

CALL FOR PROPOSALS FOR

THE YOUTH ACTION PLAN 2025-2030

APPLICANT'S GUIDE

Component 2: Support for Youth Project



This publication was produced by the Secrétariat à la jeunesse in collaboration with the Direction des communications.

Notice to people with disabilities:

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

Legal deposit – December 2024
Bibliothèque et Archives nationales du Québec
ISBN: 978-2-555-00116-9 (electronic version)

All rights reserved in all countries.
© Gouvernement du Québec – 2024

Table of Contents

Call for Proposals for the Youth Action Plan 2025-2030 : Applicant's Guide (Component 2: Support for Youth Project)	1
Purpose	1
Important Information	2
Eligible Applicants	2
Eligible Applications	2
Examples of Ineligible Applications	3
Eligible Expenses	3
Cumulative Rate of Public Financial Assistance and Maximum Financial Assistance Rate	4
Application Processing	4
Youth Needs Expressed During the Fall 2023 Youth Consultations	4
Financial Assistance	5
Application Process	5
Monitoring and Accountability	5
Submission of the Application and Required Documents	6
Submitting Your Application via the Online Service di@pason	6
Appendix I	7
Other Direct Expenses Related to the Implementation of the Youth Mission (Component 1) or the Youth Project (Component 2)	7
Other Expenses Related to the Implementation of the Youth Project (Component 2) only	7

Call for Proposals for the Youth Action Plan 2025-2030 : Applicant's Guide (Component 2: Support for Youth Project)

The Secrétariat à la jeunesse (SAJ) has the mission to place youth at the heart of Quebec society's action and priorities. It coordinates and supports measures taken by the government in these areas and advocates for the interests of youth in Quebec, Canada, and internationally.

Concerned with the development and deployment of the full potential of Quebec youth, the SAJ supports, assists, and advises the Prime Minister, ministers, ministries, public organizations, and partners in the field to ensure they take into account the particular realities of young people

The Politique québécoise de la jeunesse 2030 ([2030 Quebec Youth Policy](#)) is implemented through youth action plans, generally over a period of 3 to 5 years. In anticipation of the upcoming Youth Action Plan 2025-2030, the SAJ aims to provide opportunities and capacity for organizations working with youth to act and contribute to achieving the objectives set by the Quebec Youth Policy.

Thus, this Call for Proposals for the Youth Action Plan 2025-2030 is divided into 2 components: [Support for the Youth Mission \(Component 1\)](#) and Support for Youth Project (Component 2).

Purpose

The general objective of the Quebec Youth Policy 2030 is to support young people in their journey toward autonomy against a backdrop of demographic changes so that they can fully contribute to shaping Quebec today and tomorrow.

To achieve this objective, the government has established 7 areas of intervention:

- health;
- education;
- citizenship;
- employment;
- entrepreneurship;
- environment;
- culture.

Other youth issues were also expressed during the ["consultation jeunesse 2023" \(2023 youth consultation\)](#).

The Quebec Youth Policy primarily targets young people aged 15 to 29. Its action can begin from 12 to 14 years old when preventive interventions are required or extend up to 35 years old in the case of initiatives aimed at supporting particular transitions.

The [Plan d'action jeunesse 2021-2024](#) (Youth Action Plan 2021-2024), which stems from the Quebec Youth Policy, has been extended by one year and will expire on March 31, 2025.

This Call for Proposals aims to select the initiatives that will be included in the new Youth Action Plan 2025-2030.

Important Information

- Application submission period: From December 12, 2024, to January 22, 2025, at 11:59 PM
- Maximum Duration of Activities: 3 years
- Start of Activities: April 1, 2025
- All funding applications must be submitted through the online service di@pason.

Eligible Applicants

To be eligible for funding, the organization must meet the following requirements:

- Non-profit organization (NPO), cooperative, social economy enterprise duly registered with the Quebec Enterprise Register;
- Municipal entity¹;
- Indigenous organization²;
- Northern village under the *Act respecting Northern villages and the Kativik Regional Government*;
- Public organization in the health and social services network and the education network, for expenses not covered by budget regulations of the Government of Quebec;
- Seniors' residence;
- School, adult education center, vocational training center, CEGEP, university, or college recognized by the Quebec Ministry of Education.

Eligible Applications

The applicant must meet the following requirements:

- Implement actions (whether through its mission, a program, an initiative, or a component) that contribute to achieving one or more objectives of the Quebec Youth Policy or that address priorities identified in the 2023 youth consultation, such as: youth mobility, digital technology and artificial intelligence, rising cost of living, financial literacy, and access to housing;
- Demonstrate the complementarity of its services with existing initiatives from public ministries and organizations or non-profit organizations;
- Not receive financial contributions or services from another organization funded by the Secrétariat à la jeunesse for an initiative similar to the project for which funding is being requested;

¹ The term "municipal entity" includes municipal bodies as defined in section 5 of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q., chapter A-2.1).

² Eligible Indigenous organizations for this call for proposals include non-profit organizations (NPOs), cooperatives, public organizations, or any body that can legitimately represent the interests of one or more nations or communities whose governance is exclusively or predominantly Indigenous.

- Not be of a religious, union, or political nature, nor constitute a sponsorship;
- Engage a significant portion of the target audience consisting of youth aged 15 to 29. When justified, the clientele may also include youth aged 12 to 14 or 30 to 35 years.

All eligible applicants for Component 1 are also eligible for Component 2. Organizations may submit an application for both components. An organization can submit more than one application for Component 2.

Examples of Ineligible Applications

- Projects whose activities primarily target elementary school students
- Projects where a significant portion of the budget (50% + 1) would be allocated to capital expenditures, infrastructure, or equipment purchases
- Activities that overlap with a service already offered to the target audience in the affected area
- Projects that include fundraising activities benefiting the organization

Eligible Expenses

Eligible expenses are reasonable, justified costs directly related to the implementation of the youth project, specifically:

- **Salaries and social charges:** Salaries and social charges for human resources directly assigned to the project
 - All time spent by human resources on the project. Other tasks performed by employed resources must be calculated in management fees,
 - Social charges include the employer's contributions to employment insurance; the Quebec Pension Plan (QPP); the Régie de l'assurance maladie du Québec (RAMQ); contributions to the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST); Contributions to the Quebec Parental Insurance Plan (QPIP); contributions to a group insurance plan, contributions to a pension plan. They also include earned and owed vacation time for employees;
- **Travel and accommodation expenses:** Travel, meal, and accommodation expenses incurred by the beneficiary's human resources assigned to the project, which must comply with the rates in effect within the Quebec public service;
- **Materials and communication expenses:** Promotion and advertising costs (graphic design, promotional materials and tools, media placement, organization of a press conference, etc.);
- **Activities for Youth:** Costs associated with conducting activities aimed at youth. Examples may include expenses for purchasing supplies and materials, developing content and tools, professional services and fees, renting rooms and equipment, as well as meals for participants.

Definitions of other eligible expenses can be found in Appendix I.

The following expenses are not eligible:

- Expenses incurred before the application submission date, including those for which the organization has made contractual commitments;
- Expenses related to fundraising activities benefiting the organization;
- Expenses primarily for infrastructure (50% + 1).

Cumulative Rate of Public Financial Assistance and Maximum Financial Assistance Rate

The cumulative rate of financial contributions from ministries, organizations (including schools), and government-owned corporations of the governments of Quebec and Canada or municipal entities can reach 100% of eligible expenses.

The maximum financial assistance rate can reach up to 90% of eligible expenses.

Any time contributed by members of a board of directors or employees of an organization funded by the program cannot be included in the project's autonomous contributions.

Application Processing

The eligibility of each financial application is first validated by the Secrétariat à la jeunesse. Then, selected applications are analyzed according to the following criteria:

- Their relevance in relation to the youth intervention priorities established in the Quebec Youth Policy,
- Their effectiveness,
- Their collaboration with the community,
- Their efficiency,
- Their coherence,
- A general assessment,
- An evaluation of the implementation of the applicants' services over the past few years (if applicable).

Youth Needs Expressed During the Fall 2023 Youth Consultations

Particular attention is also given to organizations that address one or more needs of youth expressed during the Fall 2023 youth consultations, namely:

1. Including youth in the various stages of activities related to the applications, such as ideation, design, implementation, feedback, and evaluation (demonstrating concrete youth involvement in the realization process);
2. Empowering youth to make their voices heard in the community;
3. Providing physical spaces that promote youth socialization;
4. Offering tailored and flexible services that encourage youth participation while balancing different aspects of their lives;
5. Allowing youth to gain hands-on experience through concrete projects and going beyond awareness or theoretical learning;
6. Aiming to equip youth with basic skills development;

7. Targeting vulnerable youth, including those from regions with low economic vitality or remote areas;
8. Aiming for a diversity of youth profiles and backgrounds;

Applications for projects or services with a national scope (projects or services that serve at least 9 administrative regions) or all communities of one or more Indigenous nations.

Financial Assistance

Financial assistance takes the form of a maximum non-repayable contribution structured as follows:

- Up to \$200,000 annually for projects in 1 regional county municipality, 1 municipality in the same metropolitan community, 1 Indigenous community, or 1 equivalent territory.
- Up to \$500,000 annually for projects implemented in more than one regional county municipality, municipality, metropolitan community, Indigenous community, or in more than one equivalent territory;
- Up to \$1,500,000 annually for projects implemented in more than 9 administrative regions, covering at least all communities of one Indigenous nation or more than one Indigenous nation.

The Secrétariat à la jeunesse reserves the right to limit the number of applications selected, or to recommend a lower amount than that requested, to ensure compliance with its budget envelopes.

Application Process

1. Verification of eligibility
2. Project analysis
3. Recommendations
4. Approval by the authorities
5. Sending announcement letters in spring 2025
6. Drafting and validation of the agreement
7. Disbursement of the first payment

Monitoring and Accountability

Each grant is formalized by a grant agreement, which includes:

- The obligations of the signing parties, including the accountability requirements to be provided by the beneficiary;
- Targets and performance indicators;
- Eligible expenses.

Submission of the Application and Required Documents

All funding applications must include the duly completed forms on the online service di@pason as well as the electronic version of the following documents:

- [Supplementary Application Form: Component 2: Support for Youth Project](#);
- A [detailed budget for the application \(Component 2\)](#), demonstrating the financial need and anticipated sources of funding;
- The organization's most recent annual report (activity report), if applicable;
- The most recent mission review report OR the latest audited financial statements of the organization;
- Letters patent of the organization;
- The organization's bylaws, if applicable;
- An up-to-date list of the members of the organization's board of directors as of the application submission date;
- Letters of support (if applicable).

If your organization does not produce bylaws or annual management reports, you can mention this in the supplementary form.

The SAJ reserves the right to refuse any application that is not submitted by January 22, 2025, or that is incomplete. Only eligible applications that include all required documents will be reviewed.

Submitting Your Application via the Online Service di@pason

You must update or create your di@pason profile **before submitting your application**.

In the "New Application" section, you must select the Support Program for Organizations Working with Quebec Youth (Programme d'appui aux organismes oeuvrant auprès des jeunes Québécoises et Québécois), click on "Create", and follow the indicated steps. In the "Project Budget" section, you only need to enter the total project cost and the total eligible expenses. You can refer to the guide on [How to Complete Financial Assistance Application Forms \(in French\)](#).

If you encounter difficulties, we invite you to contact di@pason customer support at 1-888-380-8882 or by email at infos@mcc.gouv.qc.ca.

Have you read this guide and have questions? Contact the Secrétariat à la jeunesse at depot_projet_sai@jeunesse.gouv.qc.ca, at 418-643-8864, or directly with the person responsible for your file.

Appendix I

Other Direct Expenses Related to the Implementation of the Youth Mission (Component 1) or the Youth Project (Component 2)

- **Training:** Expenses incurred for the training of human resources assigned to the youth mission or project. This may include supplemental training or conferences.
- **Travel and accommodation expenses for participants:** Travel, meal, and accommodation expenses incurred by individuals participating in youth activities.
- **Professional fees:** Fees for professional services.
- **Development, adaptation, and dissemination of content: Expenses related to the development and adaptation of several types of content (literary, audio, visual, multimedia).**
- **Evaluation:** Expenses related to evaluating the youth mission or project to measure its effects on young people. Examples may include costs for preparing and launching a questionnaire for evaluation, recruiting targeted individuals for evaluation, organizing focus groups, and analyzing results.
- **Contribution to accessibility of services offered:** Contribution from the SAJ to cover the membership fees of youth accessing the beneficiary's services.
- **Subcontracting:** Expenses related to contracts awarded to companies.
- **Stipend for interns or participants:** A flat payment covering basic expenses (food, transportation, accommodation) for individuals participating in youth activities.
- **Awards for winning participants:** Expenses related to scholarships, in cash or in goods and services, and prizes offered to participating youth.
- **Other:** Essential expenses for the youth mission or project that cannot be included in any of the budget items mentioned above.

Other Expenses Related to the Implementation of the Youth Project (Component 2) only

- **Transfer to partners:** Funds transferred to the beneficiary's partners for project implementation.
- **Funds allocated to projects:** Transfer of non-repayable funds to organizations for local or regional project implementation.

*Secrétariat
à la jeunesse*

Québec 