



*Information Guide*  
**2010-2011**

# ***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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ISBN 978-2-550-58083-6 (3<sup>rd</sup> edition, 2010)

ISBN 978-2-550-55027-3 (2<sup>nd</sup> edition, 2009)

ISBN 978-2-550-52362-8 (1<sup>st</sup> edition, 2008)

Legal Deposit: 2010

Bibliothèque et Archives nationales du Québec

Library and Archives Canada

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## ***A Word from the Minister***

### ***Equal Access to Decision-Making Program***

Since its launch in 1999, the *Equal Access to Decision-Making* program has enabled a number of women to put their know-how to work in decision-making positions within local and regional authorities.

The program's aim continues to be the eradication of lingering inequality in positions of power, where women are not represented in the numbers they deserve. Today women occupy 29% of seats in the National Assembly, 16% of positions in the Mayor's office, 29% of positions on our municipal councils—and make up 51% of the population.

Each of us knows that societal advancement hinges upon respect for the demographic principles that form our societies. Women have an important role to play in our society, and they will surely meet with success if we are able to overcome the traditional gender stereotypes they face. The Government of Québec has therefore redoubled its efforts to achieve true gender equality.

I would like to invite all groups and organizations to submit their projects to the *Equal Access to Decision-Making* program, as each endeavor brings us a step closer to creating a society that offers increasingly equal opportunity to all.

#### **CHRISTINE ST-PIERRE**

Minister of Culture, Communications, and the Status of Women



## **Program**

### ***Equal Access to Decision-Making***

*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 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 more 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.

Organizations with multiyear projects already subsidized by the *Equal Access to Decision-Making* program may not submit new projects for this edition.

# Projects

## **Eligible projects**

Submitted projects must aim to meet local or regional objectives as well as one of the *Equal Access to Decision-Making* program objectives. 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***

For the 2010–2011 edition, the maximum duration of projects is 12 months.

## ***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 Secrétariat à la condition féminine and upon the recommendation of an advisory committee made up of individuals from various regions in Québec.

## ***Evaluation criteria***

Projects will be 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 spin-offs:** expected qualitative and quantitative results of each proposed activity (results indicators), the potential and means developed for knowledge transfer, the project's potential for rallying the community, and its capacity to change mentalities and bring down 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**

The program has a \$1 million annual budget for the period from 2008–2009 to 2010–2011.

The sum of \$748,683 has been set aside in the 2010–2011 budget for multiyear projects subsidized from 2008–2009 to 2010–2011.

This leaves \$251,317 available for annual subsidies in the 2010–2011 edition.

### **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**

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***

The first payment corresponding to 90% of the grant will be paid at project startup.

If the project is finished before March 1, 2011, 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 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 second installment.

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

# **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***

Organizations must submit, as applicable, a progress report or final report to Secrétariat à la condition féminine.

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

- A list of activities carried out, the numbers of each type of activity, and the number of people reached with all the activities carried out and per 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 *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 *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 *Application Form*, which must also specify the name of the Aboriginal person in charge of project implementation.

## Procedure

- The organization and the project must meet the eligibility requirements;
- The organization must specify the length of the project on the *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 targeted by all the activities;
- The territory covered;
- The length of the project;
- How the project corresponds to one of the three objectives of the program;
- How the project complements local or regional actions that are 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**

- 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**

- 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 requested supporting documents must be appended to the *Application Form*.  
Secrétariat à la condition féminine will not follow up if any documents are missing.

The financial assistance application must be submitted before the deadline,  
as indicated on the form.

