



**MRC** du  
Golfe-du-Saint-Laurent

## MANAGEMENT FRAMEWORK

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## APPLICATION FORM FOR FINANCIAL ASSISTANCE

### **THE QUÉBEC SOCIAL INITIATIVE FUND - FQIS**

For each of the items in the tables below, complete the spaces provided. As each question is important for the analysis, we suggest that you give full details of your arguments. You must enclose all supporting documents relating to your application.

Your application will be analyzed once its complete.

\*Projects are accepted continuously.

Your request must be sent by email to: [joanne.jones@mrcgsl.ca](mailto:joanne.jones@mrcgsl.ca)

**Subject line: Name of project**

\*Please note that in the event of any discrepancy between this form and the current policy, the policy prevails.

# The Québec Social Initiative Fund (FQIS)

## MANAGEMENT FRAMEWORK

The Québec Social Initiative Fund (FQIS) was established by the Act to Combat Poverty and Social Exclusion [Link to external site](#). This fund is intended to support various initiatives to combat poverty and social exclusion. The Minister of Employment and Social Solidarity has been designated as the Minister responsible for the application of this Act.

The Government Action Plan for Economic Inclusion and Social Participation 2024-2029 present concrete actions to build a society that is more inclusive, supportive, and marked by social justice. The Government Action Plan to Combat Poverty and Social Exclusion describe the FQIS as one of the primary tools used to promote the development of local and regional strategies aimed at combating poverty and social exclusion in designated priority areas.

The following conditions apply:

- Projects funded by the FQIS must directly target poor, underprivileged, or marginalized individuals and families.
- Projects eligible for funding by the FQIS must be aimed at fighting poverty and social exclusion. They may address issues such as social and community development, the prevention of poverty, and the improvement of the conditions of those living in poverty.
- Priority will be given to projects conducted in areas where poverty is more prevalent.

## PRIORITIES

The Québec Social Initiative Fund (FQIS) aims towards projects with the following initiatives:

- Promote access, acquisition and conservation of basic goods and services
- Health and social services
- Community Engagement and social inclusion
- Support the initiatives of organizations collaborating with people experiencing poverty
- Transportation and Access
- Affordable housing, social housing, emergency measures
- Poverty and Devitalization
- Food Security

## TARGET CLIENTS

Vulnerable groups, such as:

- Female/Male victim of domestic violence
- Single parent or low-income families
- Aboriginal or other linguistic and cultural minorities
- Persons with disabilities
- Unemployed individuals
- Children (0-17 years) and young people (15-24 years), especially those with little schooling and no future employment
- Seniors (isolation, distress, housing)
- Persons with a mental health problem

## ELIGIBILITY

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### ELIGIBLE INITIATIVES:

- Expenses necessary and related to the implementation of approved initiatives.
- Initiatives to combat poverty and social exclusion, in particular intervention projects in the fields of social and community development, poverty prevention, support for the integration into employment of people far from the labour market, social integration, and improvement of the living conditions of people experiencing poverty in environments with a concentration of poverty (more devitalized).
- Innovative initiatives of an experimental or structuring nature, as well as research in the fight against poverty and social exclusion.

### INELIGIBLE INITIATIVES

- Expenses allocated to initiatives that were undertaken before their approval.

- Financing of debt or repayment of existing or future loans
- Funding for initiatives that have already been carried out.
- Expenses reimbursed by another program
- Expenses for the purchase or renovation of real estate, land, or the transportation of vehicles
- Cost overruns during the implementation of initiatives
- Human resources salaries or other expenses related to the regular activities of the beneficiary organization.

## ELIGIBLE ORGANIZATIONS

The following organizations on the territory of the MRC DU GOLFE-DU-SAINT-LAURENT are eligible:

- The MRC, municipalities, and municipal organizations;
- Band Councils of Aboriginal communities;
- Non-profit organizations;
- Cooperatives;
- Research centers or institutions working to combat poverty and social exclusion

## NON-ELIGIBLE ORGANIZATIONS

The following organizations on the territory of the MRC DU GOLFE-DU-SAINT-LAURENT are not eligible for funding:

- Government departments and organizations
- Education networks
- Organizations whose operations are interrupted due to a labour dispute (strike or lockout).

## ELIGIBLE EXPENSES

- Necessary expenses directly related to the implementation of the accepted initiatives;
- Salaries for human resources directly related to the implementation of accepted initiatives, provided that the salaries correspond to those usually paid by the organization itself to employees in comparable positions and performing comparable tasks, or to salaries paid by comparable organizations in the local or regional environment.

## INELIGIBLE EXPENSES

- Those related to already completed projects;
- Expenses incurred before the project acceptance date, specifically before the signing of the agreement;
- Projects eligible and reimbursable by other funding programs;
- Projects related to cost overruns or to pay off already existing debt;
- Cost Overruns;
- Expenditures to purchase or renovate real estate or transportation vehicles
- Salary of Human resources or any other expenses related to regular activities and administration of the recipient organization.

## PROMOTER'S FUNDS AND CUMULATIVE GOVERNMENT AID

- Cumulative government assistance may not exceed 90% of eligible expenses for the total project cost.
- The following may be counted as part of the minimum 10% contribution: financial contributions paid by the partner for the project, the value associated with the loan of human resources dedicated to its implementation, material resources made available to the projects (premises, equipment, etc.) and services rendered directly related to the project, in compliance with the guidelines defined in the *Eligible and ineligible Expenses* sections. However, the value of the service rendered by volunteer resources cannot be counted as part of the minimum 10% contribution.
- The FQIS contribution is a non-reimbursable grant.
- The request for financial assistance may not exceed 20% of the annual envelope.
- **If the financial support is equal to or greater than \$25,000, it is awarded in three payments:**
  1. A first payment of 50% of the total amount awarded is paid following the signature of the financial agreement by the parties:
  2. A second installment of 40% of the total amount is paid during the implementation upon receipt of all documents required for the financial assistance agreement.
  3. A third installment of 10% is paid upon receipt of the final report which will have to be filled in the performance indicators.
- **If the financial support is less than \$25,000, it is granted in two installments:**

1. A first payment of 90% of the total amount awarded is disbursed upon the signature of the financial agreement by the parties.
2. A second payment of 10% is disbursed upon receipt of the final report.

The percentage associated with the payments could vary depending on the project's nature and financial availability.

Payments are always conditional on the availability of the funds.

## CRITERIA OF ANALYSIS

The criteria for analysis will be based on the following:

- Impact of the initiative;
- Characteristics of the initiative in terms of the objectives, pursued, nature, relevance to the action plan, originally of the proposed activities
- Realistic planning
- Capacity of the organization to conduct the initiatives
- Diversity of financial contributions
- Size of the territory and population density (the initiative affects more than one municipality);
- Innovative and structuring nature of the initiative
- Support from the middle;
- Recurrent funding for activities arising from the initiative after the grant period

## STEPS FOR A REQUEST FOR FINANCIAL ASSISTANCE

1. Meeting with Joanne Jones, Community development agent at the request of the promoter;
2. Deposit of the completed project with all required documents;
3. Analysis of the project by the community development agent who verifies the eligibility and gives a recommendation.
4. Presentation to the analysis committee, made up of representatives of various community organizations, who will provide a recommendation on the project idea
5. Final notification of the project by the council of the MRC;
6. Follow-up of the decision to the promoter and signature of the financial aid agreement by the promoter, MRC Caniapiscau and the MRC du Golfe-du-Saint-Laurent.
7. Applications for assistance are submitted on an ongoing basis. Please allow 45-60 days for the project analysis process.

## TERMS AND CONDITIONS FOR FILING A REQUEST FOR FINANCIAL ASSISTANCE

There is no application deadline date. Projects submitted must be given 45-60 days for the process of analyzing a file.

Project applications must be accompanied by the following:

- The *Financial Assistance Form*, duly completed and signed;
- For a Municipality, a resolution of the municipal council formally supporting the project title, the amount requested, the total cost of the project and the name of the applicant;
- For an organization, a resolution of the board of directors indicating the name of the designated person to sign on behalf of the organization, any document relating to the assistance, as well as the amount of the organization's contribution toward the project;
- Any other document relevant to the analysis of the application:
  - Confirmation of financial partners
  - Price quotes
  - Financial report
  - Charter information
  - Letters of support
- Copy of services or tender, if applicable
- Letter(s) of commitment from the partner(s) involved indicating the nature of the contribution (if confirmed)

**The request must be sent to the following address:**

**MRC DU GOLFE-DU-SAINT-LAURENT  
29, Chemin d'Aylmer Sound  
Bureau 400, P.O. Box 77  
Chevery (Québec) G0G 1G0**

**Email: [info@mrcgsl.ca](mailto:info@mrcgsl.ca) or [joanne.jones@mrcgsl.ca](mailto:joanne.jones@mrcgsl.ca)**



**TITLE OF THE PROJECT:** \_\_\_\_\_

**DETAILED DESCRIPTION OF THE PROJECT**

(presentation of the project, objectives, job creation, services/products offered, expected impacts, etc.)

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**THIS PROJECT WILL INCLUDE WHICH MUNICIPALITIES AND/OR COMMUNITIES?**

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**INDICATE WHICH OF THESE PRIORITIES BEST DESCRIBES THE PROJECT:**

Promote access, acquisition and conservation of basic goods and services		Affordable housing, social housing, emergency measures	
Health and social services		Poverty and Devitalization	
Community Engagement and social inclusion		Food Security	
Support the initiatives of organizations collaborating with people experiencing poverty			
Transportation and Access			

**INDICATE WHICH GROUP(S) WILL MOST BENEFIT FROM THE PROJECT:**

Approximate number of people targeted			
Women		Unemployed individuals	
Single-parent families		Seniors and/or retirees	
Families with four or more children		Individuals not housed by their employer	
Indigenous individuals and/or communities		People with mental health issues and/or disabilities and/or severe employment constraints	
Children (0-17 years old) and youth (15-24 years old)		Newcomers and/or immigrants	
Other:			

**ONLY COMPLETE THE FOLLOWING SECTIONS IF SEEKING FINANCIAL SUPPORT.**

**FINANCING PLAN**

Indicate the estimated total cost of the project, **excluding** volunteer work. Please attach all quotes.

Material	Cost before taxes	GST	PST	Total
Equipment	Cost before taxes	GST	QST	Total
Labour	Cost before taxes	GST	QST	Total
Other	Cost before taxes	GST	QST	Total
Total				

**LIST THE SOURCES OF FUNDING. PLEASE ATTACH COPIES OF CONFIRMED FINANCIAL PARTNERS.**

Sources of funding	\$Amount
Sub-total	
Amount requested from the MRC du-Golfe-du-Saint-Laurent	
Total	

\* It is MANDATORY for the promoter to make a monetary contribution to the project (amount required varies between MRC funds and/or government funding).

## VOLUNTEER CONTRIBUTIONS

Indicate if any, the volunteer work that is expected to be conducted by your organization.

Detailed description of the unpaid contribution		
Activity	Number of persons	Number of hours
Total		

I hereby certify that the information provided on this inscription form and in the accompanying documentation is accurate and complete.

I authorize the MRC du Golfe-du-Saint-Laurent to publicly disclose a summary of my project online for assessment or promotional purposes. The confidentiality of the business/organization must be respected.

I authorize the MRC du Golfe-du-Saint-Laurent to verify that the business/organization complies with the Registraire des entreprises as well as any Municipal regulations or by-laws.

\_\_\_\_\_  
First and last name of the authorized person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (year/month/day)

## DOCUMENTS THAT MUST BE SUBMITTED

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- The *Financial Assistance Form*, duly completed and signed;
- For a Municipality, a resolution of the municipal council formally supporting the project title, the amount requested, the total cost of the project, and the name of the applicant;
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- Any other document relevant to the analysis of the application:
  - Confirmation of financial partners
  - Price quotes
  - Financial report
  - Charter information
  - Letters of support
- Copy of services or tender, if applicable
- Letter(s) of commitment from the partner(s) involved, indicating the nature of the contribution (if confirmed)

### **The request must be sent to the following address:**

By mail, with the notation "Alliance for Solidarity"

**MRC DU GOLFE-DU-SAINT-LAURENT  
29, Chemin d'Aylmer Sound  
Bureau 400, P.O. Box 77  
Chevery (Québec) G0G 1G0**

Email: [info@mrcgsl.ca](mailto:info@mrcgsl.ca) or [joanne.jones@mrcgsl.ca](mailto:joanne.jones@mrcgsl.ca)