

OPERATING ASSISTANCE  
FOR  
LOCAL ABORIGINAL RADIO STATIONS

2007-2008

## **Purpose of the program**

The purpose of the Assistance Program is to support in the accomplishment of their mission and in the carrying out of their action plan those organizations:

- Whose activities fall within one of the intervention sectors coming under the responsibility of the Department
- Whose mission and action plan make a significant and lasting contribution to the achievement of the Department's objectives for the sector and the territory of intervention concerned
- Whose sound management and efficiency help guarantee the quality of the services that they offer to the public or to their peers
- Which have established partnerships in their sector or on their intervention territory, and which benefit from the support of the community they work with.

## **Objective**

In this case, the objective of the operating assistance is to enable local aboriginal radio stations, as the prime information and communication service, to maintain the production and broadcasting of programs in the aboriginal language or in a language understood by their community and that reflects the needs as well as the preferences of this community.

## **Eligibility**

### **General conditions**

The program is intended for not-for-profit corporations (organization or public authority):

- Which have their head office in Québec and which carry out the majority of their activities here
- Which offer the public or their members (as the case may be) optimal conditions of access to their activities, their goods and their services
- Which have respected, where such is the case, their commitments to the Department when a previous grant was awarded.

### **Specific conditions 1**

The assistance is intended for local aboriginal radio stations, as the prime information and communication service, or their mandataries, band councils and municipal corporations:

- Which are on the air at the time the application is submitted
- Whose budget provides for annual revenues of less than \$90,000 (contributions of the

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<sup>1</sup> Only one aboriginal radio station per community can benefit from this program.

Department and employment assistance programs not included)

- Which produce and undertake to produce at least twelve hours per week of programs devoted to local and cultural information
- Which broadcast their programs mainly in the language or languages of their community.

## **Exclusions**

In this case, local aboriginal radio stations benefiting from financing granted within the framework of a communications development agreement reached with the Department are not eligible for the operating assistance.

## **Submitting applications**

The application for financial assistance is submitted on a form (paper version), which must be sent to the regional office of the Department responsible for the applicant's region.

The application for financial assistance must be submitted between April 2 and May 18, 2007.

The applicant must present, on the form or in enclosed documents, the information on the organization making it possible to evaluate its application, notably:

- Its annual activity program (programming schedule and funding activities)
- The annual financial planning to carry out its activity program
- The composition of its board of directors and where these persons are from
- The number of members of the organization
- The number of its employees and their job category (senior management, managerial, professional, technical and support personnel)
- The number of volunteers contributing to its activities and the number of hours that this work represents (where such is the case)
- The other resources available for the support of the usual activities (facilities, equipment, etc.)
- Its most recent activity report
- Its most recent financial report
- The resolution of the competent authorities to submit an application for financial assistance
- Any relevant information making it possible to support its application.

During the analysis of its application, the applicant will have to provide the Department with the complementary information and documents that the latter may require.

If the applicant has business relations with one or more related corporations (business or organization controlled directly or indirectly by the same directors as its directors), it must:

- Inform the Department thereof by identifying each corporation by its legal name and its Québec enterprise number (NEQ)
- Show that it is the sole beneficiary of its surpluses as well of the grants that are attributed to it and of any other external contribution
- Provide proof that the transactions with related corporations:
  - Are formally documented by contract or by written agreement
  - Are the subject of a disclosure by way of notes to the financial statements in accordance with generally accepted accounting principles
  - Are established according to conditions and at costs that are less than or at least comparable to those applicable with a third party
- Make available to the Department, at its request, the financial statements of each of these related corporations.

In order to qualify for evaluation, files must be complete, understandable and based on accurate data. Otherwise, it will be up to the applicant to correct the shortcomings in the time period granted by the Department.

## **Evaluation of the application**

The evaluation of the application is made by the Department on the basis of the conditions of eligibility.

## **Awarding of financial assistance**

The financial assistance is awarded on an annual basis. In all cases, it may be revised according to the appropriations granted to the Department by the National Assembly.

Aside from the clauses related to the payment and use of the assistance, the resulting agreement that the beneficiary must sign to receive payment of the grant includes:

- The statement of the obligations related to reporting
- Clauses related to the assignment of copyright
- Commitments concerning communications related to the subject matter of the grant.

The grant may be paid:

- As a general rule, in one installment
- In some cases, in two installments, the first of which, at the start of the government's fiscal year, represents a maximum of 50% of the assistance.

## **Funding parameters**

The maximum amount of the grant awarded to local aboriginal radio stations eligible for this program is \$10,000.

The total financial assistance granted by the Department to a local aboriginal radio station cannot exceed 50% of its current annual operating budget.

## **Control measures**

Each subsidized organization must provide annual reporting in accordance with the provisions of the resulting agreement. This reporting must take the form of a report that shall include:

- The assessment of the activities carried out
- The description of the results obtained in relation to the objectives sought
- A report on the use made of the grant making it possible to check if the sums paid were indeed earmarked for the purposes for which they were intended
- Any other information or document deemed relevant by the Department.

At the end of each fiscal year, the degree of attainment of the expectations is evaluated and the subsidized organization is required to submit, for the following year, detailed budgetary forecasts, adopted by its board of directors.