

APPENDIX II GLOSSARY

Action

For the purposes of this program, an action or project is defined as a time-limited initiative that is singular and non-recurring and does not include the ongoing costs that an Indigenous community, a designated national Indigenous body, or an Indigenous cultural organization must bear to remain operational, regardless of the volume of its activities.

Agent

(When it refers to the official representative of an applicant.)

The agent is the individual authorized to sign on behalf of an organization or a public authority by resolution of its board of directors.

Benefits

Benefits refer to the components of compensation that an employee receives in addition to their salary. These benefits mainly include various paid leaves and vacations, collective or individual insurance, contributions to retirement plans, or other similar advantages.

For instance, they include the contributions that an employer makes to various public funds (Québec Pension Plan; Employment Insurance Commission; Commission on Standards, Equity, Health and Safety at Work; Québec Parental Insurance Plan; Health Services Fund; etc.), as well as contributions to professional associations or unions, pension funds, or registered retirement savings plans.

Complementarity

A different action, following the identification of overlapping areas, added to ensure a comprehensive and nuanced response to a problem or situation.

To be complementary, an action must not already be funded by another program. It may target different areas to enhance the service offering, for example.

Eligible expenses

Costs accepted for calculation of the grant.

Enterprise or service contract

An enterprise or service contract, according to the *Civil Code of Québec* (CQLR, chapter CCQ-1991):

a.2098. A contract of enterprise or for services is a contract by which a person, the contractor or the provider of services, as the case may be, undertakes to another person, the client, to carry out physical or intellectual work or to supply a service, for a price which the client binds itself to pay to them.

a.2099. The contractor or the provider of services is free to choose the means of performing the contract and, with respect to such performance, no relationship of subordination exists between the contractor or the provider of services and the client.

a.2100. The contractor and the provider of services are bound to act in the best interests of their client, with prudence and diligence. Depending on the nature of the work to be carried out or the service to be supplied, they are also bound to act in accordance with usage and good practice and, where applicable, to ensure that the work carried out or service supplied is in conformity with the contract.

Where they are bound to an obligation of result, they may not be relieved from their liability except by proving superior force.

Exemplary financial management

Exemplary financial management is demonstrated by the ability to adhere to established budgets, as well as the presence of adequate financial planning and control systems appropriate to the size of the organization. These systems should enable the establishment of realistic periodic budgets and prevent and detect inaccuracies and illegalities, while respecting the principles of transparency, effectiveness, and efficiency to protect the organization's resources.

Expected outcomes

The expected outcomes of the project are the achievements anticipated at the end of the specified period. These include outputs and effects.

Fees

Compensation paid to individuals practising a professional occupation or to self-employed workers in exchange for professional services. Fees may be calculated on an hourly, daily, or per-session basis, or established according to an official rate.

Full-time equivalent (FTE)

The calculation to determine the number of full-time equivalents is as follows: number of FTEs = total annual hours worked (full-time + part-time) divided by 1820 hours.

Open source code

This term applies to software whose licence meets specific criteria established by the *Open Source Initiative*, namely free redistribution, access to the source code, and the creation of derivative works. Made available to the general public, this source code is typically the result of collaboration among programmers.

Partner

An organization that collaborates with another organization to achieve shared objectives.

Recurrence

In the context of this program, the Ministry defines recurrence as the presentation of the same action or project year after year over more than two three-year cycles, or two consecutive agreements. Furthermore, if the project has previously received financial support under this program or from a program of the Ministry or the Government of Québec, the applicant must demonstrate the added value of their project. The applicant is encouraged to take charge of the actions on a sustainable basis.

Regular activities (or ongoing operations)

These are the activities carried out year after year by an organization in the fulfillment of its mission.

They include expenses such as:

- rent;
- telecommunications and internet;
- office supplies;
- equipment and building maintenance costs;
- insurance, permits, accounting, banking, administrative, or financial fees;
- the salary of the staff, including benefits for their ongoing activities;
- training expenses;
- travel expenses;
- severance pay.

Salary

An agreed-upon amount paid periodically by an employer in exchange for the work performed by an employee.

Structuring or having a structuring effect

A structuring effect refers to a favourable impact on the intervention sector or the relevant territory, measured, among other things, by the development of management tools or the acquisition of expertise, collaborative actions, networking, pooling of resources, and multiplier effects or leverage effects with other stakeholders.

A structuring action can also be supported by coherent planning or by enhancing the potential of each territory, contributing to the development of sustainable synergy among stakeholders or establishing new partnerships.

Subcontracting

Work assigned to a subcontractor as part of the execution of a project or activity.