

Ministère de la Famille, des Aînés et de la Condition
féminine

ENGAGÉS DANS L'ACTION
pour les aînés du Québec

(Committed to action on behalf of Québec seniors)

Information guide
2006-2007

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MESSAGE FROM THE MINISTER

It gives me great pleasure to present the 2006-2007 edition of the Engagés dans l'action pour les aînés du Québec (Committed to action on behalf of Québec seniors) program. The purpose of this publication is to inform organizations working with seniors about the objectives of and the types of projects that may be submitted under this program.

Through this program we want to support the community in the carrying out of projects, the aim of which is to foster greater civic and social participation by seniors. By encouraging organizations to submit projects which seek, among other things, to combat stereotypes, to foster intergenerational dialogue and to promote a healthy lifestyle, we wish to reduce the obstacles to the self-fulfillment of seniors.

The Government of Québec wants to improve the quality of life of seniors, to encourage their contribution to the community, and to promote cooperation and mutual aid between generations. It is our intention to make sure that the expertise and experience of seniors are utilized to the fullest in our society.

Carole Théberge
Minister of Families, Seniors and
the Status of Women

PROGRAM

Engagés dans l'action pour les aînés du Québec is a government program offering financial support to organizations working with seniors or wishing to submit projects intended for them. Benefiting from a \$900,000 annual budget, the program offers financial support for community projects intended for seniors. This grant can be up to a maximum of \$25,000 per project.

Engagés dans l'action pour les aînés du Québec meets real needs expressed by seniors from all walks of life and from all regions. The aim of this program is to foster the full contribution of seniors, including those who are handicapped or financially disadvantaged, in the development of Québec.

In 2005-2006, no fewer than 193 projects were submitted to the Secrétariat aux aînés under this program. Of that number, 68 innovative projects were carried out thanks to the grants awarded.

OBJECTIVES

General objective

Engagés dans l'action pour les aînés du Québec banks on the initiative of local, regional and national organizations to plan and carry out specific and innovative projects geared to action and holding the promise of tangible results. **Its main objective is to have the community embark upon a path leading to greater civic and social participation by seniors in the development of Québec and, consequently, of reducing the obstacles that stand in the way of their participation.**

Specific objectives

Projects receiving grants under this program must aim for one or more of the following objectives:

- Promote the setting up of information access mechanisms for the benefit of seniors;
- Enable seniors to assert their needs and interests in relation to their participation within the community;
- Encourage the training of seniors to enable them to support their fellow seniors and share their know-how effectively;
- Encourage intergenerational ties and promote the sharing of knowledge;
- Combat stereotypes and negative attitudes towards seniors and aging;
- Help overcome isolation among seniors;
- Promote the adoption and maintaining of healthy lifestyles among seniors.

Organizations interested in submitting a project within the context of this program are invited to contact the regional steering committee on seniors of their region to find out the regional priorities associated with the program's objectives* .

* At the end of this guide you will find the contact information of the seventeen regional steering committees on seniors.

ORGANIZATIONS

Eligible organizations

Local, regional and national non-profit organizations, legally constituted under the laws of Québec, having their head office in the province, working with seniors or wishing to submit projects intended for them are eligible for the program

Organizations which in the past have received financial assistance under the program are authorized to submit a new application. They must, however, make sure that they have sent the final report for the last project that benefited from a grant. If this project is still under way, the new application must be accompanied with a progress report indicating where the project stands, the amounts committed to date and the final completion date.

Organizations wishing to submit projects likely to impact seniors having a handicap or who are financially disadvantaged are also encouraged to submit an application for financial support.

Non-eligible organizations

Private enterprises, foundations, government departments and organizations as well as regional steering committees on seniors are not entitled to submit a project under this program

Organizations working together

Projects elaborated by only one promoter, but requiring the collaboration of partners: This type of project is elaborated by only one promoter, but requires the support of one or more other organizations, whether eligible or non-eligible. These partner organizations may provide a contribution in the form of human, financial or material resources.

All partners must provide a letter confirming their contribution to the carrying out of the project and specifying the nature of the contribution.

Projects elaborated by several promoters: This type of project is elaborated and carried out jointly by several eligible organizations.

Only one organization submits the project. It plays the role of spokesperson with the Secrétariat aux aînés. This organization receives and administers the financial assistance paid to it.

All promoter organizations must sign a memorandum of understanding appended to the application form and enclose a resolution of their respective board of directors.

PROJECTS

Nature of the projects

The submitted projects must be directly related to one or more of the program's objectives, the latter being directly associated with the action of the Secrétariat aux aînés.

For example, the projects could consist of initiatives dealing with help with homework, mentoring or any other activity facilitating the sharing of knowledge and promoting constructive meetings between young people and seniors.

The projects could also seek to produce and disseminate promotion, communication and training tools dealing, among other things, with the advantages of an active social life, the detrimental effects of prejudice towards seniors, combating abuse, and using new information technologies.

Moreover, the creation of living environment committees and the setting up of communication, information and participation forums are examples of means of combating isolation and helping to ensure the security of seniors while increasing their contribution to the collective life of their community.

Lastly, the organization of physical, cultural, artistic or intellectual activities could also make it possible to achieve one or more objectives of the program.

Length of the projects

The project will have to be completed by March 1, 2008 and, according to the memorandum of understanding, upon written confirmation of the granting of a deadline extension authorized by the Minister's representative, by September 30, 2008 at the latest.

Eligible projects

- The submitted projects must be geared to action and aim for tangible results directly associated with the general objective and at least one of the specific objectives of the program.
- Projects must stand out from the day-to-day activities of the organization, in addition to being specific and innovative.

Non-eligible projects

- Research projects.
- Projects limited to the day-to-day activities of the organization or ordinarily funded from its regular operating budget.
- Projects related to the training of personnel, when this training is required for the performance of ordinary tasks.
- Projects dealing with the training of volunteers or seniors, when this training is already offered free of charge by another organization.
- Projects requiring capital expenditures, except for those that are essential for carrying out the project.

SELECTION PROCESS

Submitted projects are first evaluated by a group of unaffiliated analysts hired by the Secrétariat aux aînés. The regional steering committees on seniors are also called upon to classify the projects by order of priority. Once the analysis stage has been completed, a list of recommendations is sent to the selection committee, made up of government representatives. The final selection of the projects benefiting from a grant lies with the Minister of Families, Seniors and the Status of Women.

Evaluation criteria

All projects are evaluated according to the following criteria:

Credibility of the promoter organization: the reputation and democratic operation of the organization; the participation of members and volunteers in activities.

The project's relevance: the project's compliance with the program's general objective and at least one of its specific objectives; its innovative and specific nature; the concordance of the activities with the organization's mandate.

General quality of the project: its feasibility; the realistic nature of the proposed timetable; the availability of the necessary resources; the degree of involvement of all the organizations involved in the project, be they promoters or partners.

Costs of carrying out the project: the realistic nature of the planned budget; the organization's financial participation; its efforts to diversify its sources of funding, the quality and reliability of the financial partners.

Anticipated spin-offs of the project: the qualitative and quantitative results expected; the result indicators (the number and type of planned activities, the tools that will be produced, the number of participants, visibility, etc.)

Regional scope: the project's contribution to the social development of the region from the standpoint of seniors, as well as how it fits in with the priorities of the regional steering committee on seniors. This criterion does not apply to organizations and projects having a national scope. These will be evaluated according to their reach and influence among seniors, by means of the chosen indicators and the anticipated results.

FINANCIAL ASSISTANCE

Funding of the projects

The maximum amount granted per project is \$25,000. It must not, however, cover the totality of the project's expenditures. Funding may cover a maximum of 90% of the project's costs, up to a maximum of \$25,000. A minimum of 10% of the planned total budget to carry out the project must be assumed by the promoter or partner organizations. This contribution, which must be included in the budget, may be in the form of financial, material or human resources.

The nature and the scope of the contribution of the promoter or partner organizations will also be taken into consideration.

Eligible expenses

- The remuneration of personnel specially hired to carry out the project;
- The operating expenses directly related to the carrying out of the project;
- The expenses associated with communication activities (dissemination, publication, advertising, etc.);
- Room rental expenses, with the exception of those normally paid by the organization

Non-eligible expenses

- All remuneration not related to the carrying out of the project;
- The day-to-day operating expenses of the organization;
- Capital expenditures, unless they are essential for carrying out the project.

ADMINISTRATIVE FORMALITIES

Memorandum of understanding

Immediately following the official announcement of the projects that will benefit from a grant, the Secrétariat aux aînés will send all organizations two copies of the memorandum of understanding listing the commitments that bind the two parties. The person in charge of the project within the organization must sign the two copies and return them to the Secrétariat aux aînés.

The Secrétariat aux aînés must approve in writing any significant change made to the project. Moreover, it reserves the right to terminate the memorandum of understanding if the conditions that it contains are not met. Where such is the case, the Secrétariat aux aînés may demand repayment of all or a portion of the monies paid to the organization.

Payment of the grant

Upon receipt of the two signed copies of the memorandum of understanding, the Secrétariat aux aînés will issue a cheque to the organizations whose project has been selected for the awarding of a grant. For those projects having received a grant of \$10,000 or more, a first installment corresponding to 90% of the grant will be paid to the organization. The remaining 10% will be paid at the end of the project, upon receipt of the final completion report. Grants for less than \$10,000 will be issued to the organization in one lump-sum payment upon receipt of the signed memorandum. A final completion report for the project must, however, be sent to the Secrétariat aux aînés at the end of the project.

Reporting

Final completion report: Every organization that receives financial assistance under this program must submit to the Secrétariat aux aînés a final completion report for the project not later than thirty days after the end of the project, with the understanding that the project must be completed before March 1, 2008, unless there is an authorization granting an extension of the completion deadline to September 30, 2008 at the latest. Using a form prepared by the Secrétariat aux aînés and drawing inspiration from the memorandum of understanding, the organization benefiting from a grant shall provide certain details required to evaluate the project carried out, notably:

- the list and the description of the activities carried out;
- the statement of revenue and expenditures of the project;
- the evaluation of the results achieved on the basis of measurable indicators;
- the documents produced within the context of the project, if any.

Any organization that does not meet these conditions will no longer be eligible for financial support under this program.

Progress report: Those organizations having benefited from a previous grant under this program and whose project is still under way at the time of the current registration period must submit a progress report.

SUBMITTING AN APPLICATION

Every organization that meets the conditions of eligibility and that wishes to submit a project must complete the appropriate application form.

Application form

The application form has five sections. All of the sections must be duly completed.

Section 1: General information

The aim of this section is to draw a portrait of the applicant organization. The person designated by the organization must affix his signature at the bottom of the section in the appropriate box.

Section 2: Project

The second section deals with the description of the project. It comprises the following eight parts:

- Title;
- Summary;
- Length;
- Names of the participating promoter organizations, where applicable (under a joint project);
- Names of the partner organizations, where applicable;
- Regional context;
- Detailed description;
- Completion plan.

Section 3: Project budget

In this section the promoter organization itemizes the sources of revenue as well as the expenditures incurred within the context of the project.

Section 4: Accompanying documents

Section 4 of the form lists all the documents to be appended to the file.

Section 5: Transfer of knowledge

In order to encourage the sharing of knowledge developed under this program, organizations wishing to share knowledge are asked to sign the final section of the form.

Sending of the form

An electronic copy of the financial assistance application form is available under the “Seniors” heading of the web site of the Ministère de la Famille, des Aînés et de la Condition féminine at the following address:

www.mfacf.gouv.qc.ca.

All projects must be sent to the Secrétariat aux aînés together with all the required supporting documents and must be postmarked not later than October 27, 2006.

Financial assistance application forms will have to be mailed to the following address:

Secrétariat aux aînés
Ministère de la Famille, des Aînés et de la
Condition féminine
905, avenue Honoré-Mercier, 3^e étage
Québec (Québec) G1R 5M6

FOR MORE INFORMATION

To obtain more information concerning the Engagés dans l'action pour les aînés du Québec program, organizations are asked to contact the person in charge of the program by telephone or by e-mail:

Telephone: 418 643-0841
1 877 502-4127 (toll free)

E-mail:
engagesdanslaction@mfacf.gouv.qc.ca

REGIONAL STEERING COMMITTEES ON SENIORS

The regional steering committees on seniors are important partners of the Secrétariat aux aînés in the implementation of this program.

Their collaboration ensures the smooth unfolding of the program dissemination and promotion process with the community organizations of each region.

Moreover, the regional steering committees on seniors are invited to participate in the evaluation stage by proposing a classification of projects that reflects their priorities and that fits in with their local and regional reality.

Contact information of the regional steering committees on seniors

Bas-Saint-Laurent (01)

Table de concertation des personnes aînées
du Bas-Saint-Laurent

Information: 418 724-6440

Saguenay–Lac-Saint-Jean (02)

Table régionale de concertation des aînés
du Saguenay–Lac-Saint-Jean

Information: 418 547-2102, extension 227

Capitale-Nationale (03)

Table de concertation des personnes aînées de Québec

Information: 418 683-4539

Mauricie (04)

Table de concertation des aînés et des retraités de la
Mauricie

Information: 819 374-9832

Estrie (05)

Commission des aînés et des retraités de l'Estrie

Information: 819 822-0204

Île-de-Montréal (06)

Table de concertation des aînés de l'Île-de-Montréal

Information: 514 286-8226

Outaouais (07)

Table des aînés et des retraités de l'Outaouais
Information: 819 772-1110

Abitibi-Témiscamingue (08)

Table régionale de concertation des aînés
de l'Abitibi-Témiscamingue
Information: 819 762-0774, extension 230

Côte-Nord (09)

Table régionale de concertation des aînés de la Côte-
Nord
Information: 418 233-2931, extension 2222

Nord-du-Québec (10)

Table régionale de concertation des aînés du Nord-du-
Québec
Information: 418 745-3216

Gaspésie-Îles-de-la-Madeleine (11)

Table de concertation des aînés de la Gaspésie et des
Îles-de-la-Madeleine
Information: 418 534-2846

Chaudière-Appalaches (12)

Table de concertation des aînés de Chaudière-
Appalaches
Information: 418 338-1078

Laval (13)

Table régionale de concertation des aînés de Laval
Information: 450 686-8152

Lanaudière (14)

Table des aînées et des aînés de Lanaudière
Information: 514 290-0147

Laurentides (15)

Table régionale des aînés des Laurentides
Information: 450 436-3111, extension 225

Montérégie (16)

Table régionale des aînés de la Montérégie
Information: 450 651-9041

Centre-du-Québec (17)

Table régionale de concertation des aînés du Centre-du-
Québec
Information: 819 222-5316

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