

SECRETARIAT À LA CONDITION FÉMININE
INFORMATION GUIDE

*Decision-making
A matter of equality*

2004

THE POWER TO CHANGE THINGS

2005

*Relations
avec les citoyens
et Immigration*

Québec 

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Message from the Minister

The *Equal Access to Decision-Making 2004-2005* program helps to promote women's participation in the halls of power. It is not enough for women to exercise a power of influence; they must be in a situation where they have the power to change things.

Unfortunately, statistics show that still today far too few women hold decision-making positions. For example, in 2004, one woman in ten holds a mayoral position while one woman in five holds the position of municipal councillor in Québec.

Several obstacles continue to prevent women from participating in the exercise of power. Some ensue from the different socio-economic situation of women and the family responsibilities that they assume; others may be attributed to the methods of operation and the actual institutions.

The *Equal Access to Decision-Making 2004-2005* program has been designed with a view to ensuring that women acquire "the power to change things".

Improvements have been made to this new edition. The conditions of eligibility henceforth allow Aboriginal, Amerindian and Inuit communities and provincial organizations to submit local and regional projects. It is my wish that these projects will help accelerate the achievement of the anticipated results in all regions of Québec.



MICHELLE COURCHESNE
Minister of Relations with Citizens and Immigration

The Equal Access to Decision-Making 2004-2005 Program

Equal Access to Decision-Making is a government financial assistance program with a budget allocation of \$1 million a 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 conditions of eligibility now make it possible to support:

- local and regional projects emanating from an **Aboriginal, Amerindian or Inuit community** forming a legally constituted organization or such projects that are sponsored by an organization legally constituted under Québec law;
- local or regional projects emanating from a **provincial organization**; a maximum of 10% of the annual appropriations may be devoted to the funding of local or regional projects submitted by provincial organizations.

From now on, para-governmental organizations as well as the bodies that they fund are not eligible for the program.

Although the submitted projects may seek to consolidate and adapt projects that have already received support under the program, they must mainly focus on action in the field and partnership. The preparation of local or regional portraits, their updating or other studies are not eligible.

The maximum financial assistance has been set at 80% of the project's costs, subject to the maximum amount of \$40,000. 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.

Objectives

■ GENERAL OBJECTIVE

Equal Access to Decision-Making banks on the initiative of local, regional or provincial organizations and Aboriginal, Amerindian or Inuit communities in preparing and carrying out result-oriented projects. These projects are geared to action in the field and partnership. They aim to increase the number of women holding decision-making positions in local and regional governing bodies in all regions of Québec and to reduce 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 targeted bodies to take action to ensure the fair distribution of decision-making positions between women and men.

Organizations

■ ELIGIBLE ORGANIZATIONS

Non-profit groups, associations, corporations and 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).

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

Organizations that sponsor a project emanating from Aboriginal, Amerindian or Inuit communities meeting the stipulated criteria and that guarantee that the project will be carried out.

■ NON-ELIGIBLE ORGANIZATIONS

Private businesses, departments, government and para-government organizations, as well as the bodies which they fund.

Projects

■ NATURE OF THE PROJECTS

The projects submitted under the *Equal Access to Decision-Making* 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 develop the appropriate knowledge and skills. Projects may also involve the creation of banks of candidates or the production and distribution 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.

■ TARGETED GOVERNING BODIES AND POSITIONS

The bodies targeted by the *Equal Access to Decision-Making* program are those where it is important to achieve and maintain a fair representation of women. The positions aimed at by the program are those, whether paid or voluntary, that confer an authority status, impart some measure of power or degree of representativity. 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, member of a school board institutional council, chair or member of a board of directors. This list is not exhaustive.

■ ELIGIBLE PROJECTS

Submitted projects must have local or regional objectives and meet the program's objectives.

Submitted projects must be geared to action in the field and partnership while aiming for tangible and, if 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, Amerindian or Inuit 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).

■ NON-ELIGIBLE PROJECTS

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

■ SELECTION PROCESS

Projects are selected by the Minister responsible for the Secrétariat à la condition féminine after a review by the Secretariat and the recommendations 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: whether its goals are 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 impact 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 the project: the strength of the funding partnership; the realism of the planned budget and its breakdown (including the 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 degree of consistency between the organization's mission, its activities and the submitted project.

Financial assistance

■ **BREAKDOWN OF APPROPRIATIONS**

There is a budget allocation of \$1 million for project funding in 2004-2005.

A maximum of 10% of the program's appropriations will be devoted to funding local or regional projects emanating from provincial 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.

Projects cannot be more than 12 months in length.

■ **ELIGIBLE EXPENSES**

The funding must be used to cover direct project costs such as 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

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

The remaining 20% will be paid when the project is completed, 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 31, 2005.

If the project is not completed before that date, the remaining 20% will be paid upon receipt, no later than 30 days before the end of the 2004-2005 fiscal year, of a progress report showing the smooth running of the operation. 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 start of the projects.

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.

■ REPORTS

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 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, Amerindian or Inuit community sponsored by an organization legally constituted under Québec law:

- the *Financial Assistance Application* form must be completed by the sponsor organization;
- a description of the group responsible for carrying out the project must be appended to the *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 financial assistance application form must be completed and the length of the project must be specified.

A complete description of the project must be provided. This description comprises four main parts.

Part 1: 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 to be reached for all of the planned activities and for each activity
- The territory of application
- The length of the project
- Whether the project is consistent with the general objective and one of the five additional objectives of the program
- Whether 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 (available or planned)

Part III: PROJECT FUNDING

- The completed *Project Funding* form 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 form.

The financial assistance application must be submitted before the deadline.

This publication was prepared by the Secrétariat à la condition féminine under the responsibility of Ms. Pauline Gingras, Associate Deputy Minister, and Ms. Michèle Laberge, Director General.

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