abandon Request		Save LOI	Submit LOI

2.2.2   Step two – Solicitation of a complete application

If the Intent Form submitted to the Grants Committee is chosen for further evaluation, the Foundation team will request a full application (entitled "Application" in the platform).

You will receive an email to this effect with all the necessary information. You will also be given a deadline for submission and be informed of the date of the Grants Committee meeting.

Here are a few indications concerning the different sections of the complete application form. We invite you to follow these guidelines as you complete this step.

Of course, if you have any additional questions, please do not hesitate to contact us.

> **Note:** Some of the information entered in the Intent Form (LOI) will automatically be present in the Application Form, to save you time. However, you may edit each section as needed.

REQUEST

Request Title:
You may rename the title of the application for which you wish to receive funding support. If you are applying for mission support, please select "**Core Mission Funding**".

Project Description:
Please describe in 1200 words or less the nature of your request. Depending on the type of support requested, please include the following:

Core-mission funding:
- Summary description of the organization's activities
- Scope of the organization (number/type of participants, community, specific clientele if applicable)
- Current/anticipated challenges
- Focus (what change do you want to achieve, what are your goals/ambitions/wishes)

Mission Funding - Specific program:
If the request is for a specific program, please provide a general overview of the organization and describe the above items as they relate to the specific program. In addition, please indicate the other partners involved and the proportion of the amount requested relative to the overall program budget.

Project:
- Brief description of your organization and its activities
- Identified need
- Scope of the project (number/type of participants, specific clientele if applicable)
- Duration/timeline of the project
- Summary budget of the project
- Partners involved (or potential partners)

Major campaign:
- Brief description of your organization and its activities
- Financial goals of the campaign
- Projects supported by the campaign (indicate the one for which you wish to obtain the Foundation's support, if applicable)
- Campaign timeline (silent/public phase)
- Amounts raised to date
- List of partners (confirmed and potential)

Expected Results:
These outcomes can be both qualitative and quantitative. Here are some sample questions that you can use to develop your response:

- What changes do you want to contribute to?
- What effects do you anticipate in the participants?

- What will the project make possible?
- How many people are targeted?

Partnerships :
This section is mostly dedicated to projects. The Foundation will then be interested to know about the partners (co-sponsors, funders, service providers, etc.) involved.

Amount requested:
Enter the amount you are requesting.

Desired duration of request:
Indicate the desired duration of support for your request. If you are requesting mission funding, indicate that you are seeking support for the next 12 months. Unless otherwise noted, mission support is provided on an annual basis.

If the amount requested is for multiple years, enter the total amount and check the number of months for the desired duration. For example, if you are requesting $40,000 annually for 3 years, enter $120,000 and check 36 months.

> **Please note:** With the exception of major campaign and project requests, the Foundation currently makes few multi-year gifts.

Application Time Constraint:

This section is used to assess how quickly the Foundation should make a final decision on your request. If there is a time constraint associated with the application, please indicate the ideal deadline for receiving a response.

> **Please note:** This information is for guidance only. Our internal processes do not guarantee a response by the date indicated, but we will do our best to accommodate it.

SUPPORTING DOCUMENTS

Please note that the platform is sometimes capricious with document names. We suggest you use short names, without accents or symbols.

For example: FS2022 for financial statements or AR2022 for annual report.

Financial Statements:
You must provide your most recent financial statements.

If the document is available online, you can share the link in the text box or download the document from the platform.

Annual or Activity Report:
Please provide the report that is completed on an annual basis.

If the document is available online, you can share the link in the text box or upload the document to the platform.

Additional documents:
You have the option to share three supplemental documents/appendices related to your application, if relevant.

If a document is available online, you can share the link in the text box or upload the document to the platform.

Once all documentation is received, your completed application form will be processed for presentation to the Grants Committee (on the date confirmed to you).

2.3 Decision

If the request is for $100,000 or less, a final response may be sent to you a few days after the Grants Committee meeting.

If the request is for more than $100,000, a more in-depth analysis is required. This request will have to be submitted to the Grants Committee and then to the next Board of Directors. Return time for final decision may take up to 90 days in such a case.

Denied request:
You will receive a communication explaining the reason for the denial.

Successful application:
You will receive a detailed communication confirming the grant.

2.4 Follow-ups

You may be asked to provide follow-up information to complete the file (e.g. banking information for direct deposit). These requests, which take the form of a form to fill out, will be sent to you by email. You will be invited to complete the follow-ups in your user account in the grant application platform.

Follow-up requests will always be sent by email to the person responsible for the application.

3. J. Armand Bombardier Scholarship Program

3.1 Registration form

Please note:

The e-mail address is the system's primary means of identifying a user. If you have submitted a scholarship application to the Foundation before June 2022, and your current e-mail address was linked to the application, the system will recognize it and automatically associate you with the organization for which that application was submitted (the name of the organization will correspond to your full name).

If this is the case, you will not need to enter the information below. However, please check the address associated with the organization (you). If it is out of date, please inform us by e-mail at bourses@fjab.qc.ca and we will make the correction. You can then turn to page 20, paragraph beginning: **Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.**

INFORMATION ABOUT THE ORGANIZATION

Name of the organization: Enter your name in this format, in capital letters: LAST NAME FIRST NAME (e.g. MILLER SARAH).

Website: Leave this section blank.

Organization Email Address: Enter your personal email address.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

USER INFORMATION

Click on **"Copy Organization Address"**. This button is located at the top left of the window.

You will be prompted to refill some of the information in the previous window, including your FIRST NAME, LAST NAME, EMAIL, and PHONE NUMBER.

Title: Indicate "Individual".

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

INFORMATION ON THE EXECUTIVE DIRECTOR

Since this question does not apply in your case, check the **"YES"** box.

Once you have checked the box, click on the **"Next"** button at the bottom right of the window.

The next window to be completed will appear.

PASSWORD

Create a password respecting the security parameters imposed: minimum of 8 characters; of these 8, at least one lower case, one upper case, one number, one non-alphanumeric character (!@#$%?&*()¨Ç:L"'^>°`).

Once you have created your password, click on the **"Create Account"** button at the bottom right of the **"Password"** window.

You will receive an email confirming the creation of an account in the platform. Click on the link in the email you received to confirm your registration.

If you do not receive the confirmation email, you still have the option to continue. Just click on **"I did not receive the email"**.

Once you have completed all of these steps, you will have officially created an account on the Foundation's platform. Congratulations!

Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.

To begin your application for funding, click on the **"Apply"** button at the top left of the screen. This will take you to the application page where you will see all of our available programs.

Select the **"J. Armand Bombardier Scholarship Program"** program by clicking the **"Apply"** button at the very end of the program title line.

Please note that the "Preview" button on the left hand side of this same line will give you access to a preview of the application form to be completed (see screen shot on next page)

The **"Apply"** button is not available? The reason is simple. The program is not yet available because as application are accepted during a fixed period each year. Be sure to validate the application dates.
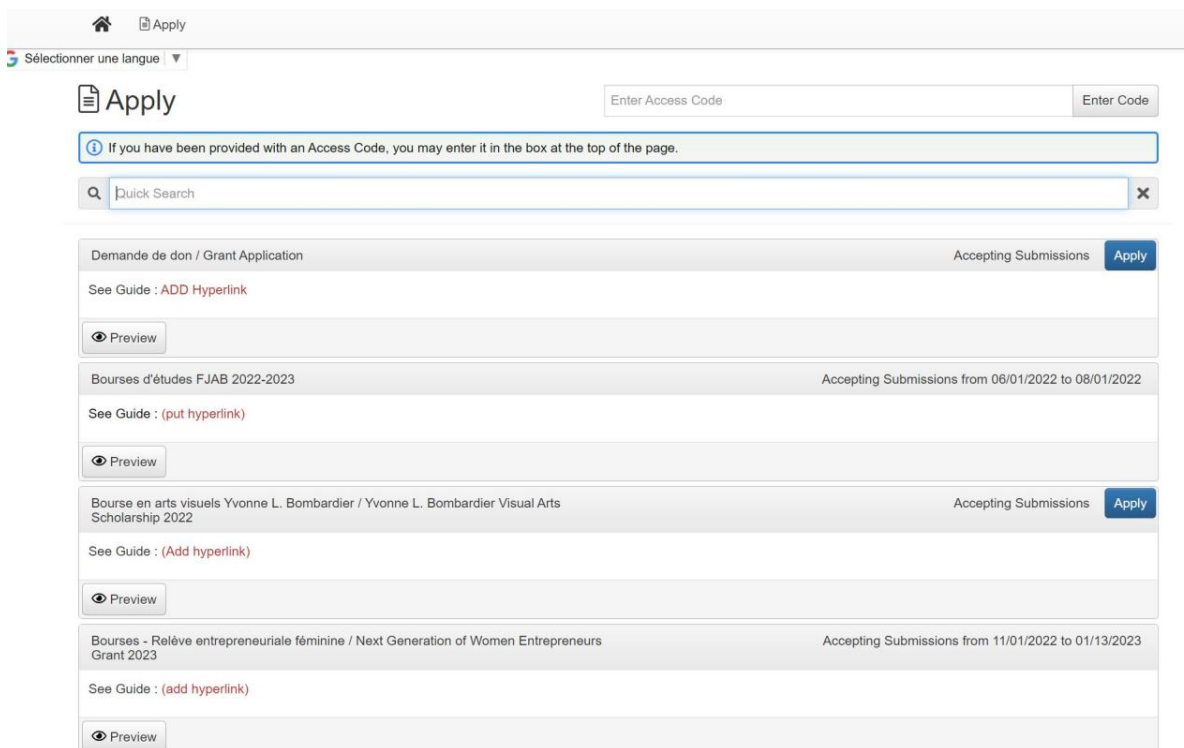
3.2 Application –J. Armand Bombardier Scholarship

3.2.1 Step one – Application Form (LOI)

For more information, consult the "J. Armand Bombardier Scholarship Program" section of our website.

IMPORTANT:

Please note that the application is done in two steps:

1. **The submission of your application form**, which in the platform is entitled LOI (letter of intent). This step must be completed before the application deadline (as specified on the website).

2. **If your application meets the eligibility criteria and we have received your form by the deadline**, we will invite you to complete the "Application" section to submit the supporting documents needed for the final decision. You will receive an email with instructions on how to do this.

Here are some guidelines for the different sections of the LOI form.

We invite you to follow these instructions to get through the application process.

Of course, if you have any additional questions, please do not hesitate to contact us.

PERSONAL INFORMATION

This section contains general information about the person making the request.

New questions have been added this year:

Foundation support in the past: You must check Yes if the Foundation has granted you a scholarship in the past, regardless of the year of support.

Special situations: The purpose of this section is to indicate and describe any situation that could have a negative impact on your studies.

Depending on your answers, the form will sometimes prompt you to provide additional information (e.g., Are you an employee of the Foundation?) When this is the case, a new section will be added (e.g. Personal Information - continued).

Note: At the top right of the screen you will see the **"Collaborate"** button. This allows you to invite someone (a parent, for example) to collaborate in the preparation of the form. You can determine the type of authorization (see below).

EDUCATIONAL INFORMATION

Information about your school program.

Please note that we now ask you to indicate the address of your school, as we now take into account the distance between your permanent address and your place of study when analyzing your file.

FINANCIAL SITUATION

Please note that we no longer ask you to provide a copy of your tax return sent to Revenu Québec. We only ask that you provide us with the amount entered on line 199 of your income tax return.

It's important to pay particular attention to the question on dependent children.

SUBMIT OR SAVE THE FORM

If **you have completed your LOI form and would like to submit it**, click on the **"Submit LOI"** button at the bottom right of the portal window.

This will send a copy of your form to our grants committee, who will review your request and follow up with you within 30 business days of receiving the form.
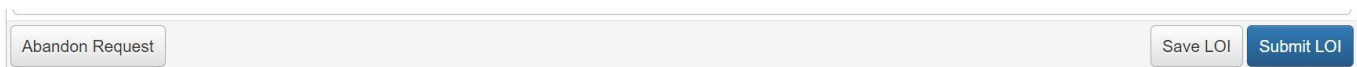
Or

If **you have completed your LOI form and wish to save it before submitting**, click on the **"Save LOI"** button at the bottom right of the portal window.

By clicking on this button, you will save a copy of the LOI with the information filled in as of the date of the save. You can exit the platform and return later to complete and submit the form.

Or

If **you want to abandon your application**, click on the **"Abandon Request"** button at the bottom left of the portal window. Follow the instructions in the window that will appear on your screen to abandon and cancel the LOI form you started.

Abandon Request		Save LOI	Submit LOI

3.2.2 Step two – Final Supporting Documents (Application)

If the application meets the eligibility criteria and is submitted by the deadline, the Foundation team will request the supporting documents necessary for the final decision of the scholarship selection committee.

You will receive an email with all the necessary information. You will also be given a deadline for submission.

H**ere are a few guidelines for this step of the process, which is called "Application" in the platform.**

Of course, if you have any additional questions, do not hesitate to contact us.

The documents we are referring to in this section of the form are the proof of attendance for the current Fall semester and the transcript (notes) for the past Winter semester.

You must upload them to the form. You can only insert one document category. **If your document contains more than one page, we invite you to combine it into a single file (e.g. zip file).**

Please note that the platform is sometimes capricious with document names. We suggest you use short names, without accents or symbols.

For example: gradesH23 for grades for the Winter 2023 session and scheduleA23 for your proof of attendance for the Fall 2023 session.

3.3 Decision

The scholarship selection committee meets at the end of September, after the deadline to receive the final supporting documents. A final answer will be sent to you by email in the days following the committee meeting.

3.4 Follow-ups

Those who are selected for a scholarship will receive two follow-up requests, in the form of forms to be completed:

Banking Information: At the time of award, you will receive a request for your banking information, which is required for the transfer of the first installment.

We are required to produce a T4 for all scholarship recipients. We will therefore ask you to provide us with your social insurance number as well.

Winter Session Supporting Documents: Supporting documents for the Winter session must be provided by the deadline indicated on the website. You will receive an email explaining this information at the time of awarding the scholarship. A reminder email will be sent to you after Christmas.

> **Please note:** You can provide this information as soon as you have it, directly from your user account, under the heading "Follow-up forms" in the electronic application platform. You must click "Edit" at the end of the line corresponding to the appropriate form to complete it.

4. Yvonne L. Bombardier Visual Arts Scholarship Program

4.1 Registration form

Please note:
The e-mail address is the system's primary means of identifying a user. If you have submitted a scholarship application to the Foundation before June 2022 and your current e-mail address was linked to the application, the system will recognize it and automatically associate you with the organization (you) for which that application was submitted.

If this is the case, you will not need to enter the information below. However, please check the address associated with the organization (yours). If it is out of date, please let us know by e-mail at fondation@fjab.qc.ca and we will make the correction. You can then turn to page 27, paragraph beginning : **Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.**

INFORMATION ABOUT THE ORGANIZATION

Name of the organization: Enter your name in this format: LAST NAME FIRST NAME (e.g. MILLER SARAH).

Website: Leave this section blank (unless you have a website).

Organization Email Address: Enter your personal email address.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

USER INFORMATION

Click on **"Copy Organization Address"**. This button is located at the top left of the window.

You will be prompted to refill some of the information in the previous window, including your FIRST NAME, LAST NAME, EMAIL, and PHONE NUMBER.

Title: Indicate "Individual".

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

INFORMATION ON THE EXECUTIVE DIRECTOR

Since this question does not apply in your case, check the **"YES"** box.

Once you have checked the box, click on the **"Next"** button at the bottom right of the window.

The next window to be completed will appear.

G Sélectionner une langue ▼

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Director Question

Are you the Organization's Executive Director?*
If applying as an individual please answer "Yes".

Êtes-vous à la direction de votre organisme?
Si vous faites une demande en tant qu'individu, veuillez indiquer « oui ».
○ Yes
○ No

‹ Previous   Next ›

Executive Director Information

Password

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PASSWORD

Create a password respecting the security parameters imposed: minimum of 8 characters; of these 8, at least one lower case, one upper case, one number, one non-alphanumeric character (!@#$%?&*()¨Ç:L"'^>°`).

Once you have created your password, click on the **"Create Account"** button at the bottom right of the **"Password"** window.

G Sélectionner une langue ▼

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Director Question

Executive Director Information

Password

| **Password*** | **Confirm Password*** |
| le mot de passe | le mot de passe |

‹ Previous   Create Account

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You will receive an email confirming the creation of an account in the platform. Click on the link in the email you received to confirm your registration.

If you do not receive the confirmation email, you still have the option to continue. Just click on **"I did not receive the email"**.

Once you have completed all of these steps, you will have officially created an account on the Foundation's platform. Congratulations!

Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.

To begin your application for funding, click on the **"Apply"** button at the top left of the screen. This will take you to the application page where you will see all of our available programs.

Select the **"Yvonne L. Bombardier Visual Arts Scholarship Program"** program by clicking the **"Apply"** button at the very end of the program title line.

Please note that the "Preview" button on the left hand side of this same line will give you access to a preview of the application form to be completed (see screen shot on next page).

The **"Apply"** button is not available? The reason is simple. The program is not yet available because as application are accepted during a fixed period each year. Be sure to validate the application dates.

4.2 Application –Yvonne L. Bombardier Visual Arts Scholarship

For more information, consult the "Yvonne L. Bombardier Visual Arts Scholarship Program" section of our website.

Here are some guidelines for the different sections of the form.

We invite you to follow these instructions to get through the application process.

Of course, if you have any additional questions, please do not hesitate to contact us.

INTRODUCTION

This section contains general information about the applicant and their program of study.

SUPPORTING DOCUMENTS

The documents we are referring to in this section of the form are:

- Artistic portfolio
- Cover letter
- Letters of recommendation
- Curriculum vitae
- Academic record

You must upload them to the form. You can only insert one document category. **If your document contains more than one page, we invite you to combine it into a single file (e.g. zip file).**

Please note that the platform is sometimes capricious with document names. We suggest you use short names, without accents or symbols.

For example: portfolio, cv, notes, reference1, etc.

SUBMIT OR SAVE THE FORM

If **you have completed your form and would like to submit it**, click on the **"Submit Application"** button at the bottom right of the portal window.

This will send a copy of your form to our grants committee, who will review your request and follow up with you within 30 business days of receiving the form.

Or

If **you have completed your Application form and wish to save it before submitting**, click on the **"Save Application"** button at the bottom right of the portal window.

By clicking on this button, you will save a copy of the Application with the information filled in as of the date of the save. You can exit the platform and return later to complete and submit the form.

Or

If **you want to abandon your application**, click on the **"Abandon Request"** button at the bottom left of the portal window. Follow the instructions in the window that will appear on your screen to abandon and cancel the Application form you started.

| Abandon Request | | Save Application | Submit Application |

4.3 Decision

The scholarship selection committee meets in the winter. A final answer will be sent to you by email in March.

4.4 Follow-Ups

The person who will be selected to receive the scholarship will receive two follow-up applications, in the form of forms to be completed:

Banking Information: At the time of awarding the scholarship, you will receive a request for your banking information, which is necessary for the payment of the bursary.

We are required to produce a T4 for all scholarship recipients. We will therefore ask you to provide us with your social insurance number as well.

End of Course Follow-up: Once the exhibition is completed, you will be asked to share your progress with us since the award was made. An email with instructions will be sent to you at the time of the follow-up assignment and a report will be sent to you 14 days prior to the follow-up deadline.

5. Grants for women entrepreneurs

5.1 Registration form

Please note:
The e-mail address is the system's primary means of identifying a user. If you have submitted an application to the Foundation before June 2022 and your current e-mail address was linked to the application, the system will recognize it and automatically associate you with the organization for which that application was submitted.

If this is the case, you will not need to enter the information below. However, please check the address associated with the organization. If it is no longer up to date, please inform us by e-mail at fondation@fjab.qc.ca and we will make the correction. You can then turn to page 34, paragraph beginning : **Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.**

INFORMATION ABOUT THE ORGANIZATION

Name of the organization: Indicate the name of the company/organization/co-op as it appears in the Registraire des entreprises du Québec.

Website: Provide the link to the website of the company/organization/coop. If the organization does not have a website, leave the field empty

Phone number: Enter the general telephone number of the company/organization/co-op (e.g. front office). If the company does not have a general phone number, provide the number of the person applying.

Organization Email Address: Provide the general email address of the company/organization/co-op (e.g. info@...). If the company does not have a general email address, provide the email address of the person applying.

Address: Indicate the mailing address of the company/organization/co-op.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

USER INFORMATION

If the applicant's address is the same as the company's/organization's/co-op's address, click on **"Copy organization's address"**. This button is located at the top left of the window.

First and Last Name: Fill in the sections with your first and last name.

Title: Indicate the position you hold within the organization.

Email: Enter the email address you wish to use to correspond with us.

Primary Phone Number: Enter your phone number.

Secondary Phone Number: Enter your secondary phone number (if applicable).

Address: Enter your mailing address.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

Sélectionner une langue | ▼

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Copy Address from Organization

First Name*
Prénom

Last Name*
Nom

Title*
If applying as an individual please list "individual" as your title.

Titre
Si vous faites une demande en tant qu'individu, veuillez indiquer « individu » comme titre.

Email / Username*
Adresse courriel / identifiant

Email / Username Confirmation*
Adresse courriel / identifiant

Telephone Number (###-###-#### x###)*
Numéro de téléphone

Secondary Number (###-###-####)
Numéro secondaire

Address 1*
Adresse 1

Address 2
Adresse 2

City*
Ville

Province*
Province

Postal Code (### ###)*
Code postal (### ###)

❮ Previous   Next ❯

Executive Director Question

Executive Director Information

Password

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INFORMATION ON THE EXECUTIVE DIRECTOR

If you are a director or president of the company/organization/co-op, check the **"YES"** box.

If you are not, check the **"NO"** box.

Once you have checked the appropriate box, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear. (see screen capture on next page)

ADDITIONAL INFORMATION ABOUT THE EXECUTIVE DIRECTOR

If you answered **"NO"** to the previous question, the next window will ask you to complete the fields with the appropriate information.

When you have completed all the fields, click on the **"Next"** button at the bottom right of the window. The next window to be completed will appear.

Create a password respecting the security parameters imposed: minimum of 8 characters; of these 8, at least one lower case, one upper case, one number, one non-alphanumeric character (!@#$%?&*()¨Ç:L"'^>°`).

Once you have created your password, click on the **"Create Account"** button at the bottom right of the **"Password"** window.

You will receive an email confirming the creation of an account in the platform. Click on the link in the email you received to confirm your registration.

If you do not receive the confirmation email, you still have the option to continue. Just click on **"I did not receive the email"**.

Once you have completed all of these steps, you will have officially created an account on the Foundation's platform. Congratulations!

Once you have completed the registration steps, you will be taken to the Applicant Dashboard page.

To begin your application for funding, click on the **"Apply"** button at the top left of the screen. This will take you to the application page where you will see all of our available programs.

Select the **"Grants for Women Entrepreneurs"** program by clicking the **"Apply"** button at the very end of the program title line.

Please note that the "Preview" button on the left hand side of this same line will give you access to a preview of the application form to be completed (see screen shot on next page)

The **"Apply"** button is not available? The reason is simple. The program is not yet available because as application are accepted during a fixed period each year. Be sure to validate the application dates.

5.2 Application – Grants for women entrepreneurs

For more information, consult the "Grants for Women Entrepreneurs" section of our website.

Here are some guidelines for the different sections of the form.

We invite you to follow these instructions to get through the application process.

Of course, if you have any additional questions, please do not hesitate to contact us.

> **Note:** At the top right of the screen you will see the "Collaborate" button. This allows you to invite someone from your organization to collaborate in the preparation of the form, if required. You can determine the type of authorization (see below).

Choice of Award:
Please check the award for which you are applying. It is possible to submit the same application in more than one award category, if you meet the criteria.

Name of person applying for the award:
It is possible to apply on behalf of more than one person (e.g. co-founders).

Please note that all correspondence will be with the person who has registered as a user in the platform.

Legal structure:
Please indicate the official legal form of your company/organization/co-op.

In the case of an NPO, select the "Non-profit" option.

Québec Business Number (NEQ):
Please indicate the Québec Enterprise Number (NEQ) of your business as it appears with the Québec Enterprise Registrar.

Date of registration :
Please indicate the date your business was registered with the Registraire des Entreprises du Québec.

BUSINESS MODEL
SUSTAINABILITY AND COHERENCE
INNOVATION AND SOCIAL IMPACT
CONCLUSION

These sections invite you to describe your company/organization/coop through a series of essay questions. You are allowed 2,000 characters per question.

SUPPORTING DOCUMENTATION

Here are the documents we refer to in this section of the form. Please rename them in the following formats:

- The entrepreneur's CV: **CV (e.g. CV.pdf)**
- Organizational chart of the company/organization/coop: **ORG (e.g. ORG.pdf)**
- Financial statements: **FS (e.g. FS.pdf)**
- Financial projections: **FP (e.g. FP.pdf)**
- Roadmap : **RM (e.g. RM.pdf)**
- Video presentation of the entrepreneur

You must upload them to the form. You can only insert one document category. **If your document contains more than one page, we invite you to combine it into a single file (e.g. zip file).**

Types of files admissible: pdf, word, excel, jpeg, png
Make sure that your files do not have a double extension : CV.docx.pdf

> **NOTE: If the files are large, they may take a few minutes to load.**
> **For the video, please send us a link on YouTube or Vimeo using the text box of the question.**

If **you have completed your form and would like to submit it**, click on the **"Submit Application"** button at the bottom right of the portal window.

This will send a copy of your form to our grants committee, who will review your request and follow up with you within 30 business days of receiving the form.
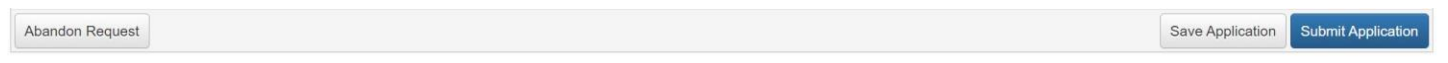
Or

If **you have completed your Application form and wish to save it before submitting**, click on the **"Save Application"** button at the bottom right of the portal window.

By clicking on this button, you will save a copy of the Application with the information filled in as of the date of the save. You can exit the platform and return later to complete and submit the form.

Or

If **you want to abandon your application**, click on the **"Abandon Request"** button at the bottom left of the portal window. Follow the instructions in the window that will appear on your screen to abandon and cancel the Application form you started.

5.3 Decision

The selection committees meet in the Spring. A final answer will be sent to you by email in April.

5.4 Follow-Ups

Those selected to receive a grant will receive two follow-up applications, both of which are in the form of forms to be completed:

Banking Information: At the time of award, you will receive a request for your banking information, which is necessary for the payment of the award.

We will also ask you to provide your federal business number.

Follow-up: One year after the award is made, we will ask you to provide an update on your activities since receiving the award.

An email with instructions will be sent to you at the time of the follow-up assignment and a report will be sent to you 14 days prior to the follow-up deadline.