

MOBILIZATION, DEVELOPMENT AND SUPPORT FOR INDIGENOUS YOUTH

APPLICANT GUIDE

OF THE SECRÉTARIAT À LA JEUNESSE



This publication was produced by the
Secrétariat à la jeunesse.

Notice to people with disabilities:

If you have difficulty reading this document
please contact us at toll-free telephone,
from anywhere in Quebec: 1 888 380-8882.

All rights reserved in all countries.
© Gouvernement du Québec – 2023

1. BACKGROUND

Enhancing participation and engagement of young people in their community is a concrete way of developing their capacity to act.

The 2022–2027 Government Action Plan for the Social and Cultural Wellness of the First Nations and Inuit aims at contributing to motivate young Indigenous people to get involved in their environment. The Gouvernement du Québec wishes to support Indigenous youth partners so they can assist young people in the development of their potential, leadership and well-being. These partners will have the responsibility to establish and implement initiatives, with the young people, that will help them become active citizens able to play a productive central role for the development and vitality of their communities and of Québec society.

The 2030 Québec Youth Policy (Youth Policy) is exclusively for young people and encourages citizen participation and civic engagement. It thus contributes to the inclusion of young people into the community, to the establishment and reinforcement of a feeling of belonging and to an awareness of what it is possible to achieve when one is concretely involved in his community.

Through its Youth Policy, the government aims at supporting projects that will promote the engagement of young people in their communities and that will be adapted to the realities of the Native people. It wishes to support innovative initiatives that will help place Indigenous youth at the centre of the social and cultural development of the environment.

2. OBJECTIVES

Support and encourage the commitment, capacity to act and development of young Indigenous people by funding projects carried out by organizations close to them.

2.1 Target Objectives

- Contribute to the inclusion and involvement of young Indigenous people by offering them the opportunity to be active in their community and to take charge, according to their abilities, of developing and implementing solutions adapted to their needs.
- Promote citizen participation and living together.
- Encourage the establishment of collaboration between Indigenous and Quebec networks as well as between Indigenous and local and regional communities.

The initiatives supported must be, as much as possible, in line with the priorities raised by young Indigenous people. For example, encourage perseverance and academic success, promote access to culture, promote healthy lifestyles and mental health well-being as well as the reduction of discrimination against Indigenous.

3. DEFINITIONS

3.1 Citizen participation

Citizen participation is the expression of citizenship through the practice of public, social and electoral participation.

Learning about and exercising citizenship implies that people share a concern for the enrichment of the collective future and contribute to it as best as they can. Indigenous communities must be able to rely on people who have the skills and the willingness to participate. Since poverty and social exclusion are often related to a low level of participation in the economic, cultural and political life of the community, young people caught up in these situations require special attention.

For young people, citizen participation contributes to their integration in the community, to the establishment and strengthening of their sense of belonging, and to increase their awareness of what can be achieved through concrete social involvement.

3.2 Capacity to act

The individual and collective capacity to act represents the condition in which a person or community possesses the capacity to exercise power, namely to choose freely, to convert its choices into decisions, to act according to them and to be ready to accept the consequences of their actions.

Working in the scope of strengthening the capacity to act implies recognizing the principle of self-determination of communities and of the members that compose them. The latter are well positioned to define their needs, to determine what changes are desirable in their communities and to find solutions through which to make these changes.

3.3 Community development

This is a transformation process that relies on the participation and consultation of citizens and other stakeholders in a community to identify their problems and the solutions to apply. It aims to improve the living conditions of a community and to implement means through which to respond to local issues.

3.4 Youth

The program is aimed at young people aged 15 to 29. However, this definition must not be considered rigid; some provisions may apply to those under the age of 15, while others may extend beyond the age of 29, when required by the context.

4. ELIGIBILITY

To be eligible for financing, the projects must:

- Be consistent with the objectives mentioned above;
- Target Indigenous people aged 15 to 29 or from 12 years old when prevention is involved.

Examples of eligible projects:

- Creation of a coop structure by youth;
- Implementation of an initiative proposed by a youth council;
- Awareness campaign on an issue facing youth, developed by youth;
- Organizing a discussion session with young people on the quality of life within the community;
- Participation of a youth group in workshops aiming to acquire skills in community mobilization;
- Presentation by young people of workshops on sustainable development;
- Initiative enabling young people to participate in existing activities within the community.

4.1 Eligible Organizations

- Communities of Indigenous nations recognized by the National Assembly of Québec;
- Non-profit Indigenous organizations or the equivalent;
- Non-profit organizations that provide or wish to provide services to Indigenous youth.

Priority will be given to projects submitted by organizations that were not funded in the past under this program.

4.2 How to Submit an Application

Every application must absolutely include the following information:

- A presentation of the applicant organization and its mission;
- A description of the proposed project:
 - specifying the objectives of the project in relation with those of the program;
 - stating its objective(s);
 - identifying the target group(s) and their needs;
 - mentioning the anticipated spinoffs and effects on the target group(s);
 - indicating which activities and resources must be deployed for its completion;
 - including the implementation schedule;
 - stating the identity of the partners and their responsibilities in relation to the project.

- A breakdown of the estimated budget showing, in particular:
 - the financial needs;
 - the anticipated sources of funding.

The other required documents indicated on the application form are:

- the audited financial statements or the engagement review of the applicant for the year preceding the current one;
- A copy of the organization's patent letters (only for non-profit organizations);
- The general regulations of the organization (only for non-profit organizations);
- The list of the board members (only for non-profit organizations).

Other documentation may be required by the Secretariat a la jeunesse during the process.

Examples of projects that are not eligible:

- Basic and routine activities (the operational activities that are usually or regularly carried out by an organization, a youth council, etc.);
- Literary publications;
- Socio-occupational re-integration projects;
- Training workshops on a social issue;
- Organizing and hosting of events or activities such as: tournaments, pow-wow, games, galas, celebrations.

4.3 Eligible expenses

The following expenses are eligible:

- The portion of wages and payroll taxes corresponding to the time devoted by an employee or resource hired for the project implementation;
- Communication costs and equipment;
- Evaluation costs;
- Translation costs;
- Other direct costs related to the nature of the project;
- Project management costs (limited to 10% of the financial assistance granted).

5. FINANCIAL ASSISTANCE

The financial assistance will take the form of a non-refundable contribution:

- of at most \$50,000 per organization;
- which may cover eligible expenses up to 100%.

Eligible organizations must declare all confirmed and anticipated sources of funding in their application. The Secrétariat à la jeunesse will ensure that no other source of funding will contribute to reimbursement of the same expenses.

6. FOLLOW-UP AND REPORTING

The grant will be awarded following an announcement made to an organization whose project has been selected. This will be accompanied by a letter setting out the reporting procedures, which include a report that must contain:

- a complete report of activities carried out;
- a description of the results achieved in relation to the objectives set;
- the financial report of the project.

This document shall be accompanied by a financial report and the supporting documents explaining the use of the annual grant.

7. GENERAL INFORMATION

- Project duration: a maximum of one year beginning from confirmation of the financial assistance;
- Amount of assistance granted by the Secrétariat à la jeunesse: a maximum of \$50,000;
- This budgetary envelope will be opened to finance projects until the amounts available for this measure are exhausted;
- Priority will be given to organizations that have not received funding under the previous Mobilization, development and support for Indigenous youth program.

8. HOW TO SUBMIT A PROJECT

Important: Before submitting a project, please contact Ms. Valérie Picard-Lavoie, program Coordinator (Valerie.picard-lavoie@jeunesse.gouv.qc.ca) or (418) 643-8864, Ext. 2428) to obtain the confirmation that funds are still available:

- Forward the [grant application form](#) and all the required documents to the Secrétariat à la jeunesse :
 - The audited financial statements or the engagement review of the applicant for the year preceding the current one;
 - A copy of the organization's patent letters (only for non-profit organizations);
 - The general regulations of the organization (only for non-profit organizations);
 - The list of the board members (only for non-profit organizations).
- Send the complete file by email to the following address:
appel_projets_autochtones@jeunesse.gouv.qc.ca

An acknowledgement will be sent to all organizations having submitted a project. Only eligible files presenting all the required documents will be analysed on an ongoing basis until the envelope attributable to this program is exhausted.

At the end of the selection process, a letter will be sent to all organizations that have submitted a project to inform them of the decision on their file.

**Secrétariat
à la jeunesse**

Québec

