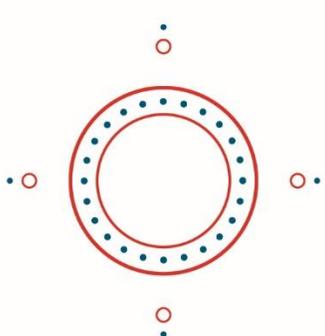
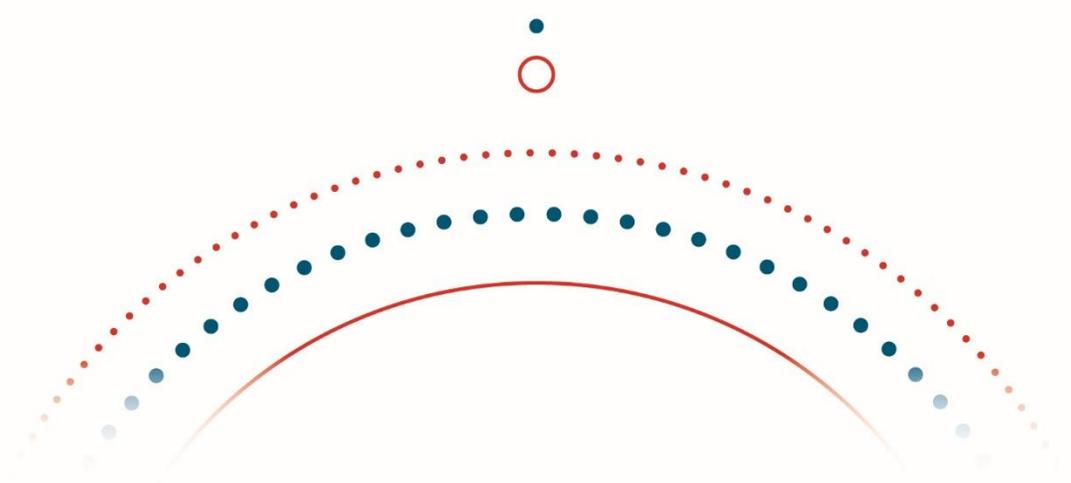
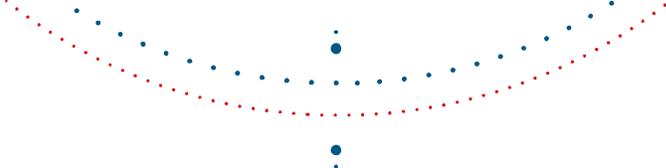


# INFORMATION GUIDE

Citizen mobilization of Aboriginal youth



**Secrétariat à la jeunesse**



This publication was produced by the Secrétariat  
à la jeunesse.

For information, please consult the website  
of the Secrétariat à la jeunesse:

[www.jeunes.gouv.qc.ca](http://www.jeunes.gouv.qc.ca).

Direction des communications  
du ministère du Conseil exécutif  
et du Secrétariat du Conseil du trésor  
1<sup>er</sup> étage, secteur 400  
875, Grande Allée Est  
Québec (Québec) G1R 4Y8

Telephone: 418 643-2001

Fax: 418 643-3006

Website: [www.mce.gouv.qc.ca](http://www.mce.gouv.qc.ca)

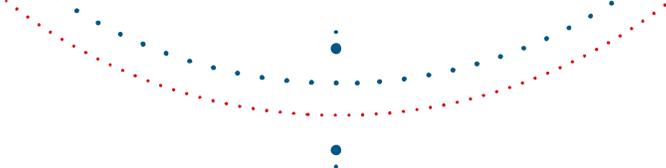
Legal deposit – February 2018

Bibliothèque et Archives nationales du Québec

ISBN: 978-2-550-80570-0 (PDF)

All rights reserved in all countries.

© Gouvernement du Québec – 2018



## 1. BACKGROUND

*Enhancing the participation and engagement of youth in their community is a concrete way of developing their capacity to act.*

The Government Action Plan for the Social and Cultural Development of the First Nations and Inuit is intended to contribute to motivating Aboriginal youth. The Gouvernement du Québec wishes to support Aboriginal communities so that they may assist their youth in their life journey and provide services that will help them become active citizens able to effectively play the central role that is incumbent upon them in ensuring the development and vitality of their communities and of Québec society as a whole.

In this plan of action, the Gouvernement du Québec signals its interest in promoting innovation projects and initiatives proposing original solutions consistent with social realities, that will provide more lasting responses to the needs and that will provide benefits to the people of the community.

The 2030 Québec Youth Policy is directed strictly toward youth, and encourages citizen participation and civic engagement. It thus contributes to the integration of youth in the community, to the establishment and strengthening of a feeling of belonging and to a gaining of awareness of what it is possible to achieve when one becomes concretely involved in the community.

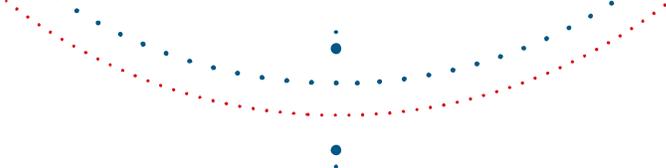
Through its youth policy, the government aims to support projects that will foster the engagement of youth in their community and that are adapted to Aboriginal realities. It wishes to support innovative initiatives that will contribute to placing Aboriginal young people at the centre of the social and cultural development of the community.

## 2. OBJECTIVES

Enhance citizen participation, the capacity for action and community development by putting forward projects in partnership with Aboriginal youth.

### 2.1 Objectives targeted

- Contribute to the inclusion and involvement of Aboriginal youth in their community and in Québec society and foster citizen participation and harmonious coexistence.
- Encourage the establishment of collaborative initiatives between Aboriginal people and Québec's networks as well as between Aboriginal people and the local and regional communities.



### 3. DEFINITIONS

#### 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 they can. Aboriginal societies must be able to rely on people who have the skills and the willingness to participate. Since poverty and social exclusion are often connected with low levels of participation in the economic, cultural and political life of the community, young people caught up in these situations need particular attention.

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

#### The 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.

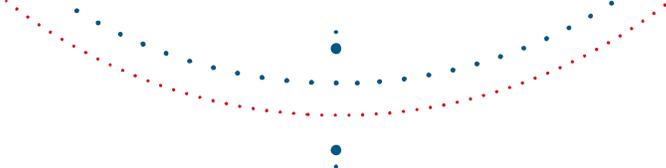
Working with a view to strengthening the capacity to act implies recognizing the principle of self-determination of communities and of the members that compose them. The latter are well positioned to define their needs to determine what changes are desirable in their communities and to find solutions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

#### Community development

This is a transformation process that relies on the participation and collaboration of citizens and other stakeholders in a community in identifying their problems and the responses to be applied to these problems. Its aim is to improve the living conditions of a community and to implement means through which to respond to local issues.

#### Youth

The call for bids is aimed at young people 15 to 29 years of age. However, this definition must not be considered rigid; certain provisions may apply to those under the age of 15, while others may extend beyond the age of 29 when justified by the situation.



## Eligibility

To be eligible for financing, the projects must:

- be consistent with the objectives mentioned above;
- foster the civic involvement of Aboriginal youth;
- target Aboriginal people aged 15 to 29, or beginning at age 12 if prevention is involved.

### Examples of eligible projects:

- *Implementation of an initiative proposed by a youth council*
- *An 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*
- *An initiative enabling young people to participate in existing activities within the community*

## Eligible organizations

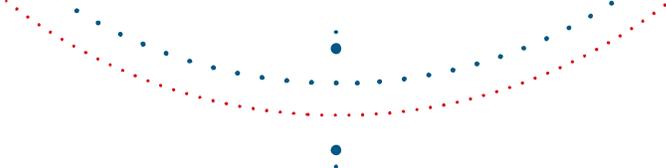
- Communities of Aboriginal nations recognized by the National Assembly of Québec
- Non-profit Aboriginal organizations or the equivalent
- Non-profit organizations that provide or wish to provide services to Aboriginal youth
- The Assembly of First Nations of Québec and Labrador and its commissions

## How to submit an application

In order to prepare your subsidy application, we encourage you to associate with partners in the community (e.g. mobilization coordinators).

Every application absolutely must include the following information items:

- A description of the proposed project:
  - specifying to which of the above-mentioned targeted objectives the project is intended to respond;
  - stating its objective(s);
  - identifying the target group(s) and their needs;
  - mentioning the anticipated spinoffs and effects on the group(s) targeted;
  - indicating what activities and resources must be deployed for its completion;
  - including the implementation schedule.
- A breakdown of the financial structure demonstrating, in particular:

- 
- the financial needs;
  - the anticipated sources of funding.
- The organization's financial statements for the year prior to the current year.

### Examples of projects that are not eligible:

- Basic and routine activities (the operational activities that are normally 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;
  - a pow-wow;
  - games;
  - galas;
  - celebrations.

### Eligible expenses

The following expenses are eligible:

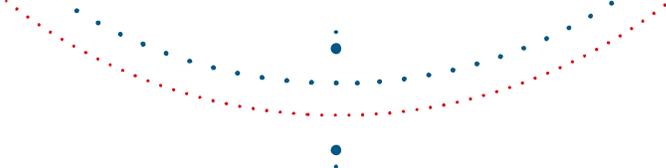
- The portion of wages and payroll taxes corresponding to the time devoted by an employee or resource hired for the project implementation
- Communication costs and equipment
- Travel and accommodation expenses relating to the project implementation
- Evaluation costs
- Translation costs
- Other direct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

### 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.



## Follow-up and reporting

The subsidy will be granted 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.

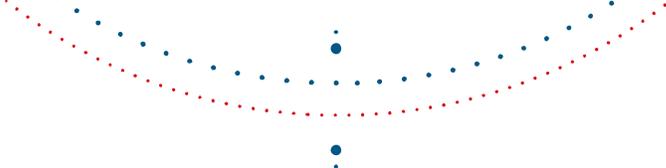
This document shall be accompanied by a financial report and the supporting documents explaining the use of the annual subsidy.

## General information

Project duration: a maximum of one year beginning from confirmation of the financial aid

Amount of assistance granted by the Secrétariat à la jeunesse: a maximum of \$50,000

Deadline for submitting a project: **Sunday, June 9, 2019 at 11:59 p.m.**



## How to submit a project

Send the project presentation form together with all **required documents** to the Secrétariat à la jeunesse by **Sunday, June 9, 2019 at 11:59 p.m.** at the latest.

- ✓ Filled out project presentation form
- ✓ Review engagement and financial statements for the previous year
- ✓ Document of incorporation
- ✓ List of members of the board of directors

Send the complete file by email to the following address: [saj@mce.gouv.qc.ca](mailto:saj@mce.gouv.qc.ca).

An acknowledgement will be sent to all organizations that have submitted a project. Only eligible files containing all the required documents will be analysed. **Organizations that have submitted incomplete files will not be eligible.**

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.

For any additional questions, please contact the Secrétariat à la jeunesse at the following address: [saj@mce.gouv.qc.ca](mailto:saj@mce.gouv.qc.ca). A response will be sent to you on a timely basis.

## Documents

- *Information Guide*
- *Project presentation form*

