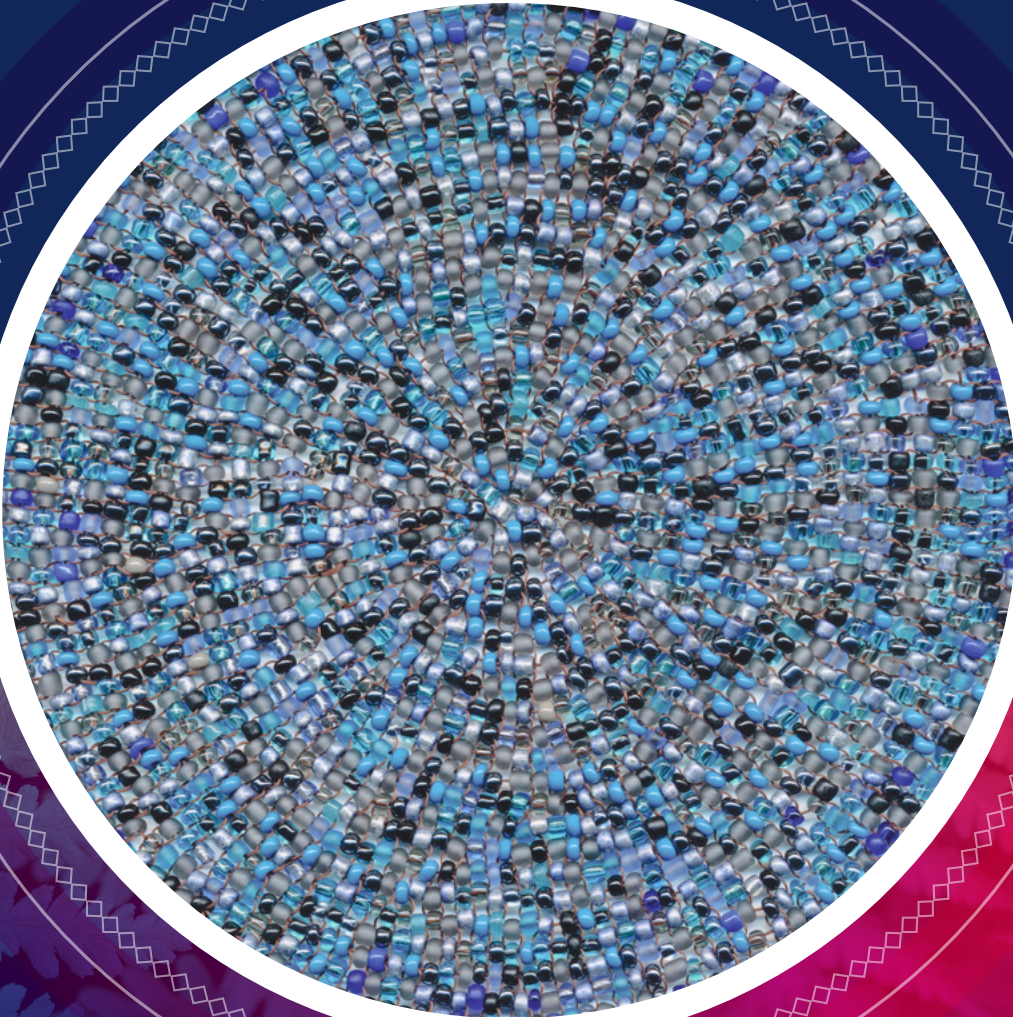




# TOGETHER FOR THE SOCIO-ECONOMIC DEVELOPMENT OF INDIGENOUS COMMUNITIES

INDIGENOUS INITIATIVES FUND IV



We thank **Tourisme Autochtone Québec** for the photographs appearing in this document.  
An exploration of its website ([tourismeautochtone.com](http://tourismeautochtone.com)) will reveal the diversity  
and depth of the Indigenous tourism sector in Québec.



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**Cover photo:** Meditation on Black Lake, 2012 Myre, Nadia.  
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# Message from the minister

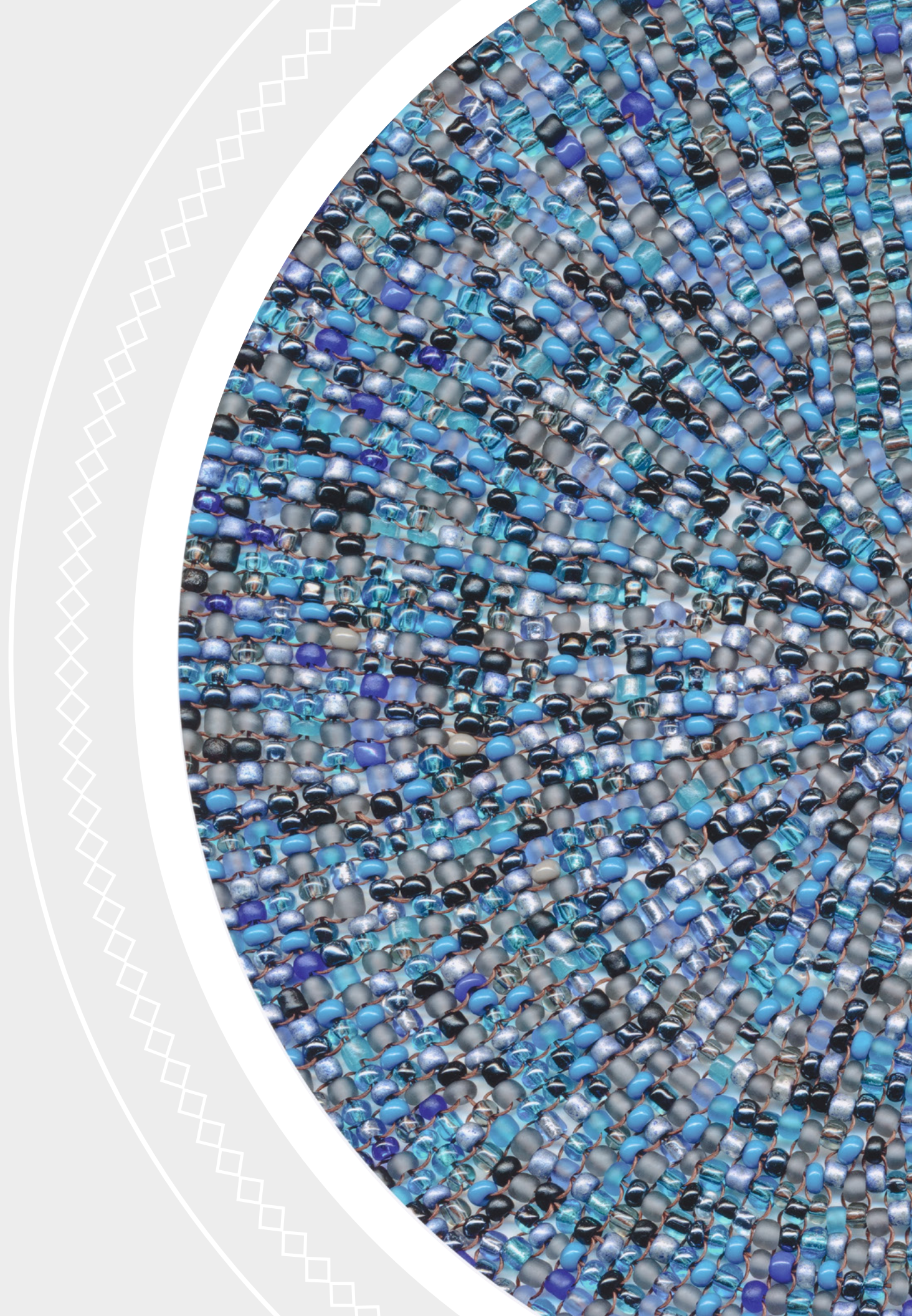
I am proud to present the Indigenous Initiatives Fund IV (IIF IV), which will support the economic, social and community development of Québec's Indigenous peoples. The program will help improve the quality of life in communities by providing financial support for initiatives implemented by and for their members, while helping entrepreneurs launch their projects and energizing several sectors.

Although the previous versions of the program had a positive impact, we have made every effort to improve our approach in response to the comments received. For example, in addition to a significant increase in the total funding available, some client groups will have more flexibility in the use of the funding received, considerably extending the scope of our intervention. The IIF IV will also simplify economic development projects move into the digital age, an essential step given the rapid changes experienced in commercial transactions.

In addition, it will now be possible for communities to implement their own business support measures, and therefore to make a more direct contribution to the projects put forward by their members.

I would like to thank everyone who took part in the work that led up to the final version of IIF IV. Your contributions helped make the program more effective and more responsive to the needs of the various client groups. I am delighted to be able to continue this productive experience with our Indigenous partners, and I hope that, together, we will once again see many new and innovative projects come to life.

Ian Lafrenière





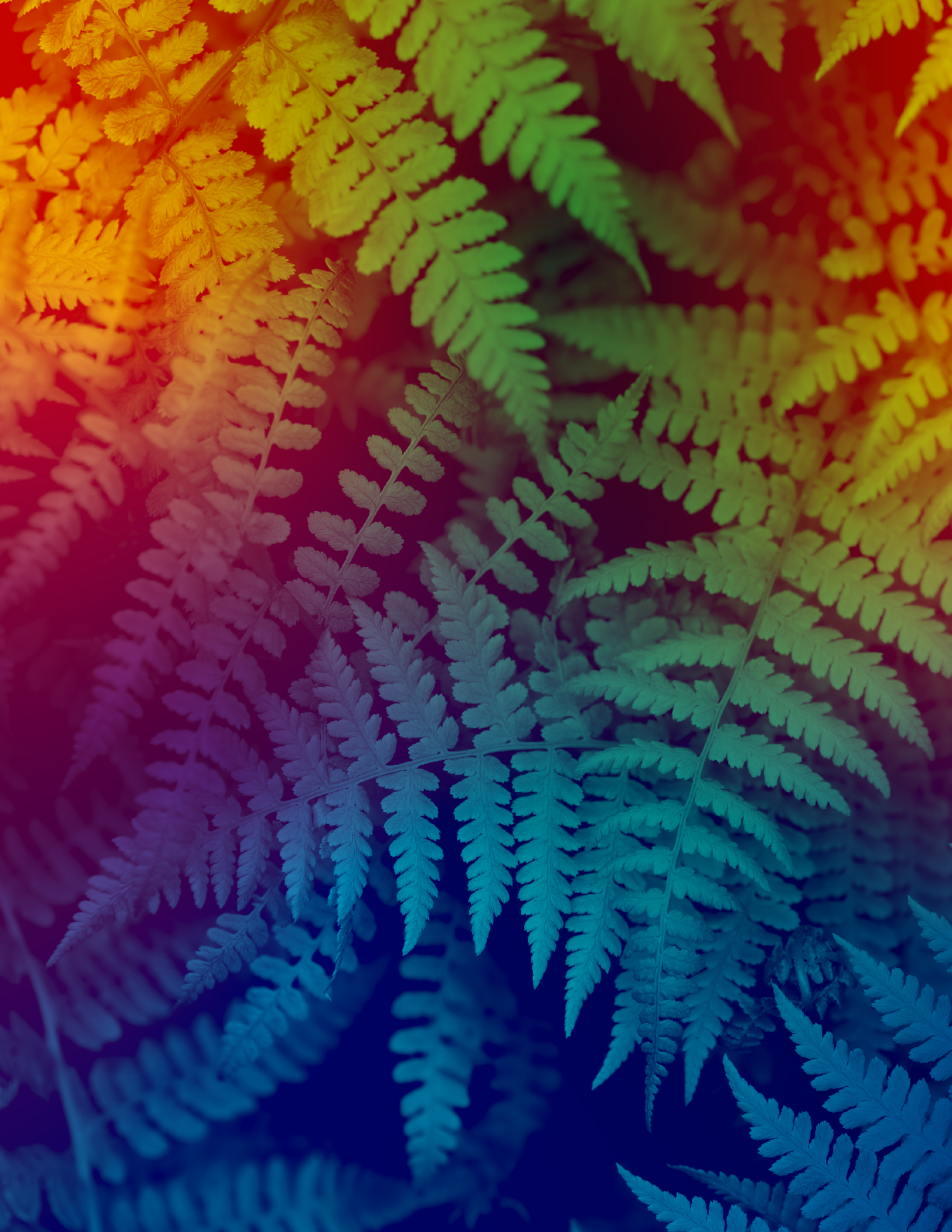
# Presentation of the artist Nadia Myre

Nadia Myre was born in 1974 and is a member of the Anishinabeg Kitigan Zibi nation. She regularly uses public participation as a strategy to trigger a dialogue about identity, resilience and the politics of belonging. A graduate of Camosun College in Victoria (1995), the Emily Carr University of Art + Design in Vancouver (1997) and Concordia University in Montréal (2002), she received the *Prix à la création artistique* from the Conseil des arts et des lettres du Québec in 2009, the *Les Elles de l'art* award from the Conseil des arts de Montréal in 2011 and the Sobey Art Award in 2014, after being shortlisted four times in 2011, 2012, 2013 and 2014. Myre has had several solo and group exhibitions, and her works are found in the collections of the McKenzie Art Gallery in Regina, the City of Ottawa, the Canada Council Art Bank,

the National Gallery of Canada, the Musée national des beaux-arts du Québec, the Musée de la civilisation de Québec and the Smithsonian National Museum of the American Indian. Myre is represented by the Art Mûr gallery in Montréal.

This series presents eight circular, blue-tinted photographic images, or tondos, made by digitally enlarging small pieces of Indigenous beadwork. The transposition allows Myre to use technology to move ancestral skills into the contemporary era. The constellated surfaces evoke both starry skies and abyssal depths, and the finished pieces add a spiritual dimension to the beadwork. The enlargement leads to a slower reading of the surface layer, induced by the slow accumulation of beads.

Picture of Nadia Myre: Brian Gardiner



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# INTRODUCTION



The Indigenous Initiatives Fund IV (IIF IV) is a financial assistance program for Indigenous communities in Québec that covers a five-year period (2022-2023 to 2026-2027). It has seven separate components, administered by the Secrétariat aux affaires autochtones:

- ◆ **Economic Development:** supports projects that promote the economic development of Québec's Indigenous peoples (businesses, market studies, economic development officers, etc.)
- ◆ **Community Infrastructure:** enables the renewal and improvement of community infrastructures (youth centres, playgrounds, community halls, etc.)
- ◆ **Loan Guarantees:** improves access to funding for entrepreneurial projects
- ◆ **Community Action:** supports the mission of community action organizations
- ◆ **Social Development:** supports projects of a social nature (languages and culture, better relations between Indigenous and non-Indigenous people, etc.)
- ◆ **Support for Consultation:** helps communities respond to consultations launched by the government of Québec
- ◆ **Assistance for Indigenous people in Urban Environments:** supports services and infrastructure projects for Indigenous people in urban environments

IIF IV will provide financial support for promising projects that have demonstrated potential for significant and positive benefits. Funding from IIF IV will complement other sources of government assistance.

To be eligible, an application for financial assistance must meet the criteria of the component for which it is submitted.

## Accessible assistance adapted to Indigenous realities

The seven program components are intended to meet the needs of a range of client groups, whether in communities or in urban environments. The program specifically targets Indigenous communities, Indigenous businesses, female Indigenous entrepreneurs, Indigenous business leaders aged 35 and under, Indigenous social economy enterprises, organizations with a mandate to represent Indigenous nations and communities, Indigenous community action organizations, and non-profit organizations.

Like previous programs, part of the funding under IIF IV is reserved for communities, for the implementation of economic development and community infrastructure projects. To have access to this funding, a community must have signed a special agreement with the Government of Québec.



# CLIENT GROUPS



IIF IV targets various types of users:

- ◆ Indigenous communities
- ◆ Indigenous businesses
- ◆ Female Indigenous entrepreneurs
- ◆ Indigenous business leaders
- ◆ Indigenous social economy enterprises
- ◆ Organizations mandated to represent Indigenous nations and communities (associations, tribal councils, commissions, etc.)
- ◆ Indigenous community action organizations
- ◆ Non-profit organizations

Communities can submit applications under the following components:

- ◆ Economic Development
- ◆ Loan Guarantees
- ◆ Community Infrastructure
- ◆ Support for Consultation
- ◆ Social Development

Indigenous businesses can submit applications under the following components:

- ◆ Economic Development, provided that a band council resolution has been obtained
- ◆ Loan Guarantees

Female Indigenous entrepreneurs can submit applications under the following components:

- ◆ Economic Development, provided that a band council resolution has been obtained
- ◆ Economic Development, in the Women and Youth category
- ◆ Loan Guarantees

Indigenous business leaders can submit applications under the following components:

- ◆ Economic Development, provided that a band council resolution has been obtained
- ◆ Economic Development, in the Women and Youth category
- ◆ Loan Guarantees

Indigenous social economy enterprises can submit applications under the following components:

- ◆ Economic Development, provided that a band council resolution has been obtained
- ◆ Economic Development, in the Social Economy category
- ◆ Loan Guarantees



Organizations mandated to represent Indigenous nations and communities (associations, tribal councils, commissions, etc.) may, depending on their mission and the type and objectives of the projects presented, submit applications under the following components:

- ◆ Economic Development, in the Economic Mobilization category
- ◆ Support for Consultation
- ◆ Social Development

Indigenous community action organizations can submit applications under the following components:

- ◆ Community Action
- ◆ Assistance for Indigenous people in Urban Environments
- ◆ Social Development
- ◆ Economic Development, in the Social Economy category

Indigenous non-profit organizations can submit applications under the following components:

- ◆ Social Development
- ◆ Economic Development, in the Social Economy category

Non-Indigenous, non-profit organizations that provide services for Indigenous people can submit applications under the following component:

- ◆ Social Development





# PROCESS FOR SUBMITTING AN APPLICATION



Each component of IIF IV has specific requirements. However, in general, an application must include:

- ◆ a description of the project,
- ◆ the amount of funding requested,
- ◆ the justification for the financial need, and the relevance of the program to the project's implementation,
- ◆ the project's location and the client groups targeted,
- ◆ the timeframe for project implementation,
- ◆ a breakdown of project expenditure and funding, including details of other expected sources of funding,
- ◆ a description of the relevant skills and experience of the project promoters and stakeholders,
- ◆ the expected benefits the project will generate,
- ◆ the steps taken to check the project's eligibility for other funding programs,
- ◆ the estimated operating budget for a three-year period, and
- ◆ the most recent financial statements, if applicable.

The project selection process has the following stages:

- ◆ Applications for funding are submitted.
- ◆ The SAA examines the applications for funding.
- ◆ As necessary, applications are sent to the relevant government departments and agencies and other partners for review in terms of relevance, feasibility and funding options.
- ◆ The SAA makes recommendations.
- ◆ Acceptance or rejection letters are mailed to applicants.
- ◆ If a project is approved, an acceptance letter is mailed and a funding agreement is signed with the promoter.

## TO CONTACT THE SAA

To submit an application or submit any questions concerning IIF IV:  
[financement\\_fia4@mce.gouv.qc.ca](mailto:financement_fia4@mce.gouv.qc.ca)





# IIF IV COMPONENTS



## THIS SECTION PROVIDES MORE DETAILS ON EACH PROGRAM COMPONENT.

### ECONOMIC DEVELOPMENT

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The Economic Development component has several different categories to ensure that it responds effectively to the needs of Indigenous people in Québec:

- ◆ Budget envelopes reserved for communities
- ◆ Specific categories for certain client groups (young people, women, social economy enterprises and mobilizing organizations)



The objectives of this component are to:

- ◆ create an environment to foster economic development,
- ◆ contribute to business startup and development,
- ◆ help create and consolidate Indigenous jobs,
- ◆ generate investment in Indigenous communities,
- ◆ support entrepreneurship among women and young people, and
- ◆ support the development of social economy enterprises.

#### A) General conditions

Subject to the eligibility criteria and to the requirements for each component category, an eligible project must:

- ◆ enable the objectives of the component to be achieved, and
- ◆ be submitted to the SAA no later than March 1, 2027.

## B) Eligible projects

### Budget envelope reserved for nations and communities

To have access to this budget envelope, a community must:

- ◆ have signed a special agreement with the Minister Responsible for Indigenous Affairs, during the IIF IV implementation period, in which it undertakes to submit economic development projects,
- ◆ Whatever the date on which the special agreement is signed, it will end on March 31, 2027.
- ◆ Communities that have not used all the funding provided for under programs prior to IIF IV may be authorized to commit an additional amount that matches the remaining balance during the life of this program.
- ◆ not have signed an agreement with the Government of Québec allowing it to fund economic development projects, unless such an agreement specifically states that it will not be detrimental to the renewal of IIF IV funding.

To be eligible, an economic development project must have been prioritized by a resolution of the nation or community.

- ◆ Projects that meet the criteria of the Community Infrastructure component are eligible for funding under the Economic Development budget envelope if the Community Infrastructure component has been entirely spent.

- ◆ Eligible projects in the Social Economy and Women and Youth categories may, with no limit on the maximum amount per project, receive support in their respective category from the amounts reserved for band councils, provided a resolution has been obtained from the band council concerned.

The assistance granted by the Government of Québec and its agencies cannot exceed 50% of eligible costs, and the combined total of financial assistance received from various levels of government cannot, except in certain circumstances, exceed 90% of eligible costs.

### Entrepreneurship

An Entrepreneurship project must target business startup, expansion or development. It must, in addition, meet one or more of the following requirements:

- ◆ Have a structuring effect on the Indigenous population
- ◆ Target job creation for Indigenous people
- ◆ Be economically and socially sustainable
- ◆ Increase the visibility of the Indigenous nation or community and the Indigenous population in general
- ◆ Enable the community's development objectives to be implemented

Structuring projects for economic development that generate indirect benefits may also receive support, provided the benefits can be demonstrated.

Eligible costs for this category are limited to capital expenditure, as defined by generally accepted accounting principles.

However, assistance may be granted for activities to promote transition to the digital age as part of an eligible entrepreneurial project. In this case, the costs linked to the design of websites or web platforms are eligible, for up to 20% of the total eligible project costs.

### Study

A Study project must mainly concern the completion of a study needed to develop a project eligible for the economic development budget envelope. The project may, for example, concern:

- ◆ the completion of a business plan,
- ◆ an assessment of a project's technical and financial feasibility,
- ◆ a market analysis for an investment project, or
- ◆ a study for the integrated management of traditional Indigenous resources and activities.

All the costs of completing the study are eligible.

The amount allocated to studies may not exceed 30% of the total budget envelope for economic development in the community.

### Workforce Training

A Workforce Training project must mainly concern training and skills upgrading for the Indigenous workforce as part of an entrepreneurial project. The training needed for the startup, expansion or consolidation of an entrepreneurial project that is admissible for this program component may be eligible, provided that the person receiving the skills upgrading is Indigenous. Funding for this type of training cannot exceed 20% of the total eligible project costs.

To complement other existing programs in the field of skills upgrading and workforce development, it is possible for a nation or community to use some of its reserved funding to complete funding

for the costs generated by vocational training for its members (educational cohorts, buddy system, etc.). The amount allocated for this type of training cannot exceed 20% of the total budget envelope allocated for the economic development of the community.

All direct training costs are eligible. Indirect costs, such as accommodation and wage compensation costs for individuals receiving training, are excluded.

### Assistance for local economic development

An assistance for local economic development project must mainly concern helping the nation or community to structure its economic development more effectively. More specifically, projects must aim to:

- ◆ help communities develop and coordinate a strategic economic development plan,
- ◆ identify, highlight and improve access to local resources, or
- ◆ recruit and train local economic development officers in Indigenous communities.

All implementation costs are eligible in this category of project.

Financial assistance under this component may also help a community implement a business support measure. In these cases, the measure must comply with the terms and conditions of IIF IV and be approved by the SAA. Reports must present, on an annual basis, the initiatives supported by communities to ensure that compliance can be verified.

This financial assistance cannot exceed 50% of the economic development budget envelope allocated to the nation or community.



## Social Economy category

This category mainly concerns projects submitted by social economy enterprises and Indigenous non-profit organizations in the social economy field working inside or outside a community.

Social economy businesses sell products and services in innovative sectors that are just as diverse as those covered by other businesses. The mission of so-called “social economy” businesses is to sell goods and services that meet the needs of the community. They operate like a business but have a social purpose.

The Social Economy sector includes three types of businesses, grouped by legal status:

1. Cooperatives and mutual associations, made up of cooperatives formed under the *Cooperatives Act* (CQLR, chapter C-67.2) or the *Act respecting financial services cooperatives* (CQLR, chapter C-67.3) and mutual associations formed under the *Insurance Act* (CQLR, chapter A-32).
2. Associations, meaning non-profit organizations instituted pursuant to Part III of the *Companies Act* (CQLR, chapter C-38), whose financial viability depends mainly on independent income from the production and provision of goods and services.
3. Social economy enterprises, which have principles and operating rules that define them specifically. They must:
  - ◆ have a mission of serving their members or the community rather than simply generating profit and targeting a financial return,
  - ◆ be managed independently of the state,
  - ◆ incorporate in their by-laws and procedures a democratic decision-making process that includes their customers,

- ◆ prioritize people and work over capital when sharing their surpluses and revenue, and
- ◆ base their operations on the principles of participation, empowerment, and individual and collective responsibility.

Non-profit organizations whose mission is not mainly entrepreneurial, such as community organizations, charities, economic development corporations, municipal agencies, and so on, are not social economy enterprises. However, these organizations can set up social economy projects that meet the criteria above, for example to generate own-source revenue. In addition, Indigenous non-profit organizations in Indigenous communities may also be eligible, provided that the goals of their social economy projects include generating own-source revenue.

All the implementation costs for a project in this category are eligible.

The assistance granted by the Government of Québec and its agencies cannot exceed 80% of eligible costs, and the combined total of financial assistance received from various levels of government cannot exceed 95% of eligible costs.

The per-project limit is set at \$200,000, and the maximum amount granted per organization is set at \$500,000 for the duration of the program. A single organization may implement several projects but may not exceed the maximum amount.

## Women and Youth category

This category concerns business leaders aged 35 and under, and female Indigenous entrepreneurs.

It supports projects whose objective is to promote entrepreneurship among Indigenous young people and women by offering financing possibilities in communities where other prospects are limited.

Eligible projects must be connected to business startup or development. Eligible costs are limited to capital expenditure, as defined by generally accepted accounting principles.

It is also possible for applicants to obtain funding for skills upgrading or training in connection with an entrepreneurial project. The funding must mainly concern the acquisition of the skills needed to complete an entrepreneurial project that is admissible for this program component, provided that the person receiving the skills upgrading is Indigenous. All direct training costs are eligible, but indirect costs, such as accommodation and wage compensation costs for individuals receiving training, are excluded. Funding cannot exceed 20% of the total eligible project costs.

It is also possible to receive funding for activities to promote transition to the digital age as part of an eligible entrepreneurial project. In this case, the costs linked to the design of websites or web platforms are eligible, up to 20% of the total eligible project costs.

The per-project limit is set at \$150,000, and the maximum amount granted per promoter is set at \$250,000 for the duration of the program. The assistance granted by the Government of Québec and its agencies cannot exceed 70% of eligible costs, and the combined total of financial assistance received from various levels of government cannot exceed 95% of eligible costs.

Applications are assessed and the adequate funding ratio is determined using the following criteria, subject to funding available in the budget envelope:

- ◆ Demonstration of financial need
- ◆ General financial situation of the business
- ◆ Possibility of accessing standard financing
- ◆ Socio-economic and competitive context of the community in which the project is implemented
- ◆ Effective ownership and the role of the applicant (youth or woman) in the business
- ◆ Expected economic benefits (payroll and employment created for Indigenous people)
- ◆ Technical and financial feasibility of the project
- ◆ Originality of the project
- ◆ General quality of the project and the documentation presented

## Economic Mobilization category

A project in this category must have a mobilizing effect on the overall economy of Indigenous communities. It must also be supported by a consensus among the Indigenous nations concerned.

All necessary costs for implementing projects in this category are eligible.

The assistance granted by the Government of Québec and its agencies cannot exceed 50% of eligible costs, and the combined total of financial assistance received from various levels of government cannot exceed 95% of eligible costs.

## C) Submitting applications

The promoter must demonstrate the financial need and provide the SAA with a business plan that includes:

- ◆ the amount requested,
- ◆ the justification for the financial need, and the relevance of the budget envelope to the project's implementation,
- ◆ the project location and client groups targeted,
- ◆ the timeframe for project implementation,
- ◆ a breakdown of project expenditures and funding, including details of other expected sources of funding,
- ◆ a description of the skills and experience of the other promoters connected with the project,
- ◆ the expected benefits and outcomes of the project,
- ◆ the steps taken to check the project's eligibility for other funding programs,
- ◆ the estimated operating budget for a three-year period,
- ◆ the most recent financial statements, if applicable, and
- ◆ a band council resolution, if required.

## D) Ineligible costs

For all categories in the Economic Development component, the reimbursement of a debt or deficit, and working capital, are not eligible costs.

## E) Construction work

Special condition for an infrastructure located outside an Indigenous community

To be eligible for funding for construction work of \$100,000 and more on an infrastructure located outside an Indigenous community, an eligible organization must meet at least one of the following conditions:

- ◆ Hold title as the owner of the infrastructure concerned
- ◆ Be in the process of purchasing the infrastructure, as demonstrated by a formal written undertaking
- ◆ Hold or be in the process of obtaining a lease or emphyteutic lease that is or will be in force for at least five years after construction is complete

### Requirement to seek bids

For an eligible project that requires construction work costing \$100,000 or more, the eligible organization does not need to issue a public call for tenders to award the contract as provided for in the Act respecting contracting by public bodies (CQLR, chapter C-65.1).

However, the eligible organization must meet the following minimum requirements for awarding a construction contract of more than \$100,000 but less than \$1 million:

- ◆ Issue an open call for tenders with a public announcement
- ◆ Issue an invitation-only call for tenders to at least three qualified contractors

For construction work over \$1 million, the eligible organization must, at a minimum, issue an open call for tenders with a public announcement. These types of calls for tenders are usually posted in newspapers, displayed in the local offices of construction associations, and/or announced via a public electronic service. They must allow all qualified and interested contractors to bid on the contract. The announcements or public notices must be distributed widely enough to reach a suitable number of qualified and interested contractors, resulting in a competitive bidding process.

For all calls for tenders for construction work, whether announced publicly or by invitation only:

- ◆ the deadline for receiving bids must not be less than fifteen days, and
- ◆ bids can only be requested and contracts awarded
  - ◆ at a fixed price, or
  - ◆ based on a unit price.

Financial assistance cannot be used to make a payment to any entity that:

- ◆ is named in the Register of enterprises ineligible for public contracts, or
- ◆ has, in the two years preceding the application for financial assistance, failed to meet its obligations after being put on notice to do so in connection with financial assistance previously granted by a department or funding agency of the Government of Québec.

## F) Financial assistance

Financial assistance is provided in the form of a grant. The maximum grant is determined according to the financial needs of the promoter and the assistance provided by Government of Québec departments and agencies and by the federal government.

To encourage partnerships between Indigenous and non-Indigenous people, any organization or business forming part of such a partnership will be 100% eligible for the program, provided that the Indigenous promoter retains effective control and owns at least 50% of the partnership, if it is an enterprise.

If the Indigenous promoter owns less than 50% of the partnership, the eligible costs will be covered up to the same percentage.

## G) Project assessment criteria

In general, projects will be assessed using the following criteria:

- ◆ Consistency with the program objectives and principles:
  - ◆ Eligibility under the terms and conditions
  - ◆ Compatibility of the objectives with the objectives of the component
- ◆ Technical feasibility of the project:
  - ◆ Mastery of the technical aspects
  - ◆ Realistic timeframe for completing the project
- ◆ Financial feasibility of the project:
  - ◆ Detailed financing plan
  - ◆ Reliability, coherence and realism of the budget forecasts
  - ◆ Cost-effectiveness

- ◆ Quality of the organization:
  - ◆ Relevance of the promoters' skills and experience
  - ◆ The appropriateness of the choices made with respect to outside experts, if applicable
- ◆ Thoroughness of the market analysis, including knowledge of client groups' needs
- ◆ Results to be achieved using the funding requested:
  - ◆ Number of jobs created or maintained
  - ◆ Investment generated
  - ◆ Contribution made to local and regional development
  - ◆ Economic and social sustainability
  - ◆ Structuring effects for Indigenous people

Some sub-components may include specific criteria, which will be considered in conjunction with the general criteria.

## H) Accountability and reporting

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in an agreement which must contain:

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project and its objectives, and
- ◆ indicators for the production of reports.

Each applicant receiving a grant of more than \$25,000 must, as a minimum, provide a report in compliance with the provisions of the financial agreement. The report must include:

- ◆ a full report of the activities completed,
- ◆ a description of the results as compared to the objectives.

The report must be submitted with a financial statement showing how the grant was used, along with conclusive supporting documents. The organization must, at all times, keep separate accounts for project expenditures in accordance with generally accepted accounting principles.

## I) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000 will be paid in a minimum of two instalments, the first of which may not exceed 80% of the full amount of the financial assistance. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.





## LOAN GUARANTEES

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The objectives of the Loan Guarantees component are to:

- ◆ create an environment that fosters economic development,
- ◆ contribute to business startup and development,
- ◆ help create and consolidate Indigenous jobs,
- ◆ generate investment in Indigenous communities, and
- ◆ allow Indigenous organizations to access conventional sources of financing and benefit from competitive interest rates.

### A) General conditions

Subject to the eligibility criteria, projects targeting the startup, development, recovery or consolidation of a business or eligible organization are admissible.

To be eligible for a loan guarantee, a project must allow the objectives of the component to be met and must be submitted no later than March 1, 2027.

### B) Eligible projects

All projects targeting the startup, development, recovery or consolidation of a business or eligible organization are admissible.

### C) Submitting applications

The promoter must demonstrate its financial need and provide the SAA with a business plan that includes:

- ◆ the amount of the loan requested,
- ◆ the justification for the financial need, and the relevance of the budget envelope to the project's implementation,
- ◆ the project location and client groups targeted,
- ◆ a breakdown of project expenditure and funding, including details of other expected sources of funding,
- ◆ a description of the skills and experience of the other promoters connected with the project,
- ◆ the beneficial effects of the project,
- ◆ the steps taken to check the project's eligibility for other funding programs,
- ◆ the estimated operating budget for a three-year period, and
- ◆ the most recent financial statements, if applicable.

### D) Eligible costs

Justified costs directly connected to the implementation of the project are eligible, and include:

- ◆ capital expenditures, and
- ◆ expenditures to consolidate existing debt in the case of a debt restructuring or relaunching of a business.

## E) Ineligible costs

Expenditure on debt service or a capital loss is not eligible.

Debt from a line of credit (revolving credit) is not eligible.

## F) Construction work

Special condition for an infrastructure located outside the Indigenous community

To be eligible for funding for construction work of \$100,000 and more on an infrastructure located outside the Indigenous community, an eligible organization must meet at least one of the following conditions:

- ◆ Hold title as the owner of the infrastructure concerned
- ◆ Be in the process of purchasing the infrastructure, as demonstrated by a formal written undertaking
- ◆ Hold or be in the process of obtaining a lease or emphyteutic lease that is or will be in force for at least five years after construction is complete

Financial assistance cannot be used to make a payment to any entity that:

- ◆ is named in the Register of enterprises ineligible for public contracts, or
- ◆ has, in the two years preceding the request for payment, failed to meet its obligations after being put on notice to do so in connection with financial assistance previously granted by a department or funding body of the Government of Québec

## Requirement to seek bids

For an eligible project that requires construction work costing \$100,000 or more, the eligible organization does not need to issue a public call for tenders to award the contract as provided for in the *Act respecting contracting by public bodies* (CQLR, chapter C-65.1).

However, the eligible organization must meet the following minimum requirements for awarding a construction contract of more than \$100,000 but less than \$1 million:

- ◆ Issue an open call for tenders with a public announcement
- ◆ Issue an invitation-only call for tenders to at least three qualified contractors.

For construction work over \$1 million, the eligible organization must, at a minimum, issue an open call for tenders with a public announcement. These types of calls for tenders are usually posted in newspapers, displayed in the local offices of construction associations, and/or announced via a public electronic service. They must allow all qualified and interested contractors to bid on the contract. The announcements or public notices must be distributed widely enough to reach a suitable number of qualified and interested contractors, resulting in a competitive bidding process.

For all calls for tenders for construction work, whether announced publicly or by invitation:

- ◆ the deadline for receiving bids must not be less than fifteen days, and
- ◆ bids can only be requested and contracts awarded,
  - ◆ at a fixed price, or
  - ◆ based on a unit price.

## G) Project assessment criteria

In general, projects will be assessed using the following criteria:

- ◆ Consistency with the program objectives and principles:
  - ◆ Eligibility under the terms and conditions
  - ◆ Compatibility of the objectives with the objectives of the component
- ◆ Technical feasibility of the project:
  - ◆ Mastery of the technical aspects
  - ◆ Realistic timeframe for completing the project
- ◆ Financial feasibility of the project:
  - ◆ Detailed financing plan
  - ◆ Reliability, coherence and realism of the budget forecasts
  - ◆ Cost-effectiveness
- ◆ Quality of the organization:
  - ◆ Relevance of the promoters' skills and experience
  - ◆ The appropriateness of the choices made with respect to outside experts, if applicable
- ◆ Thoroughness of the market analysis, including knowledge of client groups' needs
- ◆ Results to be achieved using the funding requested:
  - ◆ Number of jobs created or maintained
  - ◆ Investment generated
  - ◆ Contribution made to local and regional development

- ◆ Economic and social sustainability
- ◆ Structuring effects for Indigenous people

## H) Determination of financial assistance

Financial assistance will be provided in the form of a loan guarantee to support economic development initiatives.

The Government of Québec may guarantee a loan representing 50% of eligible project costs, up to a maximum of \$150,000.

An exception may be made for large-scale projects that will provide significant leverage for an Indigenous community or nation.

To encourage partnerships between Indigenous and non-Indigenous people, any organization or business forming part of such a partnership will be 100% eligible for the program, provided that the Indigenous promoter retains effective control and owns at least 50% of the partnership, if it is an enterprise.

If the Indigenous promoter owns less than 50% of the partnership, the eligible costs will be covered up to the same percentage.

For the purpose of calculating the financial contribution made by the Government of Québec or its agencies, loan guarantees will be assessed at 3% of the amount guaranteed.

## I) Procedure and reporting

Once a project is authorized, a loan guarantee agreement between the beneficiary and the Government of Québec will be drawn up. The agreement will define the project, the conditions of the loan guarantee, and the parties' obligations. It will also provide for a reporting procedure.

A banking arrangement between the lender and the Government of Québec will also be set up for each authorized project.

## COMMUNITY INFRASTRUCTURE

The objectives of this component are to:

- ◆ renovate and upgrade community infrastructures to increase the wellbeing and living conditions of Indigenous populations,
- ◆ support the social and community development of Indigenous people, and
- ◆ foster the development of Indigenous community action organizations and non-profit organizations in communities.

### A) General conditions

To be eligible for this component, a community must:

- ◆ have signed a special agreement with the Minister Responsible for Indigenous Affairs in which it undertakes to submit community infrastructure projects, and
- ◆ not have received a total of more than \$1 million as financial assistance for this component:
  - ◆ Communities that have not used all the funding provided for under programs prior to IIF IV may be authorized to commit an additional amount that matches the remaining balance during the life of this program.

Subject to the assessment criteria and the criteria for this component, a project must:

- ◆ allow the objectives of the component to be achieved,

- ◆ be submitted to the SAA by a nation, community or eligible organization no later than March 1, 2027, and
- ◆ be submitted with a band council resolution.

### B) Eligible projects

All projects must meet the following criteria:

- ◆ The project must be considered to be a priority that is justified and conducive to the wellbeing of the Indigenous population.
- ◆ The financial capacity of the nation, community or eligible organization to pay the operating and maintenance costs, if any, must be demonstrated.

To be eligible, a community infrastructure project must be prioritized by way of a resolution of the nation or community.

- ◆ Projects that meet the criteria of the Economic Development component are eligible for funding under the Community Infrastructure component if the Economic Development budget has been entirely spent.

### Eligible infrastructures

Projects in the social services, recreation, sports, culture, communication, tourism, and information technology sectors are admissible. The following infrastructures and facilities are therefor eligible:

- ◆ daycare centres,
- ◆ recreation and sports facilities,
- ◆ tourist information, recreation, fitness, community and administrative centres,

- ◆ non-residential developments (such as earthworks, recreation and community parks, playgrounds, hiking trails, beaches, sanitary landfills, camp sites, and riverbank stabilization projects),
- ◆ cultural and communications facilities for community use,
- ◆ heritage sites,
- ◆ youth centres,
- ◆ family centres,
- ◆ halfway houses and temporary accommodation,
- ◆ community freezers, and
- ◆ community spaces.

### Ineligible infrastructures

This component cannot be used to fund projects on reserves in sectors that are clearly the responsibility, of the federal government, such as:

- ◆ equipment for collecting, purifying, storing, and distributing potable water, including water for fire protection,
- ◆ wastewater and rainwater drainage and inspection equipment,
- ◆ roads, streets, sidewalks, bridges, viaducts, tunnels, retaining walls, and sound abatement walls,
- ◆ schools,
- ◆ hospitals,
- ◆ airports and docks,
- ◆ penitentiaries, police stations, fire stations, and prisons, and
- ◆ public security and justice facilities (places where justice is applied).

### Studies

This category mainly concerns the completion of studies required to develop a project eligible under this component. A study may, for example, assess the technical and financial feasibility of an eligible project.

The amount allocated to the Studies category cannot exceed a total of \$100,000 per community for the duration of the program.



## C) Submitting applications

The promoter must demonstrate its financial need and submit an application for funding to the SAA that includes the following information:

- ◆ The amount requested
- ◆ The justification for the financial need, and the relevance of the budget envelope to the project's implementation
- ◆ The location of the project
- ◆ A breakdown of project expenditure and funding, including details of other expected sources of funding
- ◆ The beneficial effects of the project
- ◆ The steps taken to check the project's eligibility for other funding programs
- ◆ The estimated operating budget for a three-year period
- ◆ A band council resolution

## D) Eligible and ineligible costs

All project costs are eligible, including capital expenditures, as defined by generally accepted accounting principles, and all the costs incurred in completing the project. Eligible expenditures include:

- ◆ costs connected to service contracts for the performance of eligible work,
- ◆ incidental costs, including fees, and temporary financing,
- ◆ costs for the purchase of community equipment needed for the project, and
- ◆ IT costs, such as computer equipment, software and software packages, and related training.

For study projects, all costs are eligible. Project management costs are eligible provided that the nation, community or organization hires additional staff to perform the work.

Land purchase costs and normal infrastructure maintenance costs are not eligible.

## E) Construction work

To be eligible for funding, work must relate to:

- ◆ the renovation, rebuilding, reconstruction or replacement of existing community infrastructures, or
- ◆ an enlargement, or the construction of new infrastructures.

### Special condition for an infrastructure located outside the Indigenous community

To be eligible for construction work of \$100,000 and more on an infrastructure located outside the Indigenous community, an eligible organization must meet at least one of the following conditions:

- ◆ Hold title as the owner of the infrastructure concerned
- ◆ Be in the process of purchasing the infrastructure, as demonstrated by a formal written undertaking
- ◆ Hold or be in the process of obtaining a lease or emphyteutic lease that is or will be in force for at least five years after construction is complete.

### Requirement to seek bids

For an eligible project that requires construction work costing \$100,000 or more, the eligible organization does not need to issue a public call for tenders to award the contract as provided for in the *Act respecting contracting by public bodies* (CQLR, chapter C-65.1).

However, the eligible organization must meet the following minimum requirements for awarding a construction contract of more than \$100,000 but less than \$1 million:

- ◆ Issue an open call for tenders with a public announcement
- ◆ Issue an invitation-only call for tenders to at least three qualified contractors.

For construction work over \$1 million, the eligible organization must, at a minimum, issue an open call for tenders with a public announcement. These types of calls for tenders are usually posted in newspapers, displayed in the local offices of construction associations, and/or announced via a public electronic service. They must allow all qualified and interested contractors to bid on the contract. The announcements or public notices must be distributed widely enough to reach a suitable number of qualified and interested contractors, resulting in a competitive bidding process.

For all forms of competitive tendering for a contract to perform construction work, whether announced publicly or by invitation only,

- ◆ the deadline for receiving bids must not be less than fifteen days, and
- ◆ bids can only be requested and contracts awarded:
  - ◆ at a fixed price, or
  - ◆ based on a unit price.

Financial assistance cannot be used to make a payment to any entity that:

- ◆ is named in the Register of enterprises ineligible for public contracts, or
- ◆ has, in the two years preceding the application for financial assistance, failed to meet its obligations after being put on notice to do so in connection with financial assistance previously granted by a department or funding body of the Government of Québec

## F) Financial assistance

The assistance granted to a nation, community or organization by the Government of Québec cannot exceed 50% of the total cost of all eligible work and purchases, and the combined total of financial assistance received from various levels of government cannot, except in certain circumstances, exceed 100% of eligible costs.

## G) Project assessment criteria

Each project presented must have a significant impact on the socio-economic situation of the Indigenous nation or community and meets the stated needs and priorities. A project is deemed to have a significant impact if:

- ◆ it is considered a priority, useful to and of interest for the community or nation,
- ◆ the financial capacity of the nation, community or eligible organization to pay the operating and upkeep costs, if any, has been demonstrated,
- ◆ it is justified (deterioration, obsolescence, insufficient capacity for the current population, work needed to meet standards and regulations, etc.), and
- ◆ the project is realistic in terms of technical feasibility and the completion schedule.

## H) Reporting and accountability

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in an agreement which must contain:

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project and its objectives, and
- ◆ indicators for management purposes and the production of reports.

In general, the project must be completed within two years after the financial agreement is signed.

An organization that receives a grant of more than \$25,000 must, as a minimum, provide a report in compliance with the provisions of the financial agreement.

The report must include:

- ◆ a project completion certificate to show that the work specified in the agreement is compliant and complete, approved by a resolution issued by the band council or, in the case of a community action organization, the board of directors, and
- ◆ a financial report including an income and expenditure statement for the project, approved by a resolution issued by the band council, northern village, or the board of directors of a community action organization.

The organization must, at all times, keep separate accounts for project expenditures, in accordance with generally accepted accounting principles.

## I) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000, but less than \$100,000, will be paid in a minimum of two instalments, the first of which may not exceed 80% of the full amount. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.

Funding of more than \$100,000 will be paid in one of three ways:

- ◆ The funding will be split into at least two instalments, the first of which may not exceed 80% of the full amount. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.
- ◆ The funding will be used to repay a loan from a financial institution, in a single payment. The SAA will, where applicable, repay the principal, interest and fees for a loan made to the organization by the financial institution of its choice.
- ◆ The funding will be used to repay a loan from a financial institution, in the form of debt servicing. The SAA will, where applicable, repay the principal, interests and fees for a loan made to the organization by the financial institution of its choice.



Where the financial assistance is paid in the form of long-term debt servicing, it must cover a period of between:

- ◆ three and five years for amounts up to \$500,000, or
- ◆ five and ten years for amounts over \$500,000.

All capital expenditure for community infrastructures is amortized and financed according to service life, i.e., according to the same rules that apply to similar infrastructures funded by the Government of Québec in non-Indigenous territories.



Picture: Fred Laroche

## COMMUNITY ACTION

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This component is made available to Indigenous community action organizations that provide services for Indigenous client groups. The funding provides financial support for the organizations' overall mission, and is part of the government policy to recognize and support community action.

The general objectives are:

- ◆ to recognize and promote the work of Indigenous community action organizations that serve Indigenous client groups,
- ◆ to establish services for Indigenous people, and
- ◆ to improve the socio-economic conditions of Indigenous people.

### A) Eligible organizations

- ◆ Indigenous community action organizations that meet the criteria of the reference framework for community action (Cadre de référence en matière d'action communautaire)
- ◆ Indigenous non-profit organizations:
  - ◆ whose mission is not limited to the interests of their members,
  - ◆ that are rooted in their community,
  - ◆ that are associative and democratic, and
  - ◆ that are governed by a board of directors

### B) Submitting applications

All applicants must provide the following information:

- ◆ Proof of the organization's legal status
- ◆ The resolution of the board of directors approving the application for funding
- ◆ A description of the organization's overall mission, including:
  - ◆ its scope,
  - ◆ the population affected or targeted, and
  - ◆ the needs that the organization meets or hopes to meet
- ◆ A detailed annual or multi-year action plan for achieving the organization's mission, specifying:
  - ◆ the programs, activities and services planned to meet the needs identified,
  - ◆ the number of employees needed and their duties, and
  - ◆ the expected outcome.
- ◆ A detailed annual or multi-year budget for achieving the organization's mission, specifying:
  - ◆ expenditure and expected sources of funding, and
  - ◆ the financial need
- ◆ The organization's general by-laws and letters patent
- ◆ The most recent financial statement and annual report, if the organization is already operating

To be eligible, applications must be submitted to the Secrétariat before December 31, 2026 and implemented by March 31, 2027.

### C) Application assessment criteria

When reviewing an application, the SAA verifies that the organization is eligible, using the criteria in Section A, and has submitted all the information required in Section B. All applications for financial assistance are assessed using the following criteria:

- ◆ The quality of the organization's action plan and its relevance to its mission
- ◆ The size of the organization, the area it covers, and the scope of its mission
- ◆ The remoteness factor and the cost of living
- ◆ The organization's management capability and the appropriateness of its organizational structure
- ◆ The organization's interaction in its environment and the diversity of its funding sources
- ◆ The organization's financial situation, including its debt ratio and unrestricted net assets

If necessary, applications will be sent to the relevant government departments and agencies for a sectoral review in terms of relevance, feasibility, and funding.

Applications will be reviewed on the basis of the government's sectoral responsibilities that are relevant to the organization's mission.

### D) Eligible costs

Eligible costs include:

- ◆ employee costs for the organization's basic operations,
- ◆ costs associated with the achievement of the organization's overall mission,
- ◆ costs associated with preparing and producing financial documents and other reports required to comply with the financial agreement signed with the SAA, and
- ◆ eligible general costs associated with:
  - ◆ use of a building,
  - ◆ office equipment,
  - ◆ the technological and digital infrastructure, and
  - ◆ infrastructure upkeep.

### E) Ineligible costs

Expenditures to erase an accumulated deficit and expenditures for the purchase and renovation of buildings and premises are not eligible. Land purchases are not eligible.

### F) Determination of financial assistance

The financial assistance granted will be in the form of a non-repayable contribution to support the organization in achieving its overall mission.

## G) Reporting and accountability

Funding of \$25,000 or less will be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in a funding agreement that may not exceed five government fiscal years, and must include:

- ◆ the obligations of each signatory,
- ◆ a description of the objectives covered by the funding, and
- ◆ indicators for management purposes and the production of reports.

An organization that receives a grant of more than \$25,000 must, as a minimum, provide an annual report in compliance with the provisions of the financial agreement. The report must include:

- ◆ a full report of the activities completed, and
- ◆ a description of the outcomes compared to the objectives.

The report must be accompanied by the organization's financial statements, which must detail the origin and amount of each amount of public funding received:

- ◆ If the total annual amount received from the government (government departments and public and parapublic agencies) is less than \$25,000 or if, despite receiving no government funding, the organization has revenue that requires it to submit a report to a funding provider, the financial statements must, at a minimum, be in the form of a compilation engagement and the compilation engagement report must be prepared and signed by a licensed public accountant.

- ◆ If the total annual amount received from the government (government departments and public and parapublic agencies) is between \$25,000 and \$150,000, the financial statements must, at a minimum, be in the form of a review engagement and the review engagement report must be prepared and signed by a licensed public accountant.
- ◆ If the total annual amount received from the government (government departments and public and parapublic agencies) is more than \$150,000, the financial statements must be in the form of an audit engagement and the audit engagement report must be verified and signed by a licensed public accountant.

The organization must, at all times, keep separate accounts for expenditure attributable to the achievement of its overall mission, in accordance with generally accepted accounting principles.

## H) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000 may be paid in a minimum of two annual instalments, the first of which may not exceed 80% of the annual funding granted. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.

## I) Temporary transitional measure for 2022-2023

The SAA is implementing a temporary measure to provide a transition period for organizations that received financial support in 2021-2022 under AIF III and are still eligible for funds in 2022-2023 under IIF IV.

An advance can be paid out after an initial review to confirm the applicant's eligibility and check that the application for funding is complete, as specified in Section B.

Transition period	2022-2023
Maximum amount per organization	\$60,000

The amount of the advance will be determined on the basis of the funding granted for 2021-2022, up to a total of \$60,000. The financial assistance may be paid in full following the receipt of an acceptance letter confirming the amount of the advance.



## SUPPORT FOR CONSULTATION

This component is designed to help nations and communities that plan to take part in the consultation and cooperation processes initiated by the Government of Québec. Its objectives are:

- ◆ to make it easier for the Government of Québec to fulfill its constitutional obligation to consult Indigenous communities, and
- ◆ to develop and maintain a harmonious relationship with Indigenous people in Québec.

### INTERVENTION MECHANISMS

To best meet the needs of Indigenous nations and communities, this component has been divided into two categories:

- ◆ Funding for consultations – Category I
- ◆ Funding for specific projects – Category II

To deal with the broad range of topics and many consultations initiated by the Government of Québec, the first category provides funding to help communities respond to requests for consultation by creating consultation offices. The objective of such offices is to give communities specific for taking part in consultations initiated by the Government of Québec. The amount of the funding is determined by the SAA in cooperation with the relevant government departments, taking into account the amount of work expected for a given period. In this way, communities will have enough funds to acquire the resources they need to do the expected work.

The second category provides funding for specific structuring projects to make it easier for communities to take part in consultations launched by the Government of Québec. It also provides funding for projects that offer solutions to various issues and problems identified jointly by an Indigenous nation or community and the Government of Québec. When the need for such a project arises, extra funding is made available to communities to allow them to acquire the additional resources needed to take part in cooperation and discussion activities. The funding also allows Indigenous communities to benefit from expert advice when specific needs arise.

### A) General conditions

#### Category I – Consultation

To be eligible for this component, a nation or community must have been asked by a government department or body or a state-owned corporation to take part in a consultation process within the meaning of the Interim Guide for Consulting the Aboriginal Communities (the “Interim Guide”).

#### Category II – Specific projects

To be eligible for this component, a nation or community must demonstrate that a specific structuring project will provide a clear benefit by making it easier for it to take part in consultations initiated by the Government of Québec.

For specific projects whose objective is to propose solutions to various issues and problems identified jointly with the Government of Québec, the community or nation must have been asked to participate by the government.

## B) Eligible organizations

- ◆ Indigenous communities and nations recognized by the National Assembly of Québec
- ◆ Organizations holding a mandate from one or more Indigenous nations or communities to act on their behalf during consultations and specific projects

## C) Eligible projects

To be eligible, projects must meet the objectives of this component, be submitted to the SAA no later than December 31, 2026 and be completed no later than March 31, 2027.

### Category I – Consultation

- ◆ The creation and operation of a consultation office allowing a nation or community to participate in all consultation processes initiated by the Government of Québec
- ◆ Other activities carried out by a nation or community to help achieve the objectives of the consultation processes initiated by the Government of Québec

### Category II – Specific projects

- ◆ Structural projects to make it easier for nations and communities to take part in consultation processes initiated by the Government of Québec
- ◆ Activities to help a nation or community plan for and participate in a discussion process as part of a specific project to offer solutions to various issues or problems, including the hiring of a liaison officer, with the goal of establishing a positive relationship between Indigenous people, the Government of Québec, and local partners

## D) Eligible costs

Eligible costs include:

- ◆ the operating costs of a consultation office, and
- ◆ the cost of producing, preparing, drafting and translating documents.

Eligible costs also include, up to the current regulatory rates set by the Government of Québec:

- ◆ specialists' fees,
- ◆ travel costs,
- ◆ costs incurred for meetings and assemblies, and
- ◆ costs incurred for participating in round tables with various partners.

## E) Ineligible costs

Expenditures to erase an accumulated deficit or purchase and renovate buildings and spaces are not eligible. Purchases of land, equipment, and motorized vehicles are not eligible. Compensation for permanent employees who manage or take part in a project when these employees already receive compensation (wages, fees, daily allowances) for the same period is not eligible.

Expenditures incurred to participate in consultations initiated by third parties or incurred in negotiating or implementing partnership agreements with businesses is not eligible.

## F) Financial assistance

The amount of financial assistance granted will be determined based on the financial resources available to the SAA and on sectoral advice from the government departments involved in the consultations and the expected amount of work.

Financial assistance will be in the form of a non-repayable contribution. The combined total of financial assistance received from all levels of government cannot exceed the total of eligible costs.

All confirmed and expected sources of funding must be declared in the application for funding. The SAA will verify that no other sources are paying for the same costs.

## G) Reporting and accountability

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in a funding agreement that will not exceed five government fiscal years, and must include:

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project, and
- ◆ indicators for management purposes and the production of reports.

Each applicant receiving a grant of more than \$25,000 must, as a minimum, provide an annual report in compliance with the provisions of the financial agreement. The report must include a full report on the activities completed.

The report must be accompanied by financial statements and relevant supporting documents that detail how the funding is used. The applicant must, at all times, keep separate accounts for expenditure attributable to the project, in accordance with generally accepted accounting principles.

## H) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000 will be paid in a minimum of two annual instalments, the first of which may not exceed 80% of the annual funding granted. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.



## SOCIAL DEVELOPMENT

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This component provides support for projects, initiatives and partnership agreements in the field of social development to deploy relevant actions adapted to Indigenous realities. The projects must offer tangible improvements in the living conditions of Indigenous people in Québec.

The objective of this component is to help

- ◆ improve physical and social living conditions in Indigenous communities,
- ◆ increase the inclusion of Indigenous people in Québec society and encourage citizen involvement and peaceful coexistence, and
- ◆ encourage cooperation between Indigenous people and Québec networks, and between Indigenous people and local and regional communities.

### A) Submitting applications

All applicants must provide the following information:

- ◆ A description of the proposed project or initiative that:
  - ◆ shows how its objective relates to the objectives for the component,
  - ◆ specifies the activities and resources that must be put in place to implement the project or initiative,
  - ◆ includes the timeframe for implementation, and
  - ◆ indicates the outcome expected within a specific period and the anticipated benefits for Indigenous people.

- ◆ A financing arrangement showing:
  - ◆ the financial need (the amount requested), and
  - ◆ the expected sources of funding.
- ◆ A detailed budget and a cash flow statement

### B) Eligible projects and initiatives

To be eligible, projects and initiatives must allow the objectives of this component to be achieved, be submitted to the SAA no later than December 31, 2026, and be completed no later than March 31, 2027.

Eligible projects and initiatives must concern:

- ◆ the promotion of Indigenous cultures and languages,
- ◆ better relations between Indigenous and non-Indigenous people,
- ◆ the fight against racism and discrimination,
- ◆ public education and the promotion of citizen involvement,
- ◆ activities to promote healthy lifestyles,
- ◆ optimization of the abilities of caseworkers in the social field, or
- ◆ collaboration on issues specific to Indigenous social development.

A project involves specific activities to meet specific needs in the short and medium term. An initiative refers to activities carried out with multiyear support to meet specific needs over the long term.



The structural, innovative nature of initiatives and projects is an important criterion. This can be demonstrated through the significant, long-lasting impact expected as well as through the improvement to practices that may occur as a result.

The structural, innovative nature of a project or initiative may, for example, involve:

- ◆ addressing a known social issue that is current and sometimes urgent,
- ◆ aiming to coordinate actions to address a social issue,
- ◆ ensuring a long-term or recurring aspect, or
- ◆ ensuring tangible and targeted impacts.

### **Social mobilization**

Projects or initiatives in this category must have a mobilizing effect on Indigenous communities in general. They must, in addition, be submitted by an Indigenous non-profit organization and be supported by a consensus among the Indigenous nations concerned. Projects or initiatives in this category are assessed based on the level of participation by Indigenous communities or nations and on the structural effects they may generate.

### **Partnership agreements**

Partnership agreements are intended to fund social development projects and initiatives through pooled contributions from each partner. Agreements between the SAA and its partners are based on shared objectives and responsibilities, and each party's mission.

A partnership agreement must be founded on common concerns and used as a tool for planning, cooperation, and bringing partners together. It must name one or more organizations to carry out the work.

Agreements entered into under these initiatives must:

- ◆ enhance the SAA's action by attracting added value from other Government of Québec financial assistance programs, and
- ◆ ensure that the actions or initiatives under the agreement are structuring, innovative, and time-limited.

### **C) Ineligible projects and initiatives**

- ◆ One-time projects that last less than one month and are not recurrent
- ◆ Basic and everyday activities (operational tasks that are regularly or usually carried out by an organization)
- ◆ Literary publications
- ◆ The organization and presentation of events such as:
  - ◆ Tournaments
  - ◆ Galas
  - ◆ Games
  - ◆ Pow-wows
  - ◆ Festivals

## D) Eligible and ineligible costs

In general, the costs of eligible activities carried out as part of social development projects or initiatives are authorized, including:

- ◆ professional services and wages (coordinators, leaders, trainers, hosts, researchers, local staff, etc.),
- ◆ training and workshop costs,
- ◆ travel and transportation (at Government of Québec rates),
- ◆ assessment costs (surveys, intervention plans, etc.),
- ◆ promotion and advertising,
- ◆ professional fees,
- ◆ the printing and distribution of documents,
- ◆ space rental,
- ◆ equipment and supplies, and
- ◆ the preparation of financial documents and other reports required by the agreement

For Social Mobilization projects or initiatives that demonstrate the need for funding to pay an organization's operating costs, the Government of Québec can consider covering such costs for up to five years.

The administrative costs of a project or initiative cannot exceed 10% of the financial assistance granted.

Capital expenditures are not eligible.

## E) Application assessment criteria

Applications will be assessed using the following criteria:

- ◆ Relevance of the project or initiative:
  - ◆ Eligibility under the terms and conditions of the component
  - ◆ Compatibility of the objectives with the objectives of the component
- ◆ Quality of the project or initiative:
  - ◆ Clarity and precision of the objectives
  - ◆ Ability to ensure implementation
  - ◆ Quality of the services, programming and activities
  - ◆ Realistic nature of the budget forecasts, financing arrangements and implementation timeframe
- ◆ Anticipated outcome:
  - ◆ Results to be achieved using the funding requested
  - ◆ Structuring effects for Indigenous people

## F) Financial assistance

The financial assistance granted will be in the form of a non-repayable contribution. The combined total of financial assistance received from all levels of government cannot exceed the total of eligible costs.

The assistance granted by the Government of Québec cannot exceed 80% of eligible costs, except in certain circumstances.

For partnership agreements, the contribution from the Government of Québec (or the cumulative funding from sources other than the SAA) must be equal to at least 20% of all eligible costs. The contribution from the SAA may rise to 100% of eligible costs in the specific case of agreements based on measures under the responsibility of the SAA that are provided for in a government action plan.

Contributions in the form of services may be accounted for in calculating the financial participation of the partners.

Eligible organizations must declare all confirmed and expected sources in their application for funding. The SAA will verify that no other sources are paying for the same costs.

## G) Reporting and accountability

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in an agreement which must contain

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project and its objectives, and
- ◆ indicators for management purposes and the production of reports.

An organization that receives a grant of more than \$25,000 must, as a minimum, provide an annual report in compliance with the provisions of the financial agreement. The report must include

- ◆ a full report of the activities completed, and
- ◆ a description of the outcomes compared to the objectives.

The organization must, at all times, keep separate accounts for expenditure attributable to the project or initiative, in accordance with generally accepted accounting principles.

## H) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000 will be paid in a minimum of two instalments, the first of which may not exceed 80% of the full amount. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.



## ASSISTANCE FOR INDIGENOUS PEOPLE IN URBAN ENVIRONMENTS

The Assistance for Indigenous People in Urban Environments component is intended to improve the living conditions of Indigenous people living in cities in Québec and to give community action organizations the means to provide quality services directly to Indigenous client groups in urban environments. These community action organizations are the preferred service providers for Indigenous people who are often in a vulnerable situation outside their communities.

The target objectives are:

- ◆ to provide and develop direct services that are culturally appropriate and culturally secure, in order to meet the needs of Indigenous people in vulnerable situations when living in or passing through urban environments,
- ◆ to help develop the response capabilities of community action organizations serving Indigenous people in vulnerable situations when living in or passing through urban environments,
- ◆ to encourage cooperation between community action organizations and Québec networks,
- ◆ to help improve the socio-economic circumstances of Indigenous people, and
- ◆ to renovate and improve infrastructures used by community action organizations that serve Indigenous client groups in urban environments.

The component has two separate categories, one for direct services and the other for infrastructures.

### ELIGIBLE ORGANIZATIONS

Organizations pursuing goals that meet the criteria of the reference framework for community action (Cadre de référence en matière d'action communautaire) and:

- ◆ are rooted in Indigenous milieu, and
- ◆ serve Indigenous client groups in urban environments

### SUBMITTING APPLICATIONS

All applicants must provide the following information:

- ◆ Proof of the community action organization's legal status
- ◆ A description of the proposed intervention or project that
  - ◆ states the connection with the program objectives,
  - ◆ indicates the activities and resources that must be implemented to complete the project or initiative,
  - ◆ includes the timeframe for implementation, and
  - ◆ indicates the expected outcome within a specific timeframe and the expected benefits for Indigenous people living in an urban environment.
- ◆ A financing arrangement that demonstrates
  - ◆ the financial need (the amount requested), and
  - ◆ the expected sources of funding.

- ◆ A detailed budget and a cash flow statement
- ◆ An overview of the community action organization's governance mechanisms
- ◆ The most recent financial statements if the community action organization is currently operating

## APPLICATION ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- ◆ Relevance of the project or initiative:
  - ◆ Eligibility under the terms and conditions of the program
  - ◆ Compatibility of the objectives with the objectives of the program
- ◆ Quality of the project:
  - ◆ Clarity and precision of the objectives
  - ◆ Ability to ensure implementation
  - ◆ Quality of the services, programming and activities
  - ◆ Realistic nature of the budget forecasts, financing arrangements and implementation timeframe
  - ◆ Feasibility
- ◆ Anticipated outcome of the project:
  - ◆ Results to be achieved using the funding requested
  - ◆ Structuring effects for Indigenous people living in an urban environment

If necessary, applications will be sent to the relevant government departments and organisations for a sectoral review in terms of relevance, feasibility, and funding.

## DIRECT SERVICES CATEGORY

This category aims to improve services for Indigenous people living in or passing through cities in Québec in the psychosocial, socio-legal, health, education and cultural fields.

### A) Eligible projects and initiatives

- ◆ Projects and initiatives that aim to improve or consolidate direct services for Indigenous people in vulnerable situations in cities
- ◆ Projects and initiatives that aim to develop services compatible with those offered by the Québec networks, taking into account the specific characteristics of the community (adaptation or development of services, complementarity and continuity of services)
- ◆ Projects and initiatives that add to the cultural vibrancy of Indigenous communities in urban environments

To be eligible, projects and initiatives must meet the objectives of this category, be submitted to the SAA no later than December 31, 2026 and be completed no later than March 31, 2027.

## B) Eligible costs

- ◆ Wages and benefits for employees delivering direct services
- ◆ Professional and other fees
- ◆ Travel and transportation (at Government of Québec rates)
- ◆ Translation and communications
- ◆ Rental of space essential to deliver a direct service

Costs relating to the renewal and upkeep of equipment and supplies for interventions and services:

- ◆ Furnishings and bedding
- ◆ Materials and supplies

The following administrative costs are eligible:

- ◆ Costs associated with the preparation of financial documents and other reports required to comply with the financial agreement for a project or initiative

The administrative costs of a project or initiative cannot exceed 10% of the financial assistance granted.

## C) Ineligible costs

Costs incurred before the application was submitted, including costs for which the community action organization is contractually bound, are not eligible. The organization's administrative and operational costs are not eligible. These including but are not limited to

- ◆ staff wages (compensation),
- ◆ rent and upkeep,

- ◆ compensation for permanent employees who manage or take part in a project or initiative when these employees already receive compensation (wages, fees, daily allowances) for the same period, and
- ◆ reimbursement of a deficit or loan.

Purchases of land and buildings are not eligible.

## D) Financial assistance

Financial assistance will be in the form of a non-repayable contribution. The combined total of financial assistance received from all levels of government cannot exceed the total of eligible costs.

The maximum amount payable to a single community action organization will be \$500,000 over five years, at the rate of \$100,000 per year.

An exception may be made for a community action organization that submits a funding request for a service location if the location:

- ◆ provides services similar to those offered by the main organization,
- ◆ is located in an urban environment, in the same administrative region as the main organization but in a different municipality, and
- ◆ meets demand from client groups that, for geographical reasons, do not have access to services offered by the main organization

In this specific case, the community action organization can obtain an additional \$500,000 over five years, or \$100,000 per year, to meet the needs of its service location.

A community action organization can implement multiple projects but cannot exceed the maximum dollar amount. Of this amount, a maximum of \$30,000 per year may generally be allocated for the renovation or upkeep of equipment and supplies. The maximum of \$30,000 per year will also apply to any additional support granted to a community action organization for a service location.

### E) Reporting and accountability

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in an agreement that must contain:

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project and its objectives, and
- ◆ indicators for management purposes and the production of reports.

A community action organization that receives a grant of more than \$25,000 must, as a minimum, provide an annual report in compliance with the provisions of the financial agreement. The report must include:

- ◆ a full report of the activities completed, and
- ◆ a description of the outcomes compared to the objectives.

The community action organization must, at all times, keep separate accounts for expenditure attributable to the project or initiative, in accordance with generally accepted accounting principles.

### F) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000 will be paid in a minimum of two annual instalments, the first of which may not exceed 80% of the annual funding granted. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.

## INFRASTRUCTURES CATEGORY

This category aims to improve and renew the infrastructures operated by community action organizations to increase and consolidate their response capability.

### A) Eligible projects

- ◆ Projects to renovate or improve the infrastructures operated by a community action organization
- ◆ Projects to construct a new infrastructure for a community action organization

To be eligible, projects must meet the objectives of this category and be submitted to the SAA no later than March 1, 2027.



## B) Eligible infrastructures

Infrastructures for community use, including temporary, transitional or emergency housing, are eligible. To be eligible for funding, the community action organization must meet at least one of the following conditions:

- ◆ Hold title as the owner of the infrastructure concerned
- ◆ Be in the process of purchasing the infrastructure, as demonstrated by a formal written undertaking
- ◆ Hold or be in the process of obtaining a lease or emphyteutic lease that is or will be in force for at least:
  - ◆ five years after the work is completed, if the application for financial assistance is for \$100,000 or less, or
  - ◆ ten years after the work is completed, if the application for financial assistance is for more than \$100,000

## C) Requirement to seek bids

For an eligible project that requires construction work costing \$100,000 or more, the community action organization does not need to issue a public call for tenders to award the contract as provided for in the Act respecting contracting by public bodies (CQLR, chapter C-65.1).

However, it must meet the following minimum requirements for awarding a construction contract of more than \$100,000 but less than \$1 million:

- ◆ Issue an open call for tenders with a public announcement
- ◆ Issue an invitation-only call for tenders to at least three qualified contractors

For construction work over \$1 million, the eligible organization must, at a minimum, issue an open call for tenders with a public announcement. These types of calls for tenders are usually posted in newspapers, displayed in the local offices of construction associations, and/or announced via a public electronic service. They must allow all qualified and interested contractors to bid on the contract. The announcements or public notices must be distributed widely enough to reach a suitable number of qualified and interested contractors, resulting in a competitive bidding process.

For all calls for tenders for construction work, whether announced publicly or by invitation only:

- ◆ The deadline for receiving bids must not be less than fifteen days.
- ◆ Bids can only be requested and contracts awarded:
  - ◆ at a fixed price, or
  - ◆ based on a unit price.

Financial assistance cannot be used to make a payment to any entity that:

- ◆ is named in the Register of enterprises ineligible for public contracts, or
- ◆ has, in the two years preceding the application for financial assistance, failed to meet its obligations after being put on notice to do so in connection with financial assistance previously granted by a department or funding body of the Government of Québec.

## D) Eligible and ineligible costs

In general, all project costs are eligible, including capital expenditure as defined by generally accepted accounting principles and all costs incurred. Eligible costs include:

- ◆ costs associated with service contracts for eligible work,
- ◆ administrative fees,
- ◆ incidental costs, including fees and relevant analyses as well as costs for temporary financing,
- ◆ the purchase of community equipment required for the project, and
- ◆ IT costs, such as computer equipment, software and software packages, updates, upgrades, and related training.

Ineligible costs include regular maintenance costs, and expenditure incurred before the application was submitted, including expenditure for which the community action organization has made a contractual undertaking.

## E) Financial assistance

The financial assistance granted will be in the form of a non-repayable contribution. The combined total of financial assistance received from all levels of government cannot exceed the total of eligible costs.

However, the financial assistance granted by the Government of Québec to a community action organization cannot exceed 80% of eligible costs. The additional 20% must come from a source other than a Government of Québec department or body. The community action organization must declare all confirmed and expected sources in its application for funding. The SAA will verify that no other sources are paying for the same costs.

For renovation and improvement work (rebuilding, enlargement, etc.), the maximum amount per community action organization will generally be limited to \$800,000 over five years. A community action organization may implement several projects, but may not exceed the maximum amount.

An exception may be made for a community action organization that submits a funding request for a service location if the location:

- ◆ provides services similar to those offered by the main organization,
- ◆ is located in an urban environment, in the same administrative region as the main organization but in a different municipality, and
- ◆ meets demand from client groups that, for geographical reasons, do not have access to services offered by the main organization,

In this specific case, the community action organization can obtain an additional \$400,000 to meet the infrastructure needs of its service location.

The construction of new infrastructures is not subject to the limit of \$800,000 over five years.

## F) Reporting and accountability

Funding of \$25,000 or less may be formalized in an acceptance letter setting out the reasons for the grant and the applicant's obligations.

Funding of more than \$25,000 will be formalized in an agreement that must contain:

- ◆ the obligations of each signatory,
- ◆ a detailed description of the project and its objectives, and

- ◆ indicators for management purposes and the production of reports.

A community action organization that receives a grant of more than \$25,000 must, as a minimum, provide an annual report in compliance with the provisions of the financial agreement. The report must include:

- ◆ a certificate of completion for the project showing that the work specified in the financial agreement is complete and compliant, and
- ◆ a financial report made up of a detailed income and expenses statement for the project, approved by a resolution passed by the organization's board of directors.

The community action organization must, at all times, keep separate accounts for expenditures attributable to the project, in accordance with generally accepted accounting principles.

## G) Payment of financial assistance

Funding of \$25,000 or less may be paid in full once the acceptance letter has been sent.

Funding of more than \$25,000, but less than \$100,000, will be paid in a minimum of two instalments, the first of which may not exceed 80% of the full amount. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.

Funding of more than \$100,000 will be paid in one of three ways:

- ◆ The funding will be split into at least two instalments, the first of which may not exceed 80% of the full amount. In all cases, the last instalment provided for in a financial agreement will only be paid once all reports have been filed with the SAA.

- ◆ The funding will be used to repay a loan from a financial institution, in a single payment. The SAA will, where applicable, repay the principal, interests and fees for a loan made to the organization by the financial institution of its choice.
- ◆ The funding will be used to repay a loan from a financial institution, in the form of debt servicing. The SAA will, where applicable, repay the principal, interests and fees for a loan made to the organization by the financial institution of its choice.

Where the financial assistance is paid in the form of long-term debt servicing, it must cover a period of between:

- ◆ three and five years for amounts up to \$500,000, or
- ◆ five and ten years for amounts over \$500,000.



Picture: Mathieu Dupuis

Ministère  
du Conseil exécutif

Québec

