

## Communications et inforoutes

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#### PROGRAM OBJECTIVES

- Promote public access to and participation in community media
- Improve the supply of local and regional information
- Contribute to local and regional development
- Contribute to the promotion of the French language, where applicable

#### ELIGIBLE ORGANIZATIONS

##### *General conditions*

Incorporated, non-profit organizations having an autonomous charter showing that their main function is to operate a radio or television station or to publish and distribute a newspaper are eligible. These organizations must be group-owned and democratically managed (participation by the community in the organization and operation of the media, access by local organizations to the media, membership). They must have a board of directors made up of members of the [community](#)<sup>1</sup>. They must hold at least one general meeting per year, to which the members<sup>2</sup> must be formally and individually invited. They must also hold on an annual basis a member recruitment campaign.

Organizations must, by way of the radio, television or written press, produce and disseminate [local and regional information](#)<sup>3</sup> reflecting the political, social, cultural and economic life of the community that they serve. Broadcasting over the Internet is not eligible.

In addition, organizations must demonstrate sound administrative and financial management, agree to comply with the regulatory requirements of the competent authorities and have respected any agreement pertaining to grants paid in the past under this program.

##### *Specific conditions*

## Radio stations

Radio stations must hold a licence from the CRTC<sup>4</sup> as a community radio station and have been on the air for at least one year.

## Television stations

Television stations must have been in operation for at least one year. They must also produce and broadcast a minimum of 4 hours of [original programming](#)<sup>5</sup> per week, including one hour of local and regional information. This programming must air in regular timeslots between 8:00 a.m. and 11:00 p.m.

Television stations will have to obtain from the cable television company (companies) that carry their station written confirmation of the number of hours of weekly broadcasting time as well as their place in the program schedule **for the period from September 2002 to September 2003**.

## Newspapers

Newspapers must have been in operation for at least one year and have published at least 8 issues in the last year. They must also contain a minimum of 40% local and regional information. The [original editorial content](#)<sup>6</sup> must also occupy a minimum of 20% of the newspaper.

Parish newspapers, municipal newspapers, theme-oriented newspapers, organization newsletters and publications intended for specific clienteles are not eligible.

To be eligible for the program, a newspaper that publishes in a language other than French or English or an Aboriginal language, must produce a significant portion of its content in French.

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<sup>1</sup> See definition on page 7.

<sup>2</sup> To be considered a member, an individual must show that he adheres to the objectives of the community media by making a tangible gesture: purchase of a membership card, contribution, cash donation, etc.

<sup>3</sup> See definition on page 7.

<sup>4</sup> Radio stations holding a developing community radio licence are not eligible.

<sup>5</sup> See definition on page 7.

<sup>6</sup> See definition on page 7.



## Community Media Assistance Program 2002-2003

### TYPES OF GRANTS

**Operating grant** : it seeks to offset a portion of the operating costs of community media;

**Project grant** : it funds community media development projects.

### CONDITIONS OF USE

An organization that receives a grant must use it in the 12 months following its payment. Otherwise, the organization will have to reach a new agreement with the Department.

**Operating grant** : the organization agrees to submit to the ministère de la Culture et des Communications in the 4 months following the end of its financial year, detailed financial statements approved by its board of directors. If necessary, the Department may require audited financial statements.

**Project grant** : the organization agrees to submit to the ministère de la Culture et des Communications in the 4 months following the end of the project, a report on the use made of the grant, with supporting documents.

### ANALYSIS AND APPROVAL

#### 1. Presentation of applications

Applications must be presented using the appropriate forms and be addressed to the regional offices of the ministère de la Culture et des Communications.

#### 2. Analysis

The Department will determine the eligibility of the organizations on the basis of the following elements: collective involvement, local and regional information service, sound administrative and financial management and promotion of the French language (for newspapers that publish in a language other than French or English or an Aboriginal language).

**Operating grant** : applications will be analyzed by the Department's regional offices, and assistance will be granted following approval of the minister.

**Project grant** : applications will be analyzed by in-house committees set up by the regional offices. If necessary, these committees will call on external resources. The assistance will be granted following approval of the minister. Projects will be evaluated according to the following criteria: relevance, viability and choice of means.

#### 3. payment of the grant

When an application is accepted, the ministère de la Culture et des Communications establishes the terms and conditions of the agreement to be signed with the organization. Operating grants are paid in at least two installments. Project grants of over \$10,000 can be paid in two installments. In this case, the last installment is paid following Departmental approval of the report on the use made of the grant.

#### 4. Deadline for receiving applications

The deadlines for receiving applications are :

- June 19, 2002 for operation grant
- September 20, 2002 for projet grant



## Liste des adresses des directions régionales du Ministère

### **Direction du Bas-Saint-Laurent (01)**

337, rue Moreault, r.c. bureau 12

Rimouski (Québec) G5L 1P4

Téléphone : (418) 727-3650

Télécopieur : (418) 727-3824

[drbsl@mcc.gouv.qc.ca](mailto:drbsl@mcc.gouv.qc.ca)

Madame Michèle Grenier, directrice

### **Direction du Saguenay-Lac-Saint-Jean (02)**

202, rue Jacques-Cartier Est

Chicoutimi (Québec) G7H 6R8

Téléphone : (418) 698-3500

Télécopieur : (418) 698-3522

[drslstj@mcc.gouv.qc.ca](mailto:drslstj@mcc.gouv.qc.ca)

Monsieur Michel Bonneau, directeur

### **Direction de la Capitale-Nationale(03)**

225, Grande Allée Est

Rez-de-chaussée, bloc C

Québec (Québec) G1R 5G5

Téléphone : (418) 380-2346

Télécopieur : (418) 380-2347

[dcn@mcc.gouv.qc.ca](mailto:dcn@mcc.gouv.qc.ca)

Madame Georgianne Gagnon, directrice

### **Direction de Chaudière-Appalaches (12)**

6210, rue Saint-Laurent

Lévis (Québec) G6V 3P4

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Télécopieur : (418) 838-1485

[drca@mcc.gouv.qc.ca](mailto:drca@mcc.gouv.qc.ca)

Monsieur Claude Roy, directeur

### **Direction de la Mauricie et du Centre-du-Québec**

(04/17)

100, rue Laviolette, 3e étage  
Trois-Rivières (Québec) G9A 5S9  
Téléphone : (819) 371-6001  
Télécopieur : (819) 371-6984  
[drmcq@mcc.gouv.qc.ca](mailto:drmcq@mcc.gouv.qc.ca)

Madame Marie-Josée Champagne, directrice

**Direction de la Côte-Nord (09)**

625, boul. Laflèche, bur. 1.806  
Baie-Comeau - Secteur Mingan (Québec) G5C 1C5  
Téléphone : (418) 295-4979  
Télécopieur : (418) 295-4070  
[drcn@mcc.gouv.qc.ca](mailto:drcn@mcc.gouv.qc.ca)

Monsieur Jean Bissonnette, directeur

**Direction de la Gaspésie-Îles-de-la-Madeleine (11)**

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Case postale 370  
Bonaventure (Québec) G0C 1E0  
Téléphone : (418) 534-4431  
Télécopieur : (418) 534-4564  
[drgim@mcc.gouv.qc.ca](mailto:drgim@mcc.gouv.qc.ca)

Madame Hélène Latérière, directrice par intérim

**Direction de l'Estrie (05)**

740, rue Galt Ouest, r.-de-c. bureau 10  
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Madame Diane Pelletier, directrice

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Montréal (Québec) H2Y 3Y7  
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Madame Monique Barriault, directrice

**Direction de l'Outaouais** (07)

170, rue de l'Hôtel-de-Ville, 4e étage, bureau 4.140

Hull (Québec) J8X 4C2

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Monsieur Éric Soucy, directeur

**Direction de l'Abitibi-Témiscamingue et du Nord-du-Québec** (08/10)

19, rue Perreault Ouest, bureau 450

Rouyn-Noranda (Québec) J9X 6N5

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Madame Monik Duhaime, directrice

**Direction de Laval, de Lanaudière et des Laurentides**  
(13/14/15)

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Monsieur Pierre Aubry, directeur



## Community Media Assistance Program 2002-2003

### GRANT ATTRIBUTION STANDARDS

#### OPERATING GRANT

##### 1. Calculation of the grant

##### *Radio stations*

The amount of the grant is calculated on the basis of the weekly number of hours of original programming and the eligible revenues <sup>7</sup> of the station according to the following table:

Hours of programming/ Eligible revenues	12 hrs to less than 22 hrs	22 hrs to less than 60 hrs	60 hrs and over
Under \$350,000	\$33,000	\$38,500	\$44,000
\$350,000 / \$425,999	---	---	\$33,000
\$426,000 / \$499,999	---	---	\$22,000
Over \$500,000	---	---	\$10,000

Stations that operate two broadcasting studios in two different communities may receive an additional \$10,000 in assistance.

##### *Television stations*

The amount of the grant is calculated on the basis of the weekly number of hours of original programming and the eligible revenues <sup>8</sup> of the station according to the following table:

Hours of programming/ Eligible revenues	4 hrs to less than 7 hrs	7 hrs to less than 10 hrs	10 hrs and over
Over \$50,000	\$12,000	\$18,000	\$25,000
\$50,000 / \$99,999	\$8,000	\$12,000	\$18,000
\$100,000 / \$199,999	\$7,000	\$8,000	\$12,000
Over \$200,000	\$5,000	\$6,000	\$7,000

##### *Newspapers*

The amount of the grant is based on the annual circulation of the newspaper <sup>9</sup> and is calculated in the following way:

- 25¢ per copy for the first 6,000 copies
- 15¢ per copy for the following 12,000 copies (6,000 to 18,000)
- 5¢ per copy for the following copies (18,000 and over)

A 25% increase will be granted to newspapers in rural areas<sup>10</sup>. The minimum grant is \$1,500 and the maximum grant is \$15,000, excluding the 25% increase.

The sums listed in the tables are maximum amounts. They may vary according to available appropriations.

## 2. Eligible expenses

Eligible expenses are those on which the day-to-day operation of the station or the newspaper depends, such as wages and fringe benefits, rent, electricity, telephone, equipment maintenance, etc.

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<sup>7</sup> Eligible revenues are calculated on the basis of the most recent detailed financial statements approved by the board of directors: grants under the Community media support program and job assistance programs are excluded. The net value of revenues from benefit activities is calculated.

<sup>8</sup> Idem (note 7)

<sup>9</sup> The annual circulation is the total number of copies produced in a year.

<sup>10</sup> The postal codes of rural areas contain two zeros (0).



# Community Media Assistance Program 2002-2003

## PROJECT GRANTS

### 1. Eligible projects

- purchase and renewal of equipment;
- projects related to community media development, such as the carrying out of a feasibility study or pilot experiences with a view to increasing autonomous revenues, training volunteers, etc.;
- projects seeking to forge ties with other community media or other partners to exchange services, to permit a better use of human, financial and technical resources, to improve the supply of local and regional information, etc.;
- projects seeking to increase the production of high-quality French content in newspapers publishing in a language other than French, or English or an Aboriginal language.

### 2. Calculation of the grant

The amount of the grant cannot exceed 75% of the project's cost. For purchase of equipment, the amount of the grant cannot exceed 90% of the project's cost.

### 3. Eligible expenses

Eligible expenses are those that are essential to carry out the project, such as the wages of professionals and technicians assigned to the project, the costs of studies and expert-consultant services, equipment purchase and installation costs, etc. Expenses related to the day-to-day operation of a community media, such as rent, administration costs, production costs, purchase of photocopiers (except for the newspapers for which this expense will be eligible) and fax machines, as well as computer equipment supplies (paper, diskettes, etc.) are excluded.

## DEFINITIONS

### *Community*

Set of individuals or groups sharing the same social, cultural and economic realities and located in the same geographical space.

### *Local and regional information*

This information includes:

- news;
- information on subjects reflecting the political, social, cultural and economic life of the community;
- information on community services;
- air time and/or editorial space reserved for local organizations.

It does not include:

- write-ups and self-promotion programs;
- bulletin boards (alphanumerical programming);
- captations of cultural, sports and religious events;
- bingos.

***Original editorial content*** (for newspapers)

Content written by newspaper employees and volunteers.

***Original programming***(radio and television stations)

Programs produced by the station. This excludes any network program and any re-run.



## Community Media Assistance Program 2002-2003

### Forms

Title	PDF format
Community written press	<a href="#">pamec_press.pdf</a> 336 ko
Community radio	<a href="#">pamec_radio_a.pdf</a> 352 ko
Community television	<a href="#">pamec_ctv_a.pdf</a> 373 ko
Download <a href="#">Acrobat Reader 4.0 or higher</a> Electronic forms : complete on the screen, print, sing and mail.	



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