



**PÉLIQ-AN**

Programme  
d'échanges linguistiques  
intra-Québec  
*approche nouvelle*

# Information document

## Grant application process



## TABLE OF CONTENTS

<b>1. PROGRAM DESCRIPTION.....</b>	<b>3</b>
• Overview	
• Objectives	
• Target groups and twinning	
• Project co-leaders' responsibilities	
<b>2. PROGRAM REGISTRATION PROCEDURES.....</b>	<b>5</b>
• Eligibility criteria	
• Submission of the grant application	
<b>3. REVIEW AND APPROVAL OF GRANT APPLICATIONS.....</b>	<b>6</b>
• Notification of decisions	
• Request for changes	
• Cancellations	
<b>4. GRANT PAYMENTS.....</b>	<b>7</b>
• Post-Project Report	
• Program funding	
<b>5. SUMMARY OF THE PROGRAM STAGES.....</b>	<b>8</b>
<b>6. ADDITIONAL INFORMATION.....</b>	<b>9</b>

# 1. PROGRAM DESCRIPTION

## Overview

The Programme d'échanges linguistiques intra-Québec – approche nouvelle (PÉLIQ-AN) of the Ministère de l'Éducation et de l'Enseignement Supérieur (MEES) fosters language exchange projects between groups of students from Québec's English and French schools. It applies to elementary and secondary schools in the private and public sectors.

It provides tools, resources and grants to cover some of the costs of the exchange projects that teachers wish to organize with their classes.

Teachers who would like to organize a PÉLIQ-AN project can obtain the Grant Application Form on the [www.peliq-an.ca](http://www.peliq-an.ca) website.

## Objectives

- To facilitate the twinning of groups of students from the anglophone and francophone sectors
- To encourage direct and distant contact between groups of participating students
- To develop the language and cross-curricular competencies set out in the Québec Education Program
- To develop the broad area of learning Citizenship and Community Life, as set out in the Québec Education Program.
- To enable each group of participating students to familiarize themselves with the culture of the other language group
- To foster communication and develop links between Québec's anglophone and francophone communities
- To enable participating students to interact in their second language, their language of instruction or both, and to do so in daily life contexts related to what they learn in school

## **Target groups and twinning**

The PÉLIQ-AN program is intended for groups of students from Québec's English and French elementary and secondary schools in both the public and private sectors.

A teacher who wishes to have his or her class participate in the program must pair up with a teacher in the other language sector. These two teachers become co-leaders of the project.

When teachers are unable to find a project partner, they can indicate their interest in carrying out an exchange project with another school by visiting the PÉLIQ-AN Facebook page.

## **Project co-leaders' responsibilities**

- The project co-leaders collaborate in planning, developing and implementing the project.
- The project co-leaders are responsible for instructional and logistical planning and for carrying out and coordinating the activities with the approval of their school administration and school board or their private educational institution.
- The project co-leaders jointly coordinate the activities, and both supervise their students during all the activities.
- The project co-leaders establish optimal conditions for intergroup contact, as described in the From Theory to Practice section of the [www.peliq-an.ca](http://www.peliq-an.ca) website.

## 2. PROGRAM REGISTRATION PROCEDURES

The two partner teachers develop a language exchange project for their classes in accordance with the eligibility criteria listed below. Then, as project co-leaders, they must fill out the Grant Application Form and send it to the program coordinator by the date indicated on the form (**mid-October**).

### **Eligibility criteria**

To be eligible for a grant under the PÉLIQ-AN program, the project submitted must meet the following criteria:

- The project is aimed at carrying out language exchanges between two participating groups from the two Québec language sectors.
- The project is related to a broad area of learning in the Québec Education Program and fosters the development of language competencies and the related cross-curricular competencies.
- All project activities must take place during the school year for which the grant is awarded.
- The project activities must bring the two participating groups of students into direct contact. Priority will be given to projects that also incorporate plans for distant contacts (using technology, mail, etc.).
- The project uses the most economical form of transportation for direct contact between the two groups.
- The two groups participating in the project are from the same or adjoining regions.
- The project enables students to work collaboratively toward a shared goal or product.

N.B. In order to allow the greatest possible number of projects to be carried out, priority is given to those that provide students with stimulating instructional activities at the lowest cost.

## **Submission of the grant application**

After having established that their project is eligible, the two project co-leaders must fill out the Grant Application Form available on the PÉLIQ-AN website.

Both the co-leader and principal must sign the form and send it to the coordinator of the PELIQ-an program at the Direction des services à la communauté anglophone (DSCA) via mail or the applicants ask their principal to e-mail the completed electronic form to [rocio.vilca@education.gouv.qc.ca](mailto:rocio.vilca@education.gouv.qc.ca).

## **3. REVIEW AND APPROVAL OF GRANT APPLICATIONS**

An evaluation committee set up by the program coordinator reviews all the grant applications received by the deadline on behalf of the DSCA of the MEES.

### **Notification of decisions**

The DSCA communicates its decision within two weeks of the deadline for submitting grant applications. A letter is sent to the directors general of the school boards concerned, with copies to the principal of each school and each project co-leader. For private schools, the letter is sent to the principal of each school with a copy to each project co-leader.

### **Requests for changes**

The DSCA can ask for changes to be made to a project; in which case, the project co-leaders have one week from the day on which they received the response to notify the program coordinator whether or not they accept the changes.

### **Cancellations**

Co-leaders who find themselves obliged to cancel their project must advise the program coordinator as soon as possible.

## 4. GRANT PAYMENTS

The MEES disburses the grant to the school board or private school principal in one installment. The payment for the project is issued after the project has been completed and the report has been submitted. The Post-Project Report and the Justification of Supply Teaching Expenses form must be sent no later than June 20th of the current school year in order to receive payment.

### **Post-Project Report**

At the end of the project, and **by no later than June 20**, each project co-leader must complete the Post-Project Report and send it to the program coordinator.

### **Program funding**

The PÉLIQ-AN program funds come from the Canada-Québec Agreement for Minority-Language Education and Second-Language Instruction.

## 5. SUMMARY OF THE PROGRAM STAGES

Stages	Deadlines
<p>1. After reading the information document, the project co-leaders complete the Grant Application Form available at <a href="http://www.peliq-an.ca">www.peliq-an.ca</a>, following the procedure outlined on page 1 of the form.</p>	<p><b>At the start of the school year</b></p>
<p>2. Each project co-leader sends his or her copy of the duly completed and signed Grant Application Form to the program coordinator at the Direction des services à la communauté anglophone (DSCA) of the MEES.</p>	<p><b>Mid-October</b></p>
<p>3. The DSCA approves or rejects the application and sends a letter to the directors general of the school boards concerned, with copies to the principal of each school and each project co-leader. For private schools, the letter is sent to the principal of each school with a copy to each project co-leader.</p>	<p><b>End of October</b></p>
<p>4. If applicable, the co-leaders inform the coordinator of the PÉLIQ-AN project whether or not they accept the requested changes to the project.</p>	<p><b>First week of November</b></p>
<p>5. The co-leaders carry out the approved project within the established timelines in the course of the current school year.</p>	<p><b>In accordance with the established time lines</b></p>
<p>6. Once the project has been completed, each co-leader completes the Post-Project Report and Justification of Supply Teaching Expenses form and sends them to the program coordinator. The forms are available at <a href="http://www.peliq-an.ca">www.peliq-an.ca</a></p>	<p><b>No later than June 20 of the current school year</b></p>
<p>7. After studying the Post-Project Report and Justification of Supply Teaching Expenses form, the MEES sends the grant payment to the school boards or private school principals.</p>	<p><b>The end of June</b></p>

## 6. ADDITIONAL INFORMATION

For further information, please contact the program coordinator:

Melanie Kerridge

Secteur des services aux anglophones, aux autochtones et à la diversité culturelle (SSAADC)

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