

INFORMATION GUIDE  
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2005-2006

*Equal Access to Decision-Making*

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## Message from the Minister



I am pleased to announce the continuation of the *Equal Access to Decision-Making* program for the next three years.

Since 1999, the *Equal Access to Decision-Making* program has helped to increase the number of women holding decision-making positions in local and regional governing bodies. Available data indicate that in 2003 women held 11.6% of the mayoralty positions and 24.5% of the municipal councillor positions. Clearly, increasing the number of municipal elected officials is an important challenge if we are to achieve full *de facto* equality between women and men.

Indeed, a greater presence by women in decision-making positions is vital for a better exercise of democracy and a better sharing of experiences in the decisions that shape our collective future.

I encourage organizations to continue developing tools that support the progress of women in this field and I invite interested groups to submit their projects.

SIGNATURE

## THE *EQUAL ACCESS TO DECISION-MAKING 2005-2006* PROGRAM

*Equal Access to Decision-Making* is a government financial assistance program with a budget allocation of \$1 million per year.

It provides financial support to local, regional or provincial non-profit organizations or Aboriginal communities wishing to carry out local or regional projects.

The program aims to increase the number of women holding decision-making positions in local and regional governing bodies in all regions of Québec.

### □; MAIN CHANGES

The *Equal Access to Decision-Making* program has been extended until 2008.

Organizations can henceforth submit projects, the length of which may exceed 12 months without however extending beyond 36 months. This improvement has been made to promote a more long-term planning of the organizations' activities.

## OBJECTIVES

### □; GENERAL OBJECTIVE

*Equal Access to Decision-Making* banks on the initiative of local, regional or provincial organizations and Aboriginal communities in preparing and carrying out result-oriented projects. These projects are geared to action in the field. The program contributes to increasing the number of women holding decision-making positions in local and regional governing bodies in all regions of Québec and consequently to reducing the obstacles preventing women from participating fully in the exercise of power.

### □; ADDITIONAL OBJECTIVES

The projects receiving support under the program must have one of the following objectives:

- facilitate and promote women's access to decision-making positions at all levels;
- increase the number of eligible female candidates for these positions;
- prepare and train women to hold these positions;
- help maintain women in these positions;
- encourage the bodies in question to take action to ensure the fair distribution of decision-making positions between women and men.

## ORGANIZATIONS

### □; ELIGIBLE ORGANIZATIONS

Non-profit organizations at the local, regional or provincial level constituted under Québec law, registered with the Inspector General of Financial Institutions and having received a Québec Enterprise Number (NEQ).

The members of Aboriginal communities who, without forming a legally constituted organization, are sponsored by an organization meeting the aforementioned criteria or by a band council through which the awarded subsidy will pass, as stipulated in a joint agreement

Local, regional and provincial organizations whose activities take place in Québec and help bring about the sharing of power between women and men.

### □; NON-ELIGIBLE ORGANIZATIONS

Private businesses, departments, government and para-government organizations, as well as the bodies which they fund are not eligible for the program.

## PROJECTS

### □; NATURE OF THE PROJECTS

The projects submitted under the program must be geared to action in the field, partnership and achieving tangible results. They must help increase the number of women in local and regional governing bodies.

Projects may, for example, consist of information and training activities seeking to give women tools associated with the methods of operation of the governing bodies or allowing women to acquire the appropriate knowledge and skills. Projects may also involve the creation of banks of candidates or the production and dissemination of promotion, training or communication tools that are consistent with the program's objectives.

In fact, the projects submitted under the *Equal Access to Decision-Making* program may be highly varied, innovative and seek to consolidate or adapt achievements that have already received support under the program or that have been experimented with under a different context.

### □; LENGTH OF THE PROJECTS

The length of the projects cannot exceed 12 months for annual projects and 36 months for multi-year projects.

### □; ELIGIBLE BODIES AND POSITIONS

The bodies referred to under the program are those where it is important to achieve and maintain a fair representation of women. As for the positions eligible for the program, they may be unpaid or paid, and must involve some form of authority, power or representation. They include elected positions, discretionary appointments or job competitions, but exclude hiring procedures for a remunerated job.

For example, the position may involve the duties of a reeve, mayor, municipal councillor, president or commissioner of a school board, member of a school board institutional council, chair or member of a board of directors.

## □; ELIGIBLE PROJECTS

Submitted projects must have local or regional objectives and meet one of the aforementioned additional objectives of the program.

Submitted projects must be geared to action in the field and partnership while aiming for tangible and, wherever possible, measurable results.

Submitted projects may seek to consolidate or adapt projects that have already received support under the program or that have been experimented with in another context.

Local or regional projects emanating from an Aboriginal community forming a legally constituted organization or, failing that, such projects sponsored by an organization legally constituted under Québec law, registered with the Inspector General of Financial Institutions and having received a Québec Enterprise Number (NEQ), or by a band council, are also eligible.

## □; NON-ELIGIBLE PROJECTS

Research projects, the preparation of local, regional or national portraits, their updating or other studies are not eligible.

## □; SELECTION PROCESS

Projects are selected by the Minister of Families, Seniors and the Status of Women after an analysis by the Secrétariat à la condition féminine and the recommendation of an advisory committee made up of individuals from different regions of Québec.



## □; EVALUATION CRITERIA

The submitted projects will be evaluated on the basis of the following criteria:

**The relevance of the project:** the extent to which the project is consistent with the general objective and at least one of the additional objectives of the program; the nature of the need which the project is seeking to meet;

**The quality of the project:** the project's originality; the extent to which it complements a local or regional action under way; the thoroughness of its presentation (the problem, the objectives and the clientele targeted, the territory of application, the actions chosen, the logic of the plan of action); the feasibility of the work schedule; the partnership associated with the carrying out of the project;

**The anticipated spin-offs of the project:** the qualitative and quantitative results expected; the results indicators (examples: the number and type of activities planned, the tools that will be produced, the number of participants, the visibility); the project's mobilizing effect;

**The cost of carrying out the project:** the strength of the funding partnership; the realism of the planned budget and its proper breakdown (including the anticipated cost of human, material and other resources); the adequacy of the available or planned resources;

**The credibility of the organization responsible for the project:** the organization's ability to carry out the project; its past achievements; the respecting of its past commitments; the level of consistency between the organization's mission, its usual activities and the submitted project.

## FINANCIAL ASSISTANCE

### □; BREAKDOWN OF THE PROGRAM'S ANNUAL APPROPRIATIONS

Annual appropriations are attributed to the funding of annual and multi-year projects.

A maximum of 60% of the program's annual appropriations may be devoted to funding multi-year projects.

A maximum of 10% of the program's annual appropriations may be devoted to funding projects submitted by Québec organizations.

### □; FUNDING OF PROJECTS

The funding can cover up to 80% of the project's costs, subject to the maximum amount of \$40,000 per project. Consequently, at least 20% of the project's costs must be assumed by the organization or other partners, be it in the form of funding or the supply of equivalent services.

A maximum amount of \$40,000 per project per year may be granted for annual and multi-year projects; however, the annual amounts granted to a multi-year project may vary from one year to the next, without exceeding the maximum amount of \$40,000 per project per year.

#### □; ELIGIBLE EXPENSES

The funding must be used to cover direct project costs, namely communication expenses, advertising, educational material, the rental of space, operating expenses or the salaries of employees in charge of the project's implementation.

#### □; NON-ELIGIBLE EXPENSES

The organization's usual expenses and operating costs, its regular payroll and capital expenditures are not eligible for funding.

## PAYMENT OF SUBSIDIES

### □; ANNUAL PROJECTS

A first payment equal to 80% of the subsidy will be paid at the project's start-up.

The remaining 20% will be paid at the end of the project, upon receipt of an activity report containing in particular, a statement of revenue and expenditures, if the project is completed; the report must be submitted before March 1st of each year.

If the project is not completed before that date, the remaining 20% will be paid upon receipt of an activity progress report no later than 30 days before the end of the fiscal year. This report must be accompanied with an undertaking to submit a final report. If the organization does not comply with these rules, the second payment will be cancelled.

Subsidies of \$5,000 or less will be paid in a lump sum at the project's start-up.

### □; MULTI-YEAR PROJECTS

- The subsidy will be paid by annual installment subject to the approval of the appropriations.
- The subsidy for the first year will be paid in full at the project's start-up.
- In the case of three-year projects, the second subsidy installment will be paid in full upon receipt of an activity progress report. This report must be submitted no later than the anniversary date of the signing of the memorandum of agreement.
- The final year, 50% of the final subsidy installment will be paid upon receipt of an activity progress report. This report must be submitted no later than the anniversary date of the signing of the memorandum of understanding. The remaining 50% will be paid upon presentation of the final report.

## ADMINISTRATIVE FORMALITIES

### □; MEMORANDUM OF AGREEMENT

Each subsidy will be the object of a memorandum of agreement signed by the Secrétariat à la condition féminine and the organization.

The organization that obtains financial assistance under the program must carry out the submitted project according to the terms and conditions agreed to in the memorandum of agreement.

The Secrétariat à la condition féminine reserves the right to terminate the agreement, in whole or in part, if the conditions of the memorandum of agreement are not met.

### □; REPORTING BY SUBSIDIZED ORGANIZATIONS

The organizations must submit, as the case may be, a progress report or a final report to the Secrétariat à la condition féminine.

Based on a model provided by the Secrétariat à la condition féminine, the subsidized organization must present information that is useful for evaluating the project carried out and the program, in particular:

- the list of activities carried out, their number by type of activity as well as the number of persons reached for all of the activities carried out and for each activity;
- a copy of the tools developed, if any;
- a list of the project's results indicators as well as the results obtained;
- the statement of revenue and expenditures of the project;
- the planned follow-ups.

## REGISTERING FOR THE PROGRAM

Registration takes place at the date indicated on the *2005-2006 Financial Assistance Application* form.

Only one project per organization is eligible. An organization sponsoring an Aboriginal project may however also submit a project in its own name.

In the case of a project emanating from an Aboriginal community sponsored by an organization legally constituted under Québec law or by a band council:

- the *2005-2006 Financial Assistance Application* form must be completed by the sponsor organization or the band council;
- a description of the group responsible for carrying out the project must be appended to the *2005-2006 Financial Assistance Application* form, which will specify, in particular, the name of the Aboriginal person in charge of carrying out the project.

### □; STEPS TO BE FOLLOWED

The organization and the project must meet the conditions of eligibility.

The organization must specify the length of the project submitted on the *2005-2006 Financial Assistance Application* form.

A complete description of the project must be provided. This description comprises four main parts. In the case of multi-year projects, the organization will present each part for each year of the project.

## **Part I: PROJECT**

- The problem that the project is addressing: the current situation, the needs expressed or observed, the project's objectives.
- The approach advocated for obtaining tangible and measurable results, in particular the list of planned activities, their number by type of activity as well as the estimated number of persons that will be reached by all of the planned activities.
- The territory covered.
- The length of the project.
- The extent to which the project is consistent with the general objective and one of the five additional objectives of the program.
- The extent to which the project complements local or regional actions being planned, that are under way, or that have already been carried out.

## **Part II: PLAN OF ACTION**

- The presentation of the plan and the means of action, step by step.
- The timetable for carrying out the project.
- The human and material resources needed to carry it out (existing or planned).

### **Part III: PROJECT FUNDING**

- The completed *Project Funding 2005-2006* schedule indicating the cost of carrying out the project and the breakdown of anticipated expenses.
- The expenses assumed by the organization or by the partners that are contributing to the carrying out of the project (minimum of 20%).
- The amount of the assistance requested (no more than 80% of the project's cost, up to a maximum of \$40,000).

### **Part IV: RESULTS**

- The qualitative and quantitative results sought for each activity proposed.
- The qualitative and quantitative results indicators; for example: the number and the type of activities planned, the tools produced, the number of participants.
- The anticipated mobilizing effect in the community or the region.

All supporting documents requested must be appended to the *Financial Assistance Application 2005-2006*.

**The financial assistance application form must be submitted before the deadline.**