



## CONSORTIUM

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des médias communautaires  
de langues officielles  
en situation minoritaire

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of Official Language Minority  
Community Media

# OFFICIAL LANGUAGE MINORITY COMMUNITY MEDIA INTERNSHIP PROGRAM

## 2025-2026 GRANT APPLICATION GUIDE

Financé par le  
gouvernement  
du Canada

Canada

## TABLE OF CONTENTS

	<b>Page</b>
<b>A - FRAMEWORK</b>	<b>3</b>
<b>B - PROGRAM OBJECTIVES</b>	<b>3</b>
<b>C - ELIGIBLE MEDIA OUTLETS</b>	<b>3</b>
<b>D - ELIGIBILITY CRITERIA FOR THE INTERN</b>	<b>5</b>
<b>E - ELIGIBILITY CRITERIA FOR EMPLOYER MEDIA OUTLETS</b>	<b>6</b>
<b>F - INTERNSHIP ALLOCATION PRIORITIES</b>	<b>6</b>
<b>G - DURATION OF INTERNSHIPS</b>	<b>7</b>
<b>H - MAXIMUM INTERNSHIP GRANTS FOR 2025-2026</b>	<b>7</b>
<b>I - SUBMITTING AN INTERNSHIP APPLICATION 2025-2026</b>	<b>8</b>
<b>J - INTERNSHIP APPLICATION PROCESS 2025-2026</b>	<b>8</b>
<b>K - REQUEST FOR EXTENSION OF AN EXISTING INTERN</b>	<b>8</b>
<b>L - APPLICATION EVALUATION PROCESS</b>	<b>9</b>
<b>M - EVALUATION CRITERIA</b>	<b>9</b>
<b>N - PERMANENT FILE OF THE APPLICANT</b>	<b>10</b>
<b>O - REPORTS - PRELIMINARY AND FINAL</b>	<b>10</b>
<b>P - ACKNOWLEDGMENT OF FINANCIAL SUPPORT PROVIDED</b>	<b>10</b>
<b>Q - PROGRAM IMPACT ANALYSIS</b>	<b>11</b>
<b>APPENDIX A - INTERNSHIP GRANT APPLICATION QUESTIONNAIRE</b>	
<b>APPENDIX B - QUESTIONNAIRE - PERMANENT FILE OF THE APPLICANT</b>	
<b>APPENDIX C - CERTIFICATION OF THE CANDIDATE</b>	

## **A - FRAMEWORK**

The Official Language Minority Community Media Internship Program (hereinafter referred to as "the Program") is part of the Action Plan for Official Languages – 2023-2028: Protection-Promotion-Collaboration.

This plan includes the implementation of the Community Media Strategic Support Fund (11.8 million dollars over five years) and an investment in the next generation of professionals within community media (5 million dollars over five years) through an internship program.

The funding for the program comes from the Official Language Community Development Program, under the supervision of the Official Language Branch (hereinafter referred to as "OLB") of the Department of Canadian Heritage.

The program is implemented by and for the Official Language Minority Community Media sector (hereinafter referred to as "OLMC Media").

The supervision of the program is under the responsibility of the Consortium of Official Language Minority Community Media (hereinafter referred to as "the Consortium"), which is composed of representatives from the four sub-sectors of OLMC Media: the Alliance of Community Radios of Canada (ARC), Réseau.Presse, the Quebec Community Newspapers Association (QCNA), and the English-Language Arts Network (ELAN).

The grant application evaluation process and the recommendations for the allocation of internship grants are the sole responsibility of a panel of four (4) experts who carry out their mandate independently of the Consortium member organizations and eligible media outlets.

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## **B - PROGRAM OBJECTIVES**

The primary objective of the program is to develop the next generation of professionals working in OLMC Media.

The program also aims to:

- develop the professional, communication, interpersonal, and organizational skills of interns within an official language minority community media.
- provide OLMC Media recipients of internships with additional human resources to better serve their official language minority communities in their language.

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## **C - ELIGIBLE MEDIA OUTLETS**

The criteria listed below determine the eligibility of media outlets to submit a grant application to the Official Language Minority Community Media Internship Program, as well as those that are not eligible.

It is recommended that any media outlet wishing to submit an application to the program confirm its eligibility in advance by contacting the program management team (stageslo-internshipsol@olconsortiumlo.ca).

- **Eligible official language community written print or digital media**

To be eligible, a official language minority community written media must demonstrate that it meets **all** of the following criteria:

- Provide local, regional, and/or provincial journalistic coverage of an official language minority population at regular intervals (minimum monthly) and on a continuous basis across one or more platforms.
- Produce at least fifty percent (50%) of its **total**<sup>1</sup> monthly editorial content must be **original**<sup>2</sup> content in English in Quebec or at least fifty percent (50%) original content in French in the other nine (9) provinces or three (3) territories of Canada.
- Within its total eligible original editorial content, at least fifty percent (50%) must reflect the realities of the minority population served in all its diversity.
- Thirty percent (30%) of the total original editorial content must be written and signed by **journalists or columnists**<sup>3</sup>.

*Example of eligibility: A minority community newspaper that publishes a total of twenty (20) editorial pieces per month must publish at least ten (10) pieces in the minority language, five (5) of which reflect the reality of the population served, and at least three (3) are written and signed by journalists or columnists.*

- **Eligible official language minority community radio stations**

To be eligible, an official language minority community radio station must demonstrate that it meets **all** of the following criteria:

- Serve an official language minority population in its language.
- Offer a **weekly schedule**<sup>4</sup> in which at least fifty percent (50%) of **original spoken programming**<sup>5</sup> is in English in Quebec or at least fifty percent (50%) in French in the other

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<sup>1</sup> The **total** editorial content includes all content (articles, columns, editorials, cartoons, comics), as well as all republished informational texts, such as press releases, letters to the editor, and content from agencies or other media.

<sup>2</sup> **Original** editorial content includes all articles, columns, editorials, cartoons, and comics produced by the newspaper or digital media. Original editorial content excludes content sourced from other media and content generated by AI that exceeds 50%.

<sup>3</sup> Journalists or columnists who adhere to generally recognized principles of journalistic ethics (e.g., fact-checking, impartiality, freedom from external influence, source identification, and demonstration of editorial judgment).

<sup>4</sup> A radio station's **weekly programming** consists of shows and news bulletins produced locally or by other radio stations.

<sup>5</sup> **Original spoken programming** includes all shows and news bulletins produced by the community radio station. Original spoken programming excludes all content produced by generative AI exceeding 50%.

nine (9) provinces or three (3) territories of Canada.

- Within its **weekly original spoken programming**, at least fifteen percent (15%) must reflect the minority population served in all its diversity.
- Of the weekly **original** spoken programming reflecting the aforementioned population served, at least thirty percent (30%) of the content must be produced by journalists, hosts, or columnists.
- Broadcast local, regional, and/or provincial news, with at least 50% in the language of the minority population served.
- Of the weekly **original** spoken programming reflecting the aforementioned minority population served, at least thirty percent (30%) of the content is produced by journalists, hosts, or columnists.
- Broadcast local, regional, and/or provincial news, at least 50% of which is in the language of the minority population served.

*Example of Eligibility: A minority community radio station broadcasts a total of one hundred twenty-six (126) hours of programming per week, of which at least sixty-three (63) hours are in the language of the minority served. This radio station must broadcast at least nine and a half (9.5) hours of original spoken programming per week, and at least six (6) hours of this programming must be produced by hosts, columnists, or journalists.*

- **Non-eligible media outlets**

The following media outlets are **NOT** eligible:

- Radios holding a private or specialized broadcasting license granted by the CRTC
- Community television stations that are not official language minority stations
- Media funded by government entities (e.g., TFO, Radio-Canada, etc.)
- Newspaper or radio of a post-secondary educational institution
- Magazines and specialized publications
- Media outlets incorporated or registered for less than 12 months.

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## **D - ELIGIBILITY CRITERIA FOR THE INTERN**

To be eligible for the Official Language Minority Community Media Internship Program, interns must demonstrate that they meet all of the following conditions:

- Hold a diploma from a recognized secondary or post-secondary institution.
- Be 35 years old or younger on the start date of the internship.
- Be legally authorized to work in Canada.

- Be a Canadian citizen or permanent resident, have refugee status in Canada, hold a temporary work permit, or be awaiting permanent resident status.
  - Be unemployed or underemployed<sup>6</sup>.
  - Provide an up-to-date resume.
  - Provide photo identification issued by a provincial, territorial, or federal government entity.
  - *(Upon request only)* Provide proof of Canadian citizenship, permanent residency, temporary work permit, or a copy of the permanent residency application.
- 

## **E - ELIGIBILITY CRITERIA FOR EMPLOYER MEDIA OUTLETS**

To be eligible for the Official Language Minority Community Media Internship Program, an employer media outlet must demonstrate that it meets all of the following conditions:

- Be a duly registered employer with the Canada Revenue Agency and/or Revenu Québec.
  - Hold a minimum of \$2 million in liability insurance.
  - Have a human resources policy addressing harassment, bullying, and discrimination, including a related complaint management mechanism OR adhere to the Consortium's policy.
  - Ensure that the intern will be under the responsibility of a direct supervisor who will maintain regular contact with the intern throughout the duration of the internship.
  - Sign an employment contract with the intern that complies with all applicable legislation.
  - Sign an internship grant agreement with the Consortium and comply with all related commitments and obligations.
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## **F - INTERNSHIP ALLOCATION PRIORITIES**

Internship grants are awarded to eligible media outlets that meet all the program requirements and subject to the availability of funds.

In the spirit of the principles of fairness in the allocation of internship grants to eligible media outlets, the Consortium may set allocation priorities based on the following considerations:

- Region or geographical location
- Type of media
- Sub-sector
- Eligible media that have not yet received an internship grant

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### <sup>6</sup> Underemployed

- **Underqualified employment:** The person holds a position for which they are overqualified in terms of education, skills, or experience.
- **Involuntary part-time employment:** The person works fewer hours than they would like or need to meet their financial obligations. This may include precarious or temporary jobs.
- **Work in an unrelated field:** The person holds a job in a sector or role far removed from their field of training or expertise, often due to a lack of alternatives.

- Specific needs arising from the sector.

Unless otherwise specified by the Consortium, an eligible media outlet can receive only one internship grant per fiscal year.

- If an eligible media outlet exceptionally receives two (2) internships during the same fiscal year, it will not be eligible to receive an internship in the following fiscal year.

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## G - DURATION OF INTERNSHIPS

Internships may span a period of six (6) to twelve (12) months.

- Internships may begin as early as April 1, 2025.

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## H - MAXIMUM INTERNSHIP GRANTS FOR 2025-2026

- The total grant amount includes the maximum subsidized amounts for the intern's salary and the employer's mandatory contributions.
- For the Lower North Shore and Northern Quebec, Newfoundland and Labrador and the 3 canadian territories (YK, NWT, NT):
  - Maximum of **\$35,490** for a fifty-two (52) week internship
    - Equivalent to 75% of \$47,320 (52 weeks x \$26 x 35 hours)
      - Maximum subsidized salary at 75% = \$23.50/hour
      - Maximum subsidized employer mandatory contributions at 75% = \$2.50/hour.
- For the rest of Canada:
  - Maximum of **\$31,395** for a fifty-two (52) week internship
    - Equivalent to 75% of \$41,860 (52 weeks x \$23 x 35 hours)
      - Maximum subsidized salary = \$21.00/hour
      - Maximum subsidized employer mandatory contributions = \$2.00/hour.
- The employer media outlet may offer an hourly wage lower or higher than the maximum subsidized amount.
  - If the hourly wage is lower, the grant amount will be prorated accordingly.
- The internship grant will be disbursed as follows:
  - 90% upon signing the agreement,
    - unless the grant spans two (2) distinct fiscal years, in which case 90% of the grant will prorated accordingly,
  - 10% of the grant upon approval of the final report and the required supporting documents.

## **I - SUBMISSION OF A 2025-2026 INTERNSHIP APPLICATION**

The submission of an internship grant application by an eligible media outlet must be done exclusively through the online portal: [olconsortiumlo.ca](https://olconsortiumlo.ca).

- Only grant applications submitted via the online portal will be eligible for evaluation.
  - **2025-2026 internship application will be accepted on the online portal starting Wednesday, February 12, 2025.**
  - A copy of the internship grant application questionnaire, which will be available on the online portal, can be found in Appendix A of this guide.
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## **J - INTERNSHIP APPLICATION PROCESS 2025-2026**

- Before submitting the application, the eligible media outlet must identify the candidate for the internship before completing and submitting the internship grant application online.
  - Once the internship application form and all required documents have been submitted through the online portal ([olconsortium.ca](https://olconsortium.ca)), the eligible applicant media outlet will receive an acknowledgment of receipt, followed by a response from the program within ten (10) business days.
  - Any incomplete application, following the quality control conducted by the members of the Program Management Team, will be automatically rejected.
  - Upon approval of the internship by the independent panel, the applicant media outlet must then sign a contract with the intern in accordance with the parameters of the approved internship.
    - Once the Program Management Team has received the intern's employment contract and proof of identity<sup>7</sup>, the employer media must sign an internship grant agreement that complies with the program requirements.
- 

## **K - APPLICATION FOR EXTENSION OF AN EXISTING INTERN**

Following various consultations with the OLMC Media, the Consortium has raised awareness with Canadian Heritage about the need for OLMC Media to stabilize their human resources in order to:

- reduce staff turnover,
- dispose of more efficient human resources by retaining a trained employee,
- improve human resource retention, and this, in order to meet the main objective of the internship program, which is to develop the next generation of professionals working in OLMC Media.

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<sup>7</sup> Photo identification issued by a government, provincial, territorial, or federal authority.



This is in order to meet the primary goal of the internship program: *develop the next generation of professionals working in OLMC Media.*

Consequently, an employer media outlet may request to extend an intern for an additional 52 weeks under the following conditions:

- The intern must have completed a first internship of 52 consecutive weeks on a full-time basis with the media employer.
- The media outlet must offer a higher salary to the intern.
- The intern's tasks and responsibilities must evolve (updated job description).

If an extension is approved, it will apply to the intern and not the media outlet.

- Consequently, no substitution of the intern will be allowed during the extension period granted.

To ensure a fair distribution of funds annually, only a certain percentage of extensions for eligible media outlets will be approved per fiscal year.

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## **L - APPLICATION EVALUATION PROCESS**

A panel of independent experts is responsible for evaluating internship applications and recommending their allocation. It is composed of four (4) bilingual members from official language minority communities.

The panel members have experience and expertise in business, community management, media operations, and program delivery. They understand the realities, challenges, and needs of official language minority populations and the eligible community media serving these populations.

The panel members are tasked with analyzing all eligible applications in accordance with the established evaluation criteria listed in Section M of this guide.

**The panel's decisions and recommendations are final and without appeal.**

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## **M - EVALUATION CRITERIA**

The members of the independent panel base their evaluations of the internship grant applications submitted to the internship program on the following criteria:

- 25% of the score — Impact of the internship on the media
- 25% of the score — Impact of the internship on the intern
- 15% of the score — Ability of the media outlet to supervise and mentor the intern
- 15% of the score — Compatibility of the intern's profile with the position to be filled for the internship

- 20% of the score — Ability of the media entity to host an internship (e.g., organizational health, financial situation, access to required resources, etc.).

**Only applications that receive a score of at least 75% will be eligible to receive an internship grant.**

**Grants will be awarded until available funds for 2025-2026 are exhausted.**

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#### **N - APPLICANT PERMANENT FILE**

Media outlets wishing to apply for the Official Language Minority Community Media Internship Program, or any other programs under the responsibility of the Consortium, must create and maintain their Applicant Permanent File up to date on the online portal [olconsortiumlo.ca](http://olconsortiumlo.ca) in order to be able to submit a grant application.

- The questionnaire for the Applicant Permanent File is in Appendix B of this guide.
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#### **O - REPORTS - PRELIMINARY AND FINAL**

The program requires that the media outlets receiving an internship grant and their interns must complete:

- a preliminary report after the first six (6) months;
  - a final report, which is required no later than 30 days after the end of the internship.
    - The employer media outlets must also submit all of their interns' pay stubs with their final report.
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#### **P - ACKNOWLEDGMENT OF FINANCIAL SUPPORT PROVIDED**

The recipient of an internship grant must publicly acknowledge the source of the financial support by using the relevant logos available in the [Guide on the public acknowledgment of financial support - Canadian Heritage](#) in English, French or bilingual version for publication:

- on the media outlet's website;
  - on any public printed document related to the project;
  - on the media's social media platforms using one of the following hashtags:
    - #OLCommunityMedia
    - #MédiasCommunautairesLO
-

## **Q - PROGRAM IMPACT ANALYSIS**

As part of its accountability responsibilities to the federal government as a manager of public funds, the Consortium is responsible for conducting ongoing analyses of the impact of the grant programs under its responsibility on the sustainability of media in the OLMC sector.

- Media outlets receiving an internship grant are required to fully cooperate when consulted by the Consortium, before, during, and after the subsidized period.

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### **FOR MORE INFORMATION:**

**Contact the Program Management Team at**

**[stageslo-internshipsol@olconsortiumlo.ca](mailto:stageslo-internshipsol@olconsortiumlo.ca)**

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## APPENDIX A

### INTERNSHIP GRANT APPLICATION QUESTIONNAIRE

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#### SECTION 1 - RECIPIENT MEDIA OUTLETS

Indicate the names of all media outlet(s) that will primarily benefit from the internship.

- **RADIO**
    - Name of the radio station
  - **NEWSPAPER**
    - Name of the newspaper
- 

#### SECTION 2 - DURATION OF THE INTERNSHIP

Internships may span during a period of six (6) to twelve (12) months.

- Internships may begin as early as April 1, 2025.

**Start date** (YYYY-MM-DD)

**End date** (YYYY-MM-DD)

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#### SECTION 3 - DETAILS OF THE POSITION TO BE FILLED BY THE INTERN

- **Internship position title**
- **Number of weeks** (maximum of 52 weeks)  
**Number of hours/week** (between 30 to 35 hours/week)
- **Offered hourly rate**
- **Employer's mandatory contributions** (maximum 11%)
  - The total amount of the grant includes the maximum subsidized amounts for the intern's salary and the employer's mandatory contributions.
  - For the Lower North Shore and Northern Quebec, Newfoundland and Labrador and the 3 canadian territories (YK, NWT, NT):
    - Maximum of **\$35,490** for a fifty-two (52) week internship
      - Equivalent to 75% of \$47,320 (52 weeks x \$26 x 35 hours)
        - Maximum subsidized salary at 75% = \$23.50/hour
        - Maximum subsidized employer mandatory contributions at 75% = \$2.50/hour.

- For the rest of Canada:
    - Maximum of **\$31,395** for a fifty-two (52) week internship
      - Equivalent to 75% of \$41,860 (52 weeks x \$23 x 35 hours)
        - Maximum subsidized salary = \$21.00/hour
        - Maximum subsidized employer mandatory contributions = \$2.00/hour.
  - The employer media outlet may offer an hourly wage lower or higher than the maximum subsidized amount.
    - If the hourly wage is lower, the grant amount will be prorated accordingly.
  - The internship grant will be disbursed as follows:
    - 90% upon signing the agreement,
      - unless the grant spans two (2) distinct fiscal years, in which case 90% of the grant will be prorated accordingly,
    - 10% of the grant upon approval of the final report and the required supporting documents.
  - The employer may offer an hourly wage lower or higher than the maximum subsidized amount.
    - If the hourly wage is lower, the grant amount will be adjusted on a pro-rata basis.
- 

#### **SECTION 4 - INTERNSHIP OBJECTIVES**

Describe the primary objectives of this internship for the media outlet(s) and the intern.

- **For the media**
    - On the content or programming of the media
    - On the sustainability of the media
    - Regarding the official language community served
  - **For the intern**
    - Regarding their professional development
    - Regarding their employability
- 

#### **SECTION 5 - INTERN'S IMMEDIATE SUPERVISOR AND SUPERVISION FRAMEWORK**

- **Name**
- **Title**
- **Email address**
- **Cell phone**
- **Describe the measures that will be taken to integrate the intern into their position.**
- **Describe the training the intern will undergo.**
- **Describe the supervision and feedback mechanisms that will be in place for your intern.**

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## SECTION 6 - INFORMATION ON THE CANDIDATE FOR THE INTERNSHIP

- **CHECK HERE IF YOU ARE REQUESTING A EXTENSION FOR A FULL-TIME INTERN WHO WILL COMPLETE A 52-WEEK INTERNSHIP.**  
Indicate the end date of the first internship (YYYY-MM-DD)  
Current hours/week of the intern
  
- **Name of the candidate**
- **Date of birth (YYYY-MM-DD)**  
(To be eligible, interns must be 35 years old or younger on their first day of work.)
- **Address**
- **City**
- **Province/Territory**
- **Postal code**
- **Cell phone**
- **Email**
  
- **Canadian citizen**
- **Permanent resident**
- **Work permit**
  - Expiry date (YYYY-MM-DD)

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## SECTION 7 - EDUCATION PROFILE OF THE CANDIDATE FOR THE INTERNSHIP

- **Date of last diploma obtained (YYYY-MM-DD)**
- **Name of secondary or postsecondary institution**
- **Program**
  
- **Level**
  - **Secondary**
  - **College or CEGEP**
  - **University (Bachelor's)**
  - **University (Master's)**
  - **Other (Specify)**

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## SECTION 8 - DOCUMENTS TO SUBMIT WITH THE APPLICATION

Please upload the following documents in **PDF format** only.

- **Resume of the candidate**
- **Job description for the intern**

- Signed certification of the candidate for the internship (Appendix C)

The documents submitted by the applicant media are processed in accordance with the privacy policies of the Consortium of Official Language Minority Community Media.

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## **SECTION 9 - COMMITMENT OF THE MEDIA OUTLET**

In this section, before signing and submitting the grant application, the person authorized to sign it for your media must attest to the following:

### **6A - Authorized representative and certification of information provided**

- I am authorized to sign this grant application by the responsible authorities of the media outlet submitting this application.
- I certify that all information provided in this application is accurate and complete.

### **6B - Commitment of the authorized representative**

#### **IF THE INTERNSHIP IS FUNDED, ON BEHALF OF MY MEDIA OUTLET, I COMMIT TO:**

- deliver it according to the grant proposal submitted and in compliance with the Internships in Official Language Minority Community Media program terms and guidelines of the internship grant agreement that will be signed between my media outlet and the Consortium of Official Language Minority Community Media,
- acknowledge the support of the Government of Canada in compliance with the requirements of Section P of the 2025-2026 Grant Application Guide,
- submit a final report, in compliance with the guidelines of the program and of the internship grant agreement that will be signed, more specifically:
  - A preliminary report after the first six (6) months of the internship,
  - A final report within 30 days after the end of the internship.

### **6C - Signature of the authorized representative**

- NAME OF THE AUTHORIZED REPRESENTATIVE:
- TITLE:
- EMAIL:
- CELLULAR PHONE NUMBER:
- SIGNATURE OF AUTHORIZED REPRESENTATIVE:

## APPENDIX B

### APPLICANT'S PERMANENT FILE QUESTIONNAIRE

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Media outlets wishing to submit a grant application to one of the programs under the responsibility of the Consortium of Official Language Minority Community Media must create their applicant permanent file by following the following steps:

- Provide all the required information in the fields provided for this purpose,
- Provide all required documents.

In order to remain eligible for programs offered by the Consortium, media organizations will need to update their permanent file annually.

The information required and the documents provided in this file will allow program managers and members of the independent panel responsible for evaluating applications to confirm, among other things:

- The applicant's eligibility for grant programs administered by the Consortium,
- The capacity of the applicant to deliver the various components of the requested grants,
- The impact of grants awarded to beneficiary media on their viability and profitability, and
- The level of engagement of official language minority communities with their community media.

All information and documents submitted by applicants are treated in accordance with the Consortium's confidentiality and information protection policy.

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#### 1. IDENTIFICATION OF THE RESPONSIBLE MEDIA OUTLET

- Legal name of the responsible media outlet
- Incorporation / Registration
  - National
    - Number
    - Registration Date



- Provincial / Territorial
  - Province / Territory
  - Number
  - Registration Date
- Employer registration number with the Canadian Revenue Agency or Revenu Québec

## 2. CONTACT DETAILS OF THE MEDIA OUTLET

- Street address
- City
- Province/Territory
- Postal Code
- Telephone number
- Website

## 3. AUTHORIZED REPRESENTATIVE OF THE MEDIA OUTLET

The person identified in this section has received the necessary authorization to act on behalf of the media outlet.

- Name
- Title
- E-mail
- Cell phone number

## 4. GOVERNANCE

- **NON PROFIT ORGANIZATION OR BUSINESS**
- **Board members or Officers of the business**

*Personal contact details for each individual must be provided.*

- All officers of a business
- All members of the Board of Directors for non profit organization

- Do not provide the same generic email or legal entity street address for one or more of your officers or board members.

*All fields are mandatory.*

- Name
- Title
- Election Date (for non profit organization only)
- Complete address
- Email
- Cellular

## **5. INFORMATION ON COMMUNITY MEDIA UNDER THE RESPONSIBILITY OF THE LEGAL ENTITY**

Please provide all required information for each of the media under the responsibility of the media outlet.

You must complete one form per media.

- **NEWSPAPER or RADIO**

### **NEWSPAPER**

- **Name of newspaper**
- **Founding date**
- **Territory served**
  - **Provincial/Territorial**
    - What is the total official language minority population in your province/territory according to data from the latest [Statistics Canada census \(2021\)](#)?
    - What proportion of the total official language minority population in your province/territory is served by your newspaper?
      - 1% - 25%
      - 26% - 50%
      - 51% - 75%
      - 76% - 100%
  - **Regional**
    - What is the total official language minority population in your region according to data from the latest [Statistics Canada census \(2021\)](#)?

- o What proportion of the total official language minority population in your region is served by your newspaper?
  - 1% - 25%
  - 26% - 50%
  - 51% - 75%
  - 76% - 100%
  
- **Local**
  - o What is the total official language minority population in your municipality according to data from the latest [Statistics Canada census \(2021\)](#)?
  - o What proportion of the total official language minority population in your municipality is served by your newspaper?
    - 1% - 25%
    - 26% - 50%
    - 51% - 75%
    - 76% - 100%
  
- **Other (Please specify)**
  - o What is the total official language minority population in your area according to data from the latest [Statistics Canada census \(2021\)](#)?
  - o What proportion of the total official language minority population in your area is served by your newspaper?
    - 1% - 25%
    - 26% - 50%
    - 51% - 75%
    - 76% - 100%
  
- **Human Resources**
  - Full-time employees (25 hours or more / week)
  - Part-time employees (24 hours or less / week)
  - Freelancers (journalists, columnists, etc.)
    - o Paid
    - o Volunteers
  - Subcontractors
  - Volunteers
    - o to the board of directors
    - o for activities and events
    - o for administrative support

- **Readership and Engagement Statistics**
  - Print subscriptions
  - E-subscriptions
  - Web traffic per month (Google Analytics report)
  - Newsletter subscriptions
  - Social media followers:
    - Facebook
    - X (Twitter)
    - Instagram
    - LinkedIn
    - Bluesky
    - Other (Please specify)
  - Other (Please specify)

## RADIO

- **Name of radio and call letters**
- **Founding date**
- **Territory served**
  - **Provincial/Territorial**
    - What is the total official language minority population in your province/territory according to data from the latest [Statistics Canada census \(2021\)](#)?
    - What proportion of the total official language minority population in your province/territory is served by your radio?
      - 1% - 25%
      - 26% - 50%
      - 51% - 75%
      - 76% - 100%
  - **Regional**
    - What is the total official language minority population in your region according to data from the latest [Statistics Canada census \(2021\)](#)?
    - What proportion of the total official language minority population in your region is served by your radio?
      - 1% - 25%
      - 26% - 50%
      - 51% - 75%

- 76% - 100%
- **Local**
  - What is the total official language minority population in your municipality according to data from the latest [Statistics Canada census \(2021\)](#)?
  - What proportion of the total official language minority population in your municipality is served by your radio?
    - 1% - 25%
    - 26% - 50%
    - 51% - 75%
    - 76% - 100%
- **Other (Please specify)**
  - What is the total official language minority population in your area according to data from the latest [Statistics Canada census \(2021\)](#)?
  - What proportion of the total official language minority population in your area is served by your radio?
    - 1% - 25%
    - 26% - 50%
    - 51% - 75%
    - 76% - 100%
- **Human Resources**
  - Full-time employees (25 hours or more / week)
  - Part-time employees (24 hours or less / week)
  - Freelancers (journalists, columnists, hosts, etc.)
    - Paid
    - Volunteers
  - Subcontractors
  - Volunteers
    - to the board of directors
    - for activities and events
    - for administrative support
- **Ratings and Engagement Statistics**
  - Regular listeners on air or on the Web (Stats Radio report or equivalent)
  - Web traffic per month (Google Analytics report)

- o Social media followers:
  - Facebook
  - X (Twitter)
  - Instagram
  - LinkedIn
  - Bluesky
  - Other (Please specify)
- o Number of Members
- o Other (Please specify)

## 6. DOCUMENTS TO BE SUBMITTED

- **Incorporation documents of the responsible legal entity.** (Incorporation or Business Registration Certificate, letters patent, etc.).
- **By-laws of the media outlet** (for NPOs only).
- **Minutes of the Last Annual General Meeting** (for NPOs only)
- **Most recent financial statements**
  - For NPOs: the last audited financial statements, review engagement, or fiscal year financial report adopted by the AGM;
  - For businesses: most recent financial results submitted to the Canada Revenue Agency;
  - For community media who are under the administration of a legal entity operating multiple business divisions, please provide only the financial statements with the financial data of the applicant media.
- **Operational budget for the current fiscal year**
  - For community media that are under the administration of a legal entity operating multiple business divisions, only an operational budget with the financial data of the applicant media is required.
- **Proof of insurance coverage** of a minimum of \$2 million as a guarantee against civil liability of all its agents or authorized representatives to act for the benefit of the Recipient Media Outlet, such as, but not limited to, its officers, employees, volunteers, and external suppliers.

- **Human Resources Policy - Anti-harassment, intimidation and discrimination**
  - Or compliance with the Consortium's generic policy.
- **If you are a community radio only :**
  - Provide the official document confirming the most recent license renewal by the CRTC.
  - Provide your full programming schedule.
- **If you are a community newspaper:**
  - Provide the URL or upload the digital version of your first publication dates for the following four (4) months of the last twelve (12) month publication period:
    - January
    - May
    - September
    - December
- **If you are a digital written press media:**
  - Provide website address
  - Weekly, on average :
    - How much original journalistic content is produced by the journalists (employees, freelancers or volunteers) of your media and published on your website?
    - How much journalistic content from other sources does your media outlet publish on its website?

## **7. CERTIFICATION OF THE AUTHORIZED REPRESENTATIVE OF THE MEDIA OUTLET**

I, undersigned, certify that I am the authorized representative of the media outlet and certify that all information and documents provided are accurate and complete.

- Date
- Name of media outlet
- Name of authorized officer
- Title of authorized officer
- Signature of authorized officer

**APPENDIX C  
CERTIFICATION OF THE CANDIDATE  
INTERNSHIPS IN OFFICIAL LANGUAGE MINORITY LANGUAGE COMMUNITY MEDIA**

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I, THE UNDERSIGNED, \_\_\_\_\_ CERTIFIES THAT  
*Name of the candidate for the internship*

- I have accepted the job offer from \_\_\_\_\_  
*Legal name of the employer media outlet*  
for the position of \_\_\_\_\_,  
*Job title*
- I will be available during the scheduled internship period from \_\_\_\_\_  
*Internship start date*  
to \_\_\_\_\_,  
*Internship end date*
- On the aforementioned internship start date, I will be unemployed or underemployed,
- I will not accept another full-time job (30 hours or more per week) during the entire duration of my internship,
- I am a Canadian citizen, a permanent resident, or I hold a valid work permit, a copy of which I have provided to my employer,
- I understand that my employment will be subsidized by the 'Internships in Official Language Minority Community Media' program from the 2023-2028 Action Plan for Official Languages,
- My future employer has provided me with a copy of the job description for the position I will hold during my internship,
- My future employer has provided me with a copy of their policy on harassment, bullying, and discrimination, including the corresponding complaint handling procedure,
- I agree to participate in completing a preliminary mid-term evaluation form and a final report at the end of my internship,
- All information regarding my employment and educational background provided in this form, as well as the documents I have submitted, are accurate and complete.

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SIGNATURE

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DATE