

Secrétariat à la condition féminine

**Information Guide
2011-2012**

**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 Ms. Thérèse Mailloux, Assistant Deputy Minister and Ms. Gina Morency, Director.

Writer

Flereau Eugène
Secrétariat à la condition féminine
Ministère de la Culture, des Communications et de la Condition féminine

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For more information:

Secrétariat à la condition féminine
905, avenue Honoré-Mercier, 3^e étage
Québec (Québec) G1R 5M6
Telephone: 418 643-9052
Fax: 418 643-4991

Website: www.scf.gouv.qc.ca

Email: scf@mcccf.gouv.qc.ca

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Secrétariat général

Ministère de la Culture, des Communications et de la Condition féminine
225, Grande Allée Est
Québec (Québec) G1R 5G5
To the attention of: Ms. Sophie Magnan
Telephone: 418 380-2319, ext. 7219

You may also contact the Québec Ombudsman at:

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525, boul. René-Lévesque Est
Bureau 1.25
Québec (Québec) G1R 5Y4
Telephone: 418 643-2688

Montréal Office
1080, côte du Beaver Hall
10^e étage, bureau 1000
Montréal (Québec) H2Z 1S8
Telephone: 514 873-2032

Email: protecteur@protecteurducitoyen.qc.ca

Toll-Free Number: 1 800 463-5070

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A Word from the Minister

Equal Access to Decision-Making Program

As Minister of Culture, Communications and the Status of Women, I have the pleasure of announcing the renewal of the *Equal Access to Decision-Making* program for the next four years.

The program makes it possible for nonprofit organizations that concern themselves with the place of women in local, regional and provincial governing bodies to receive financial aid in carrying out activities that can contribute to increasing the participation of women in decision-making bodies.

The commitment of women seems to be a necessity in a democratic society. It is thus legitimate that they take part in decisions that shape their lives and guide their destinies.

The Gouvernement du Québec has set an example by concrete actions aimed at reaching a fair representation of women in positions of authority. This is shown by our efforts to reach parity in the Cabinet and on the boards of directors of public corporations.

I remain convinced that women have the capacity and skills needed to hold decision-making positions in our society. That is why we must convince them and equip them so that they can take their rightful place in positions of authority.

I urge organizations and women's groups to be numerous in submitting projects for the *Equal Access to Decision-Making* program and in that way, make their contribution to a more just society.

Christine St-Pierre
Minister of Culture, Communications and the Status of Women

Equal Access to Decision-Making 2011-2012

Equal Access to Decision-Making is a financial assistance program with a budget 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 behaviour.

The program provides financial support to local, regional and provincial nonprofit organizations and Aboriginal communities to carry out results-oriented projects that complement regional and local actions and to encourage partnerships.

The 2011-2012 edition of the program has something new. Applications for yearly projects will be accepted at any time, subject to the availability of funds. For multi-year projects, it should be noted that a call will be issued with a deadline for applying.

Objectives

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

- Encourage non-stereotypical socialization of women, men, girls, and boys to facilitate parity in decision-making positions;
- 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.

Organizations

Eligible organizations

- Local, regional and provincial nonprofit organizations constituted under Québec law, registered with the Registraire des entreprises and having a Québec Enterprise Number (NEQ);
- Aboriginal communities which, if not legally registered as an organization, are sponsored by an organization meeting the above-mentioned 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 make power-sharing between women and men a reality.

Ineligible organizations

Private businesses, government departments, public and parapublic organizations and regional councils of elected officials are not eligible for the program.

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 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 Registraire des entreprises 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 eligible 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 of 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 2011–2012 edition, the maximum duration of projects is 12 months for yearly projects and 36 months for multi-year 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 councillor, school board chair or commissioner, member of a school governing board, or chair or member of a board of directors.

Selection process

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

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 benefits: These are the benefits of the project with regard to its structuring effects and its positive repercussions on the problem addressed. For example: 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 and material resource expenditures), the strength of 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 relevance of the submitted project to its mission and regular activities;

Quality of the project: the quality of the project presentation (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 2011-2012 to 2014-2015. That amount will be distributed among the multi-year and yearly projects.

Project funding

Funding can cover up to 80% of the cost of the project, for a maximum of \$45,000 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 and 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 Grants

Yearly projects

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

If the project is finished before March 1, 2012, 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 by that date, the remaining 10% will be paid after receipt of a progress report showing the smooth unfolding of activities, 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 instalment.

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

Multi-year projects

For multi-year projects lasting three years, the grant for the first year will be paid in full when the memorandum of understanding is signed. The grant for the second year will be paid in full following receipt of a suitable progress report submitted no later than one year after the memorandum of understanding was signed.

For the final year, 90% of the last instalment of the grant will be paid upon receipt of a progress report submitted no later than the second anniversary of the memorandum.

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 completed before March 1 of the budget year.

If the project is not completed before that date, the remaining 10% will be paid after receipt of a progress report showing smooth unfolding of activities, 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 instalment.

For multi-year projects lasting two years, the grant for the first year will be paid in full when the memorandum of understanding is signed. For the second year, 90% of the grant will be paid in full following receipt of a progress report submitted no later than one year after the memorandum of understanding was signed.

The remaining 10% will be paid under the terms and conditions that apply for multi-year projects lasting three years.

Administrative Procedures

Memorandum of understanding

Each grant will be subject to a memorandum of understanding signed by the 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.

The 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 the 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, their number by type of activity, and the number of people reached with all the activities carried out and by 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 2011-2012 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 2011-2012 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 enclosed with the 2011-2012 application form and 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 2011-2012 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 by 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 organization 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 \$45,000).

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 enclosed with the 2011-2012 application form. The Secrétariat à la condition féminine will not follow up if any documents are missing.

Applications for financial assistance for multi-year projects must be submitted no later than the deadline indicated on the application form.

For yearly projects, there is no application deadline.

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