SUPPORT PROGRAM FOR ORGANIZATIONS SERVING THE ENGLISH SPEAKING COMMUNITIES

2025-2028 NORMATIVE FRAMEWORK

Votre gouvernement

Québec

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MANDATE OF THE SECRÉTARIAT AUX RELATIONS AVEC LES QUÉBÉCOIS D'EXPRESSION ANGLAISE

The Secrétariat aux relations avec les Québécois d'expression anglaise (SRQEA) originally reported to the Ministère des Finances, but has been part of the Ministère des Relations internationales et de la Francophonie since September 10, 2025. It is responsible for working with government ministries and bodies to ensure that the concerns of English-speaking Quebecers are taken into account in government orientations and decisions. Through this secretariat, the government hopes to strengthen the vitality of English-speaking communities across Québec by supporting them and giving them a voice. In addition to the responsibilities of various government ministries and bodies towards English-speaking Quebecers, the SRQEA has a mandate to:

- Ensure liaisons with sectoral, regional, and provincial groups that represent English-speaking Quebecers

- Ensure that the concerns of English-speaking Quebecers are taken into consideration in the development of government policy direction and decisions, and in matters of access to government programs and their application in conjunction with the concerned ministries and bodies

- Make available relevant statistics to document issues facing English-speaking Quebecers

- Interact with the federal government on issues, agreements, programs, or policies that may have a direct or indirect impact on English-speaking Quebecers in collaboration with the Secrétariat du Québec aux relations canadiennes and other ministries and bodies concerned

- Advise the government, ministries, and bodies on relations with English-speaking Quebecers regarding the provision of services and issues, agreements, programs, and policies that may have a direct or indirect impact on the community

BACKGROUND

The Gouvernement du Québec recognizes that Québec, as a nation, is more than just the reality of a predominantly French-speaking society. It includes everyone living in Québec. It celebrates diverse backgrounds and is committed to the values of democracy, openness, and inclusion. In addition to the French-speaking majority, the nation of Québec recognizes 11 Indigenous nations and includes English-speaking Québec communities.

It is important that English-speaking communities feel like they are a part of Québec society. Not only do they have a long history here, but they also help shape modern-day Québec and the expression of its identity. They also play a vital role in its socioeconomic development. Québec as a whole benefits from their contribution.

The November 2017 creation of the SRQEA was a historic gesture towards this linguistic community, which forms a majority across Canada but a minority in Québec. In forming the SRQEA, the Gouvernement du Québec created the first formal administrative structure to liaise with English-speaking communities and ensure that their concerns are taken into consideration in government policy direction and decisions, as well as in matters of access to government programs and services.

The government is placing particular emphasis on enhancing local and regional organizations' capacity for action across Québec in order to better meet their needs and support their priorities. In particular, funding will allow regional multi-sector organizations to better help their members fully participate in Québec's social, cultural, and economic life. The Support Program for Organizations Serving the English-Speaking Communities also aims to encourage endogenous community development by providing information about the different supports for local and regional development and by making those supports more accessible.

Finally, while English-speaking Quebecers enjoy many rights, they also face their own unique challenges.

Wide regional disparities in vitality[1]

Around 60% of the English-speaking community lives in the administrative region of Montréal (the island of Montréal). The remaining 40% are scattered throughout Québec.[2]

The English-speaking Quebecers living outside of the Montréal region face some very distinct challenges. Geographical dispersion, low demographic weight, an ageing population, and a youth exodus all pose significant threats to the vitality of their institutions and communities. Rural English-speaking communities are expressing their concern and stressing the need for better access to public and community services.

A geographical analysis of demographic and linguistic data revealed one particularly striking finding: regional disparities are more marked among English speakers than

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[1] INSTITUT NATIONAL DE SANTÉ PUBLIQUE DU QUÉBEC, The Socioeconomic Status of Anglophones in Québec, May 2012, p. 39.

[2] SRQEA calculation based on Statistics Canada data from the 2021 census. Multiple responses were evenly distributed among the declared languages.

among French speakers. [3] In most regions of Québec, Anglophones have higher unemployment rates and are more likely to live below the poverty line than their Francophone neighbours.

Finally, the organizations, institutions, and networks that offer services to English-speaking Quebecers are very unevenly distributed, with the majority being concentrated in the Greater Montréal Area. This means that many communities cannot count on representative institutional coverage within their administrative regions.

Institutions, organizations, and networks in decline[3]

English-speaking Quebecers' low critical mass means that the strength of their community and institutional networks varies widely from one region to another. For instance, only 5 of the 17 administrative regions have at least one post-secondary institution operating in English, and fewer than half of the health regions have designated English-language institutions under the *Charter of the French Language* (CQLR, chapter C-11). In many regions, English-speaking Quebecers have no newspapers or radio stations in their language.

However, there are some institutions like museums, historical societies, and theatres that help build community identity and provide a gathering place for English-speaking communities.

During the development of a government action plan on community action, consultations revealed the importance of greater core funding for community action organizations. This need is particularly acute for organizations from English-speaking communities. In fact, one of the priority issues that emerged from the consultations was the need to create and fund new community organizations in response to new needs, but to balance that with the consolidation of existing organizations.

In terms of existing organizations, national groups often form networks that provide a variety of services to clients across Québec, operating within the realities of their sectors. The SRQEA recognizes these communities of interest—groups of organizations that share common concerns—in its definition of English-speaking communities. These communities are active in areas such as health and social services for the vulnerable; employability; youth retention and post-secondary education; access to justice; and arts, culture, communications, and heritage.

Networks largely consist of local and regional organizations that serve their specific communities in a number of different ways. At the same time, they span all of Québec, bringing together organizations and institutions that work in critical sectors for communities.

Therefore, supporting communities also means supporting the primary missions of national organizations, institutions, and networks, whether that means consolidating their activities, reinforcing their organizational capacities, or making them more accessible to English-speaking Quebecers.

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[3] SRQEA analysis using data (unemployment rate, low-income cutoff, poverty rate) from the Statistics Canada 2021 census. See also: https://pertquebec.ca/reports/a-snapshot-of-poverty-among-quebecs-english-speaking-communities/ and https://pertquebec.ca/reports/employment-profile-of-english-speakers-in-the-province-of-quebec/.

Lack of complementarity with existing support structures for local and regional development

As the English-speaking population shrinks, so too do its organizations and institutions—not only in number, but also in strength and effectiveness. It is similar to the devitalization that many rural communities in Québec are experiencing.

Supporting the English-speaking community's organizations, institutions, and networks also means ensuring that they can access the socioeconomic support ecosystems for their region or sector. The extrinsic aspects of those ecosystems need to be considered so that existing community development structures can better provide the same services to English-speaking communities. At the same time, English-speaking communities need to make better use of those services. The SRQEA favours continuity in its subsidiarity approach to community vitality, as this gives stakeholders access to the levers they need to support their communities and encourages them to fully participate in regional development.

In addition, the Gouvernement du Québec believes that it is critical to enhance English-speaking communities' leadership, governance, and capacity for collective action in order to encourage better participation in structures at the regional and RCM (regional county municipality) level and support their socioeconomic development across Québec. In terms of leadership, there are liaison structures between the government and English-speaking communities in some critical sectors, like health and education. However, these structures are lacking in other important sectors, meaning there is no formal dialogue or support between the administration and English community or institutional networks.

In accordance with the *Act to ensure the occupancy and vitality of territories* (CQLR, chapter O-1.3), the SRQEA also contributes to achieving the objectives of the Stratégie gouvernementale pour assurer l'occupation et la vitalité des territoires, or Territories Strategy. As the strategy states, the government recognizes that each community has its own traits and priorities. Government action must adjust to reflect, as much as possible, the ever-changing nature of Québec's municipalities, territories, and regions. To that end, the Territories Strategy aims to support local and regional organizations as they take on the main threats to their vitality.

Need to build bridges

To improve administrative efficiency, it is necessary to build bridges not only between the Gouvernement du Québec and English-speaking communities, but also between those communities and the French-speaking majority. When implementing programs and services, the focus should be on ensuring that target communities are covered by existing structures in order to prevent duplication of administrative efforts.

Ultimately, improving dialogue, collaboration, and coordination between English- and French-speaking communities through measures such as partnerships with Francophone networks will broaden English-speaking Quebecers' access to community services.

1 PROGRAM DESCRIPTION

1.1 Program definition

The Support Program for Organizations Serving the English-Speaking Communities (hereinafter the "Support Program") aims to support the vitality of English-speaking communities, encourage their full participation in Québec society, bolster their capacities in numerous areas, and allow them to collaborate with the Gouvernement du Québec.

More specifically, it supports organizations, institutions, and partnership networks (hereinafter "organizations") that provide services to English-speaking communities by providing core funding or financial assistance for local, regional, and national projects.

1.2 Program rationale and relevance

Limited organizational capacity to serve English-speaking communities

The Support Program was created in response to organizations' struggles to provide sufficient, accessible, and culturally appropriate services to English-speaking communities in Québec. These organizations often have limited resources and lack bilingual staff, so they struggle to meet the specific needs of these communities, particularly in key sectors such as health, education, employment, and social services. This forms a gap in access to public services, creating a barrier to inclusion and civic participation for English speakers. In response, the Support Program aims to reinforce organizations' ability to develop, adapt, and provide quality services while fostering better collaboration with community and government entities.

Limited access to English-language public and community services

One of the English-speaking community's major challenges is the limited access to English-language public and community services. In many areas, these services are only offered sporadically if they are offered at all, severely limiting Anglophone citizens' ability to receive equitable support in their own language. This creates inequalities of access, especially in critical areas like health, education, justice, and social services. The Support Program looks to correct these imbalances by supporting organizations that work with English-speaking communities, improving coordination between community and government entities, and developing more services in English.

1.3 Consistency with sustainable development principles[4]

The Support Program fits within a sustainable development approach by prioritizing health and quality of life, social equity, citizen participation, subsidiarity, inter-governmental partnership, and the protection of cultural heritage. It draws on these principles in order to ensure inclusive, sustainable impact for the English-speaking communities in Québec.

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[4] "Sustainable development principles" refers to the principles in the *Sustainable Development Act* (CQLR, chapter D-8.1.1) that are relevant to the SRQEA's mission.

1.4   Program duration

The Support Program will come into effect on the date it is approved by decision of the Conseil du trésor. It will expire on March 31, 2028.

2   PROGRAM OBJECTIVES AND COMPONENTS

2.1   Objectives

The Support Program's objectives are meant to address challenges associated with community vitality.

Objective 1

Increase organizations', institutions', and partnership networks' ability to offer services to Québec's English-speaking communities

Objective 2

Broaden access to public services for English-speaking Quebecers

2.2   Components

The Support Program is divided into two components.

- Component 1: Core Funding
- Component 2: Project Support

3 ELIGIBILITY CRITERIA AND CONDITIONS

To be eligible for financial assistance, projects must meet the following criteria:

- Meet the program objectives.
- Cater to English-speaking Quebecers.
- Be implemented in Québec.
- Provide a description for review by the SRQEA, which will evaluate expectations for results.
- Meet the requirements of section 3.3.

3.1 Eligible applicants

The Support Program is open to:

- Non-profit organizations registered with the Registre des entreprises du Québec (REQ) that offer services to English-speaking communities
- Cooperatives and social economy businesses[5] registered with the REQ whose mission is to offer services to English-speaking communities
- Municipal entities and public institutions in the education and health and social services sectors[6]

3.2 Ineligible applicants

The Support Program is not open to:

- Individuals
- Organizations that do not serve English-speaking communities
- Organizations that are not established in Québec
- For-profit companies and organizations, including private educational and healthcare institutions
- Organizations listed in the Registre des entreprises non admissibles aux contrats publics (RENA)
- Organizations whose sole purpose is to redistribute funds
- Applicants who have defaulted on a previous obligation to the SRQEA in connection with financial assistance
- Businesses and organizations that have defaulted on their obligations related to prior financial assistance from a Gouvernement du Québec ministry or body, even after receiving formal notice

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[5] Collective businesses within the meaning of the *Cooperatives Act* (CQLR, chapter C-67.2) or the *Social Economy Act* (CQLR, chapter E-1.1.1).

[6] If the applicant is a primary, secondary, or post-secondary educational institution or a health and social services institution, the expenditures must not be covered by the Gouvernement du Québec's budget regulations.

3.3   Eligible projects and activities

The following types of activities and projects are eligible.

- Awareness activities
- Training activities
- Promotional and dissemination activities
- Projects to develop or adapt educational or awareness tools
- Translation of documents to facilitate access to government programs or services offered to the public[7]
- Activities (including project planning activities) to promote access to programs and services that are otherwise difficult to access due to language barriers
- Support activities for people covered by the SRQEA's mandate
- Action research activities
- Concertation, partnership, and networking events and activities
- Concerted action to prioritize and study issues related to community vitality and access to public services
- Initiatives to structure support for community development
- Activities to support longer-term planning, financial stability, staff retention, and sound governance
- Preparation of heritage recognition packages
- Acquisition and promotion of tangible and intangible heritage, as well as artistic, cultural, and media productions

3.4   Required documentation

Non-profit organizations (NPOs), cooperatives, and social economy enterprises (cooperatives, mutuals, and NPOs) must provide:

- A copy of the organization's letters patent and by-laws
- A copy of the organization's latest annual report adopted by its board of directors
- A corporate action plan (if available) or other planning document
- A duly signed resolution of the board of directors authorizing the representative (preferably the president) to apply for financial assistance and sign documents related to the application, as well as the financial assistance agreement
- A copy of the organization's latest financial statement adopted by its board of directors[8]

Table 1 – Types of financial statements

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[7] Translation costs are eligible if they are part of a project that aligns with the Support Program objectives. Translation should not be the sole purpose of the project, unless it enables access to other programs.
[8] In accordance with the Cadre de référence en matière d'action communautaire (community action reference framework).

Organizations that receive $500,000 or more annually in direct financial assistance from a municipal government or the Gouvernement du Québec	Financial statements must be accompanied by an independent auditor's report
Organizations that receive between $50,000 and $499,999 annually in direct financial assistance from a municipal government or the Gouvernement du Québec	Financial statements must be accompanied by a review report signed by a practicing professional
Organizations that receive less than $50,000 annually in direct financial assistance from a municipal government or the Gouvernement du Québec	Financial statements must be accompanied by a compilation engagement report signed by a practicing professional

Municipal entities must provide:

- A copy of the latest annual report adopted by the municipal council, mayors' council, or equivalent
- A duly signed resolution of the municipal council, mayors' council, or equivalent authorizing the representative to apply for financial assistance and sign documents related to the application, as well as the financial assistance agreement

Primary, secondary, and post-secondary educational institutions and health and social services institutions must provide:

- A copy of the institution's latest annual report adopted by its board of trustees or equivalent
- A copy of the institution's latest financial result adopted by its board of trustees or equivalent
- A duly signed resolution of the board of trustees (or equivalent) authorizing the representative to apply for financial assistance and sign documents related to the application, as well as the financial assistance agreement

4   SELECTION PROCESS

4.1   Submission of applications

Applicants must submit a written application that includes the documents and information needed to confirm their eligibility as beneficiaries, as well as the eligibility of their project or activities for the Support Program. Further details can be found in the "Eligibility criteria and conditions" and "Eligible projects and activities" sections.

Applicants must also identify and justify the activities' financial requirements as they relate to core funding and provide the following information:

- Requested amount

- Description of the project or activities: title, location, target audience, and problem being addressed

- Description of the applicant's skills and experience as they relate to the project or activities

- Key performance indicators for measuring the progress and impacts of the project or activities

- Detailed project or activity timeline

- Breakdown of project or activity costs and funding, including details on other anticipated sources of funding if applicable

The SRQEA may request any other information it needs to understand the application or confirm its alignment with the Support Program's objectives.

4.2   How to apply

There are three ways to submit eligible applications:

- Through general calls for projects, during a submission period determined by the SRQEA

- Through targeted calls for projects addressed to organizations with specific expertise in order to complete specific priority actions under the SRQEA's purview

- On an ongoing basis, by submitting a complete project to the SRQEA

4.3   Application selection process

The selection process is the same regardless of application method.

- The SRQEA uses an analysis form to determine the eligibility of the applicant, the project or activities, and the expenses.

- The SRQEA also uses an analysis form to assess the content of the project or activities. Where appropriate, this analysis may involve requesting second opinions from relevant government ministries or bodies.

- The SRQEA makes a recommendation on whether or not to financially support the project or activities in the application.

- The decision is communicated to the applicant by a letter of acceptance or refusal.
- If the project or activity is accepted, a financial assistance agreement is signed.

4.4   Application review

Review criteria include elements that contribute to the objectives of the Cadre de référence en matière d'action communautaire (community action reference framework) and the Government Sustainable Development Strategy. The SRQEA also assesses applications against selection criteria. This assessment is based on the four key elements detailed below.

4.4.1   **The applicant's ability to complete the project or activities** given the following documents and information:

- Annual report (accuracy and relevance of mission statement, details of activities)
- Governance (date of last annual general meeting, board/council composition, diversity of members' backgrounds and expertise)
- Financial statements

4.4.2   **The quality and relevance of the project or activities**, based on:

- Problem to be addressed (documentation, clarity, sources)
- Needs to be met (documentation, clarity, sources)
- Proposed activities (type, relevance, feasibility, ability to meet needs)
- Intended effects (specificity, documentation, sources, measurability)
- Type of documentation submitted
- Target audience
- Alignment with the SRQEA's orientations and mandate
- Alignment with the Support Program's objectives and components
- Contributions to achieving objectives in government action plans

4.4.3   **The concrete impacts of the project or activities**, based on:

- Implementation indicators (ability to measure project or activity achievement)
- Performance indicators (ability to determine the project's or activities' concrete effects on the problem, target audience, and location)
- Timeline (accuracy, realism)
- Financial arrangements (accuracy of budget categories, budgetary balance, eligibility of costs)

4.4.4   **The social innovation and effectiveness of the project or activities**, based on:

- Ability to solve issues raised by community representatives
- Ability to solve complex issues raised by third parties such as ministries and bodies, associations, and representatives of civil society
- Consistency with known evidence-based issues

4.5 Second opinions

If necessary, the SRQEA may request second opinions from government ministries and bodies on the relevance of applications under the Support Program.

In addition to gathering other government ministries' and bodies' opinions on the content of the applications, this step allows the SRQEA to ensure that the supported projects and activities are complementary to those ministries' and bodies' activities and financing programs and that there is no duplication of effort.

By submitting a request, the organization de facto authorizes the SRQEA to consult other Québec government entities.

4.6 Selection recommendation

Once eligibility has been determined and the application has been reviewed, the SRQEA prepares and files a written recommendation. If the application is rejected, the SRQEA will send a letter to the applicant informing them of the decision and naming an SRQEA resource person to contact for more information.

If the application is accepted, a financial assistance agreement is prepared and an announcement process is initiated.

5   CONDITIONS FOR FINANCIAL ASSISTANCE

5.1   General terms and conditions

The general terms and conditions for financial assistance are as follows.

- Financial assistance granted under the Support Program is not recurrent.
- Organizations may receive more than one grant per year under the Support Program, provided they do not exceed the maximums for each component and project.
- The project or core funding activities must be carried out as approved. Any substantial change to the activities or project must be approved in advance by the SRQEA.

5.2   Maximum financial assistance

Financial assistance provided under the Support Program cannot exceed the following amounts in each fiscal year of this framework. Amounts are subject to the SRQEA's budgetary availability.

Table 2 – Maximum financial assistance

Component	Annual maximum
Component 1: Core Funding	$100,000 for local organizations
	$300,000 for regional organizations
	$500,000 for national organizations
Component 2: Project Support	$100,000 for local projects
	$300,000 for regional projects
	$500,000 for national projects
	$2.5M for financial assistance agreements for specific national-scale activities

5.3   Eligible expenses

The following expenses are eligible under the Support Program:

- Salaries, wages, and benefits related to the mission
- Facilitation, liaison, and education fees
- Heating and electricity
- Rent

- Insurance
- Taxes and permits
- Training and development
- Telecommunications
- Advertising, promotion, and communications
- Travel and entertainment expenses, provided they do not exceed the rates in effect for the Québec public service
- Professional and consulting fees, excluding lobbying and political activities
- Office expenses and specialized supplies (including office equipment rental, postage, photocopying, and printing)
- Membership fees for professional associations and corporate groups
- Audit fees
- Interest and financial expenses
- Bookkeeping and accounting expenses
- Administrative and management fees[9]
- Portion of taxes for which the recipient of financial assistance (the "recipient") is not entitled to an input tax credit (ITC); an input tax refund (ITR); or a GST or QST refund, exemption, or waiver

5.4 Ineligible expenses

The following expenses are not eligible under the Support Program:

- Capital expenditures
- Expenditures covered by budgetary regulations already approved by the Gouvernement du Québec
- Debt financing or repayment of current or future loans
- Political or lobbying expenses
- Fund redistribution activities
- Portion of taxes for which the recipient is entitled to an ITC; an ITR; or a GST or QST refund, exemption, or waiver

5.5 Total financial assistance

Under the Support Program, **up to 80%** of eligible expenses may be covered by public financial assistance.

The total includes direct and indirect assistance from government ministries and bodies (both provincial and federal), Crown corporations/state-owned enterprises, and municipal entities that are not direct recipients of the Support Program. It does not

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[9] Except for organizations already receiving core funding under a financial assistance agreement.

include contributions (human, material, or financial resources) from organizations receiving financial assistance.

Under the rules on calculating total financial assistance, the term "municipal entities" includes municipal bodies as defined by section 5 of the *Act respecting access to documents held by public bodies and the Protection of personal information* (CQLR, chapter A.2.1).

The asset referred to in subparagraph 1 of the first paragraph of section 89 of the *Act establishing the Eeyou Istchee James Bay Regional Government* (CQLR, chapter G-1.04) is not included in the total.

Under the rules on calculating total financial assistance, all forms of financial assistance granted by public bodies must be calculated at 100% of their value, regardless of whether they are reimbursable.

In addition, when the total public financial assistance covers less than 100% of eligible expenses, the recipient must provide a minimum contribution to ensure that government assistance is not funding the entirety of the project's eligible expenses.

Financial assistance from the Business Development Bank of Canada (BDC), Farm Credit Canada (FCC), and La Financière agricole du Québec (FAQ) is considered a private contribution if it confers no advantage, i.e., it is granted under standard market conditions.

Submitted financial statements must clearly indicate the sources of financing for each level of government, as well as the names of the programs or measures under which the government contributions were made.

5.6   Rate of assistance

The SRQEA will provide financial assistance for **up to 80%** of eligible expenses. The applicant or its partners will therefore need to cover **at least 20%** of eligible expenses.

Contributions in services and in human or material resources may be included in the calculation of partners' financial participation, for up to 20% of the project cost.

5.7   Payment

Financial assistance is paid annually according to the terms in the financial assistance agreement.

- An initial annual payment of **up to 90%** of the annual financial assistance is paid upon signature of the first year's financial assistance agreement by both parties and the receipt of the following documents:
    - An excerpt of the board or council's signing authority resolution
    - The signed financial assistance agreement
- In subsequent years, the first annual instalment will be paid on a set date following the SRQEA's acceptance of the following documents:
    - The latest annual activity report
    - The next year's annual action plan, if available

- The latest financial statements

- A second annual instalment of **at least 10%** of the annual financial assistance will be paid on receipt and acceptance by the SRQEA of the accountability report (progress and final).

5.8   Type of agreement

Once the application has been accepted, the following documents are sent to the recipient:

- Written confirmation of the total financial assistance, including administrative details

- A copy of the financial assistance agreement between the Ministre responsable des Relations avec les Québécois d'expression anglaise and the recipient

5.8.1   Financial assistance agreement

The financial assistance agreement details:

- The parties' commitments with regard to the financial assistance, particularly its terms of payment and use

- The tracking and accountability documents to produce

- The process for amending the terms of the financial assistance agreement

- The activities and the resources allocated to them, as well as the implementation and performance indicators for each, where applicable

- The government visibility requirements

- Any other legal or administrative documents needed to understand the project or activities

5.8.2   Sector development agreement

Sector development agreements are one tool for stakeholders to implement different initiatives, particularly ones that involve regional concertation, the mobilization of local and regional actors, or the pooling of human and financial resources.

The agreements are concluded between ministries or bodies (such as the SRQEA) and RCMs or other relevant entities; regional partners may be included as well. The regional branches of the Ministère des Affaires municipales et de l'Habitation (MAMH) facilitate the negotiation of these agreements, which are meant to help act on regional priorities and address local issues and needs. Sector agreements are invaluable tools for collaboration that can coordinate territorial approaches, allow a concerted response to regional priorities, and provide financial leverage for rallying multiple partners around a single project.[10]

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[10] MINISTÈRE DES AFFAIRES MUNICIPALES ET DE L'HABITATION, *Cadre d'intervention* – Soutien et accompagnement des collectivités en matière de développement local et régional, 2021, [Online], [https://cdn-contenu.quebec.ca/cdn-contenu/adm/min/affaires-municipales/publications/developpement_territorial/soutien_accompagnement_collectivites/guide_soutien_collectivites.pdf].

The actions and initiatives covered by the agreement must meet the Support Program's objectives, as well as the administrative region's occupancy and vitality objectives.

5.8.3 Specific activity arrangement

Specific activity arrangements are subject to financial assistance agreements between the SRQEA and the organization responsible for implementation. This arrangement is negotiated between the SRQEA and an organization or network, based on shared objectives.

Specific activity arrangements are therefore planning and coordination tools for implementing joint actions in an action plan. They may name one or more mandataries or trustees to oversee implementation.

The actions and initiatives in the specific activity arrangement must align with the objectives of the Support Program or those of a government action plan.

5.9 Geographic scale

Funding can be provided for one of three levels: local, regional, or national.

- Local: Local municipalities, RCMs, or territories equivalent to an RCM
- Regional: Two or more RCMs that may or may not be part of an administrative region, as well as isolated and remote RCM territories
- National: All of Québec, or at least two administrative regions

5.10 Term

Financial assistance agreements under the Core Funding component may have a term of up to three years from their effective date, while those under the Project Support component may have a term of up to two years from that date.

6 CONTROL AND ACCOUNTABILITY

6.1 SRQEA control measures

The SRQEA has developed six control measures to ensure the organization adheres to the financial assistance agreement, implements the project, and achieves the project's objectives. These measures consist of requirements for recipients to:

- Sign a financial assistance agreement with the Ministre responsable des Relations avec les Québécois d'expression anglaise

- Submit an action plan detailing the resources allocated to each activity under each component

- Hold at least one annual follow-up meeting for the financial assistance agreement

- Submit a progress report describing the project or activities' interim results and expenses (subject to SRQEA approval)

- Submit a final report for SRQEA approval describing the project or activities' final results and expenses (subject to SRQEA approval)

- Submit the organization's financial statements[11]

6.2 Deliverables

The recipient must provide at least the following deliverables by the deadlines indicated in the financial assistance agreement.

- A progress report including:

  - The latest updated report on the disbursements for the project or activities

  - The latest updated report on the performance indicators for the project or activities

  - The report on government visibility requirements

- A final report including:

  - A complete list and description of the activities carried out throughout the project or activity period in relation to the core funding

  - A copy of every tool developed as part of the project or activities

  - The results achieved once the project or activities were implemented

  - The statement of revenues and expenses as of the end of the project or activities, or the organization's audited financial statements

If the reports are not produced, the SRQEA reserves the right to withhold the final instalment of the financial assistance or to demand the full or partial reimbursement of the amount paid, in accordance with the terms of the final assistance agreement.

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[11] See Table 1.

6.3 Reimbursement

Recipients may be required to reimburse:

- The full amount of the financial assistance, if the project or the core funding activities are cancelled or not completed

- The full amount of the financial assistance less cancellation costs and non-refundable amounts that have already been committed, with supporting documents, if the project or activities are partially completed

- Any excess financial assistance received if the actual eligible expenses are less than provided for by the funding or the actual revenue from the project or activities is greater than anticipated

- The full or partial amount of the financial assistance if the project or activities are substantially changed without prior approval by the SRQEA or if the assistance was not used for the specifically authorized purposes

6.4 Reporting to the Secrétariat du Conseil du trésor

The SRQEA will produce an accountability report, in the form of a balance sheet, and submit it to the Secrétariat du Conseil du trésor (specifically the Sous-secrétariat aux politiques budgétaires et aux programmes) by November 30, 2027, subject to the conditions and in the form identified in the framework's approval decision.