

## SUBSIDY APPLICATION FORM

### CISOC'S PROFILE

Established in July, 1993, the Cultural Interpretation Services for Our Communities (CISOC) is a non-profit, charitable social enterprise that strives to provide the highest quality interpretation and translation services in order to facilitate equitable access to health, legal, social, educational, community and other services to non-English- or non-French-speaking clients. The agency, which offers interpretation services in over 60 languages, 24 hours per day, seven days per week (including holidays) and translation services in over 30 languages, is governed by a voluntary board of directors.

The organization was the result of collaboration amongst several committees and agencies. Since 1993, CISOC has worked, successfully, as an independent provider of interpretation and translation services to a broad spectrum of organizations and individuals. The agency currently responds to approximately 1,100 calls for interpretation and translation requests each month and is well-respected for its dedication to maintaining excellent service standards.

In 1994, at the request of Ontario's Ministry of Citizenship, Culture and Recreation, CISOC developed the Community Interpreter Language and Interpreting Skills Assessment Tool (CILISAT). The tool evaluates the language and interpretation proficiencies of people applying for certification as community interpreters in any of 44 high-demand languages. CISOC manages and administers CILISAT certification in these 44 languages throughout Ontario, one centre in Manitoba, one centre in Alberta, and three centres in British Columbia.

Our need to secure highly professional community interpreters drove us to expand our certification programs: community interpretation, medical terminology and legal terminology. In 2010, CISOC launched an online training course in community interpretation which now is used by agencies across the country to train their community interpreters. In 2012, CISOC will launch an online training course in medical terminology.

In 2012, at the request of many agencies and individuals, CISOC will launch its language training services. CISOC will offer a wide range of French and Spanish language courses at all levels using an innovative curriculum with blended training methodologies that combine in-class teaching with interactive online activities.

### OUR VISION

To build strength and unity in our changing community through the provision of language services.

### OUR VALUES

Respect  
Integrity  
Confidentiality  
Inclusiveness

### OUR MISSION

The Cultural Interpretation Services for Our Communities is dedicated to:

- providing the highest quality cultural interpretation services;
- providing the highest quality translation services;
- providing the highest quality language assessment services;
- providing the highest quality training in community interpretation;
- facilitating equitable access to health, legal, social, educational, community and other services through cultural interpretation;
- promoting and celebrating inclusion, cultural and social diversity in our communities;
- working cooperatively with the members of our communities.

## SUBSIDIZING TRANSLATION SERVICES

In support of our many community agencies for their continued commitment to help immigrants and new Canadians, CISOC will be offering limited pro-bono translation services. The services are for the translation of pamphlets, brochures, websites, etc. "CISOC can only accept applications seeking translation into the languages for which we have translators <sup>1</sup>."

The subsidizing criteria are as follows:

1. Project or program has to be designated for new Canadians and be in line with CISOC's core values.
2. Preference will be given to projects that have the largest impact (number of people who can benefit and life-span of project).
3. These services will be provided only for translation of original materials belonging to non-profit, community based projects and NGOs.
4. Translation requirements must not exceed 10,000 words.
5. Application deadline: April 30, 2012.
6. Decision deadline: June 8, 2012.
7. Selected projects must submit their documents for translation no later than July 27, 2012.
8. The completed application form should be submitted in paper format to:

Benjamin Chacon  
CISOC  
100-44 Eccles Street  
Ottawa, Ontario K1R 6S4

9. Incomplete or late application forms will be disqualified.
10. CISOC will request acknowledgement for the translation of the documents (see details at end of the application).

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<sup>1</sup> Albanian, Amharic, Arabic, Bengali, Cambodian/Khmer, Chinese, Czech, Dari, Dutch, Persian/Farsi, French, German, Hindi, Hungarian, Italian, Japanese, Korean, Pashto, Polish, Portuguese, Punjabi, Romanian, Russian, Serbo-Croatian, Somali, Spanish, Tamil, Turkish, Urdu and Vietnamese.

**APPLICATION FORM**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years the organization has been operating: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Services Offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Describe the project for which you require a subsidy (please include the estimated total project translation requirements, i.e., total number of words):

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Has your agency received or will it receive funding for this project from another agency?

☐ Yes (please specify): \_\_\_\_\_

☐ No

How did you hear about this subsidy? \_\_\_\_\_

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Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_