



Information Guide
2008-2009

Equal Access to Decision-Making

**Culture,
Communications et
Condition féminine**

Québec 

EQUAL ACCESS TO DECISION-MAKING

This publication was prepared by the Secrétariat à la condition féminine under the responsibility of Thérèse Mailloux, Assistant Deputy Minister and Gina Morency, Director.

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Word from the Minister

Equal Access to Decision-Making Program

I am personally convinced that one of the surest ways to gauge a society's progress is the role it gives to women. By this measure, Québec is on the road to becoming one of the world's most egalitarian societies.

The *Equal Access to Decision-Making Program* has encouraged a growing number of women to take up decision-making positions at the local and regional level since 1999. This concrete step by our government is helping to counter lingering inequalities in decision-making circles.

Women's role in decision-making bodies has always been a key concern for the women's movement. Action taken by our government to facilitate and increase their presence is a measure of the importance we too are giving to the issue.

I therefore encourage groups and organizations to submit their projects under the *Equal Access to Decision-Making Program*. By doing so, they will be helping to build a more equal society that better reflects the values of all those who live in it.

Minister of Culture, Communications and the Status of Women,

Christine St-Pierre



Program

Equal Access to Decision-Making 2008-2009 Program

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

It aims to increase the number of women in decision-making positions in local and regional governing bodies and to reduce the barriers that prevent women from participating fully in the exercise of power, by, among other things, promoting egalitarian models and behavior.

The program provides single or multiyear financial support to local, regional, and provincial nonprofit organizations and Aboriginal communities to carry out results-oriented projects complementary to regional or local action, and to encourage partnerships.



Objectives

The projects supported by the program must meet one or other of the following objectives:

- Encourage the bodies in question to take action to ensure the fair distribution of decision-making positions at all levels
- Prepare and train women to hold and retain these positions
- Encourage nonstereotypical socialization of women, men, girls, and boys to facilitate parity in decision-making positions

Organizations

Eligible organizations

- Local, regional, and provincial nonprofit organizations constituted under Québec law, registered with the Inspector General of Financial Institutions and having a Québec Enterprise Number (NEQ);
- Aboriginal communities who, if not legally registered as an organization, are sponsored by an organization meeting the aforementioned criteria or by a band council through which the awarded grant 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.

Ineligible organizations

Private businesses, ministries, public and broader public sector organizations, and regional elected councils are not eligible.

Projects

Eligible projects

Submitted projects must aim to meet local or regional objectives as well as one of the program objectives mentioned above. The projects must complement local or regional action, encourage partnerships, and aim to produce concrete, and as far as possible, measurable results.

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

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

Ineligible projects

Research projects, the preparation of local, regional or provincial portraits, their updating, or any other study, are ineligible.

Examples of projects

Projects submitted within the framework of the *Equal Access to Decision-Making* program could consist of the following:

1. Actions to raise awareness within organizations on the importance of equality of representation on their boards and in their elected positions
2. Information and educational activities to equip women with information on how governing bodies function or enable them to acquire the required knowledge and skills
3. A high school awareness campaign on the impact of sexist stereotypes on the presence of women in decision-making positions

Project length

The maximum duration of single-year projects is 12 months, and 36 months for multiyear projects.

Target organizations and positions

The bodies targeted under the program are those where it is important to achieve and maintain fair representation by women. Positions targeted include all volunteer and paid positions of authority or power, or those of a representative nature. They can be elected or appointed positions, or positions filled through a competition, but hiring procedures for paid positions are excluded.

For example, the positions could be that of prefect, mayor, municipal councilor, school board chair or commissioner, member of a school governing board, or chair or member of a board of directors.

Selection process

The projects are selected by the minister of Culture, Communications, and the Status of Women after analysis by the Secrétariat à la condition féminine and upon the recommendation of an advisory committee made up of individuals from various regions in Québec.

Evaluation criteria

The projects are evaluated according to the following criteria:

Relevance of the project: the extent to which the project is consistent with program objectives, the scope of the project, how it fits with local or regional actions and its ability to achieve equality between women and men.

Anticipated spinoffs: Expected qualitative and quantitative results of each proposed activity (results indicators), the potential and means developed for knowledge transfer, it's the project's potential for rallying the community, changing mentalities or reducing barriers

Cost of the project: realism of the proposed budget (including proposed human resource and material expenditures), the strength of the funding partnerships, and the quality of the partnerships associated with project implementation

Credibility of the organization in charge: the reputation of the organization (its achievements, the way in which it has met previous commitments, and so on) and the consistency of the submitted project with its mission and regular activities

Quality of the project: the quality of the project presentation (the problem addressed, objectives and target audience, area covered, selected actions, and so on), the reasoning behind the action plan and the feasibility of the work schedule

Financial Assistance

Breakdown of the program's annual appropriations

For 2008-2009, up to 10% of the budget is reserved for single and multiyear projects proposed by provincial organizations; the rest will be allocated to local and regional single and multiyear projects.

Project Funding

Funding can cover up to 80% of the cost of the project, for a maximum of \$40,000 per project. At least 20% of the project costs must be covered by the organization or by other partners, either through cash contributions or equivalent services.

Eligible Expenditures

The funding must be used to cover direct project costs, namely communications, advertising, educational material, rental of space, operating expenses, or the salaries of staff responsible for the implementation of the project.

Ineligible Expenditures

Regular payroll and capital expenditures, current expenses, and regular operating expenses of the organization are ineligible.



Payment of Subsidies

Single-year Projects

For single-year projects, the first payment corresponding to 90% of the grant will be paid at project startup.

If the project is finished before March 1, 2009, the remaining 10% will be paid at the end of the project upon receipt of an activity report including an income and expenditure statement.

If the project is not completed before that date, the remaining 10% will be paid after receiving a progress report no later than 30 days before the end of the fiscal year. The report must be accompanied by an undertaking to submit a final report. Failure to comply with these rules will result in the cancellation of the second installment.

Subsidies of \$5,000 or less will be paid in a lump sum at project' startup.

Multiyear projects

In the case of multiyear projects, the first year's grant will be paid when the memorandum of understanding is signed.

For three-year projects, the second year's grant will be paid in full upon receipt of a compliant progress report submitted no later than the anniversary date of the signing of the memorandum of understanding.

For the last year, 90% of the last installment will be paid upon receipt of a progress report submitted no later than the anniversary date of the signing of the memorandum of understanding.

If the project is finished before March 1 of the fiscal year, the remaining 10% will be paid at the end of the project upon receipt of an activity report including an income and expenditure statement.

If the project is not completed before that date, the remaining 10% will be paid upon receipt of a progress report no later than 30 days before the end of the fiscal year. The report must be accompanied by an undertaking to submit a final report. Failure to comply with these rules will result in the cancellation of the final installment.

Administrative Procedures

Memorandum of Understanding

Each grant will be subject to a memorandum of understanding signed by Secrétariat à la condition féminine and the organization.

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

Secrétariat à la condition féminine reserves the right to terminate all or part of the contract if the conditions in the memorandum of understanding are not met.

Reporting requirements for subsidized organizations

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

Based on the model provided by Secrétariat à la condition féminine, the subsidized organization must provide information that is useful for evaluating the project and the program, particularly:

- A list of activities carried out, their number by type of activity as well as the number of persons reached for all the activities carried out and for each individual activity
- A copy of the tools developed, if any
- A list of project results indicators and the results obtained
- An income and expenditure statement for the project
- Planned followup

Applying for the Program

The application deadline is indicated in the *2008-2009 Application Form*

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

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

- The *2008-2009 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 *2008-2009 Application Form*, which will specify the name of the Aboriginal person responsible for the project

Steps to follow

- The organization and the project must meet the eligibility requirements
- The organization must specify the length of the project on the *2008-2009 Application Form*
- A full description of the project must be provided, comprising four main parts:

Part I: The Project

- The problem that the project addresses: the current situation, expressed or observed needs, project objectives
- The recommended approach for obtaining tangible and measurable results, particularly the list of planned activities, their number per type of activity and the estimated number of persons that will be reached by all the activities
- The territory covered
- The length of the project
- How the project is consistent with one of the three objectives of the program
- How the project complements local or regional actions in the planning stages, currently underway, or already carried out

Part II: Plan of Action

- Step by step presentation of the plan and the means of putting it into action
- Timetable for carrying out the project
- Human and material resources (existing or planned) needed to carry out the project

Part III: Project funding

- Completed *2008-2009 Project Funding* schedule detailing the cost of carrying out the project and a breakdown of anticipated expenditures
- Expenses for which the organizations or project partners are responsible (minimum of 20%)
- Amount of assistance requested (no more than 80% of the cost of the project, up to a maximum of \$40,000)

Part IV: Results

- Completed *2008-2009 Project Activities and Anticipated Results* form
- Qualitative and quantitative results sought for each activity
- Qualitative and quantitative results indicators, for example: the number and type of planned activities, the tools produced, the number of participants
- Anticipated mobilizing effect in the area or region

All supporting documents requested as well as the *2008-2009 Project Funding* and *2008-2009 Project Activities and Anticipated Results* forms must be appended to the *2008-2009 Application Form*. Secrétariat à la condition féminine will not follow up if any documents are missing.

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