

2009-2014 Regional Youth Investment Fund (FRIJ)



Management Framework



Adopted by the board of directors of the Table jeunesse Outaouais on May 25, 2011

Adopted by the board of directors of the Conférence régionale des élus de l'Outaouais on
June 20, 2011

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1. General Information

1.1 Introduction

In March 2009, the Québec government announced it would be investing \$50 million over five years in its regional youth investment funds, the *Fonds régionaux d'investissement jeunesse* (FRIJ). The purpose of these funds is to provide regions and local bodies with the resources they need to conduct projects under the 2009-2014 Youth Action Strategy.

The *Table jeunesse Outaouais* (TJO) is one of the government's key liaison bodies on youth issues. The Québec government has therefore extended its partnership with the TJO and the other regional youth forums¹ until 2014.

The TJO manages the Regional Youth Investment Fund (known by its French acronym, FRIJ), the purpose of which is to finance "structuring" youth initiatives (see section 2, p.6) and local youth projects (see section 3, p. 7).

The TJO will set up a project selection committee (investment committee). This committee will be composed of youth representatives from a representative sampling of territories² and activity sectors³ in the region.

1.2 Objectives

The government's 2009-2014 Youth Action Strategy identifies the following challenges:

- The challenge of education and employment;
- The challenge of entrepreneurship;
- The challenge of health and well-being;
- The challenge of the regions;
- The challenge of diversity;
- The challenge of the environment.

¹ In the Outaouais region, the regional youth forum is the Table jeunesse Outaouais (TJO).

² MRC des Collines-de-l'Outaouais, MRC de Papineau, MRC de Pontiac, MRC de La Vallée-de-la-Gatineau, and Ville de Gatineau

³ Community, cooperative, student, environmental, workers' associations and employability.

In line with these priorities, the Table jeunesse Outaouais will use the 2009-2014 FRIJ to support projects more particularly concerning:

- Academic success;
- Young people's identification with, and sense of belonging to the Outaouais region;
- The arts, culture, recreation and sports;
- Openness to the world and immigration;
- The environment;
- Citizen or social involvement.

The TJO encourages projects associated with these goals, but is also ready to consider other types of projects. It will prioritize projects based on the spinoffs and structuring impact of the project on local and regional development. Furthermore, all projects must incorporate an environmental dimension and involve community or social action by young people.

In conclusion, the FRIJ is a tool enabling groups to work in line with the 2007-2012 Strategic Plan for the Outaouais Region, developed by the *Conférence régionale des élus de l'Outaouais* (CRÉO). A summary of this plan's key points can be found in the appendix.

1.3 Amounts Available in the Outaouais Region

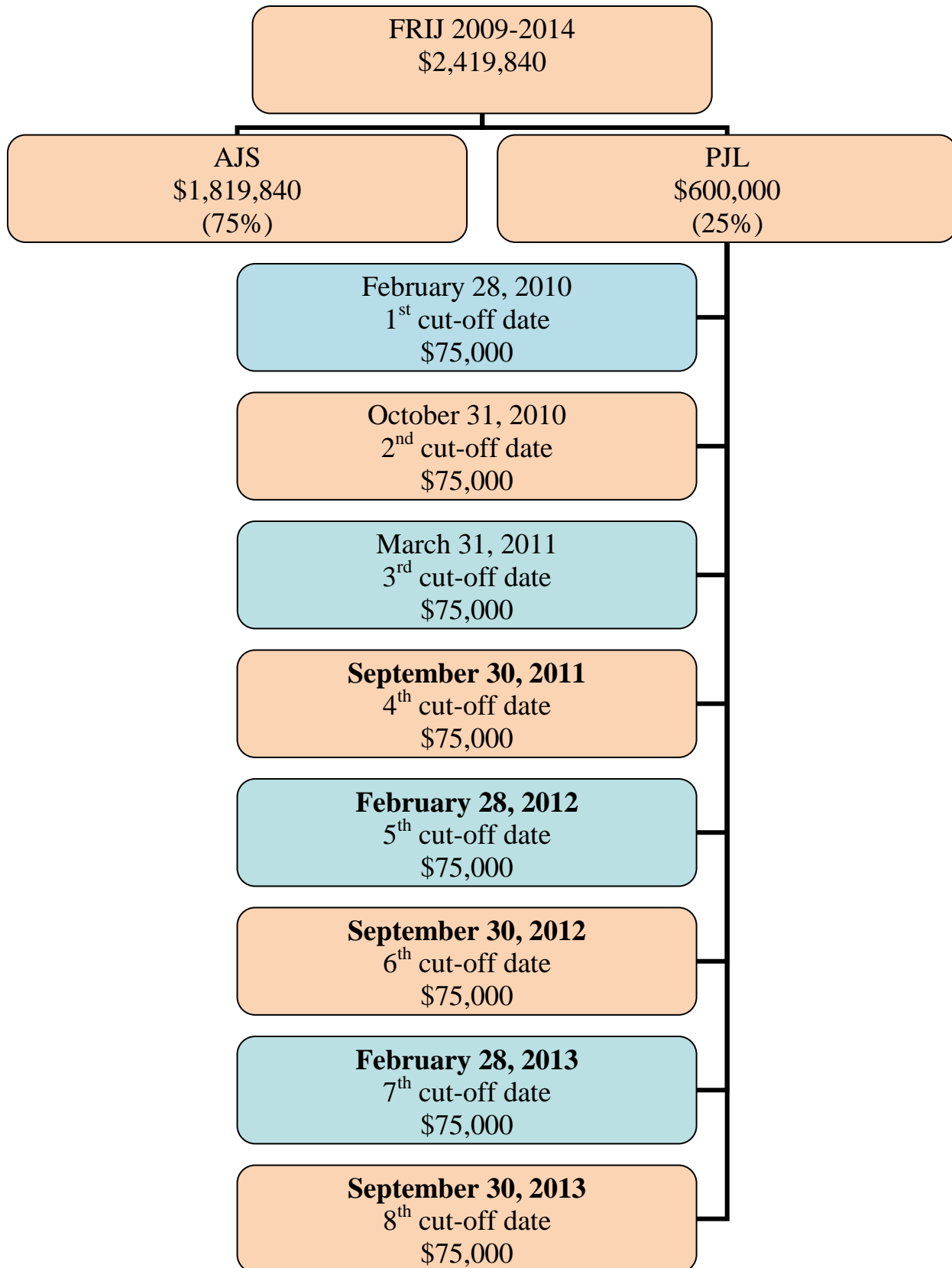


In the Outaouais region, the 2009-2014 regional youth investment fund (FRIJ) consists of \$2,419,840, or \$483,968 per year for the next five years.

At least 75% of the overall envelope is attributed to structuring youth initiatives (known by the French acronym, AJS) developed by TJO members and partners and community practitioners and stakeholders.

A maximum of 25% of the overall envelope will be used to fund local youth projects (PJL) that have been reviewed and recommended by young people in the Investment Committee and selected by the young people on the TJO's board of directors.

Distribution of 2009-2014 FRIJ Funding in the Outaouais Region and Cut-off Dates (section 3.5)



2. FRIJ- Structuring Youth Initiative

2.1 Definition

A structuring youth initiative (AJS) is a project resulting from a joint agreement between the TJO and other partners that addresses a specific youth issue targeted by the region. It will ensure the practical application of youth priorities in regional development and addresses one of these challenges using a holistic and sustainable development approach. It supports the implementation of the Table jeunesse Outaouais priorities, in line with the 2007-2012 Strategic Plan for the Outaouais Region, which was developed by the *Conférence régionale des élus de l'Outaouais*, and the Québec government's 2009-2014 Youth Action Strategy.

A structuring youth initiative stimulates coordinated regional action and provides an opportunity to experiment with new approaches in the Outaouais region. 2009-2014 FRIJ funding is considered as a form of participation in an AJS.

Structuring youth initiatives may be initiated by the TJO or by the community.

2.2 Objectives

The Québec government has defined the criteria for structuring youth initiatives (AJS) to be applied by the TJO. An AJS should:

- Reflect sub-regional or regional priorities;
- Ensure the participation of at least three partners;
- Normally represent a cost that is superior by \$25,000 to the FRIJ contribution;
- Involve and affect at least two territories (regional county municipalities or MRCs and/or the City of Gatineau);
- May be inter-regional in scope;
- Aim to achieve medium- or long-term objectives and have a duration of over one year.

2.3 Follow-up

Structuring youth initiatives may be initiated by the TJO or by the community. The TJO's role varies, depending on the situation. It plays a leadership or project sponsor role in projects that it initiates and a support role in projects initiated by the community. The TJO may in some cases chair the management committee.

There are no cut-off dates or grant application forms for structuring youth initiatives (AJS). An AJS should be discussed, negotiated and developed in concert with the TJO. **An individual sponsor may not submit a grant application for a structuring youth initiative.**

3. FRIJ – Local Youth Project

3.1 Definition

A local youth project addresses a specific targeted youth issue. The aim of the project, which is submitted by one or more sponsors, is to improve the situation of youth in the region. It is considered a priority "by and for" youth. Local youth projects address, among other things, economic independence and the achievement of short-term goals (under 24 months).

3.2 Eligibility Conditions

3.2.1 Eligible Sponsors

- A) **A young person aged 12 to 35** interested in initiating a local youth project.
- The young sponsor should be aged between 12 and 35, a Canadian citizen or landed immigrant and a permanent Québec resident.
 - The candidate or the candidate's parents should live in the Outaouais region;
 - Candidates must be sponsored by a legally constituted sponsor organization;⁴
 - A resolution (or letter in the case of a private agency) from the sponsor organization specifying that it is voluntarily sponsoring the young person for the project in question must be attached to the application.
- B) A not-for-profit organization.
- C) A municipality, regional county municipality, urban community or band council that provide social, community, cultural and/or recreational services to the community.
- D) A government agency in the fields of education or health and social services.

For-profit agencies may not apply for FRIJ funding.

3.2.2 Eligible Projects

- E) All projects must address at least one of the TJO's priorities and be presented by an eligible candidate.
- F) The project funding being requested must not duplicate funding from existing programs, grants and services. FRIJ funding must serve as a complement to these funding sources.
- G) Projects must not result in unfair competition to existing businesses, agencies or other projects.

⁴ **Sponsor organization** refers here to the sponsors mentioned in points B to D.

- H) Projects must have an impact on the Outaouais territory.
- I) Projects must be innovative.
- J) Projects must not have already received funding by the FRIJ.
- K) The target clientele for projects proposed by young people (12 to 35) may be any age group, depending on the nature of the project.
- L) **The TJO will not fund feasibility studies and business plans.**

All projects meeting the criteria presented in this document are eligible. However, the TJO will develop investment priorities related to projects' impact on Outaouais youth based on the principle of "by and for youth." Certain eligible projects, therefore, may be not be selected by the investment committee.

3.2.3 Ineligible Projects

- M) Projects involving religious or sexual propaganda.
- N) Projects involving political partisanship.
- O) All projects that are illegal under the law.

3.3 Grant Amounts

A **maximum of \$15,000** can be granted to a project. An overall amount of \$75,000 is available on every cut-off date. If the whole amount is not used, the TJO carries the amounts forward to the next call for proposals.

Total funding from the FRIJ and other Québec and Canadian government programs may not exceed 80% of the eligible project costs submitted by sponsoring organizations and sponsored young people.

Projects will mainly be considered for their quality. The TJO will also ensure an equitable distribution of funding among the territories.

3.4 Undertaking a Project and Community Support

Young people interested in initiating a local youth project and sponsoring organizations should contact the TJO or their local youth committee (Table jeunesse locale) for assistance with the process.

The TJO prioritizes projects that involve the coordinated action of community stakeholders. All sponsors must therefore furnish at least two letters of support from the community. In cases where grants of **\$10,000 or more** are being applied for, a third support letter is required.

3.5 Cut-off Dates

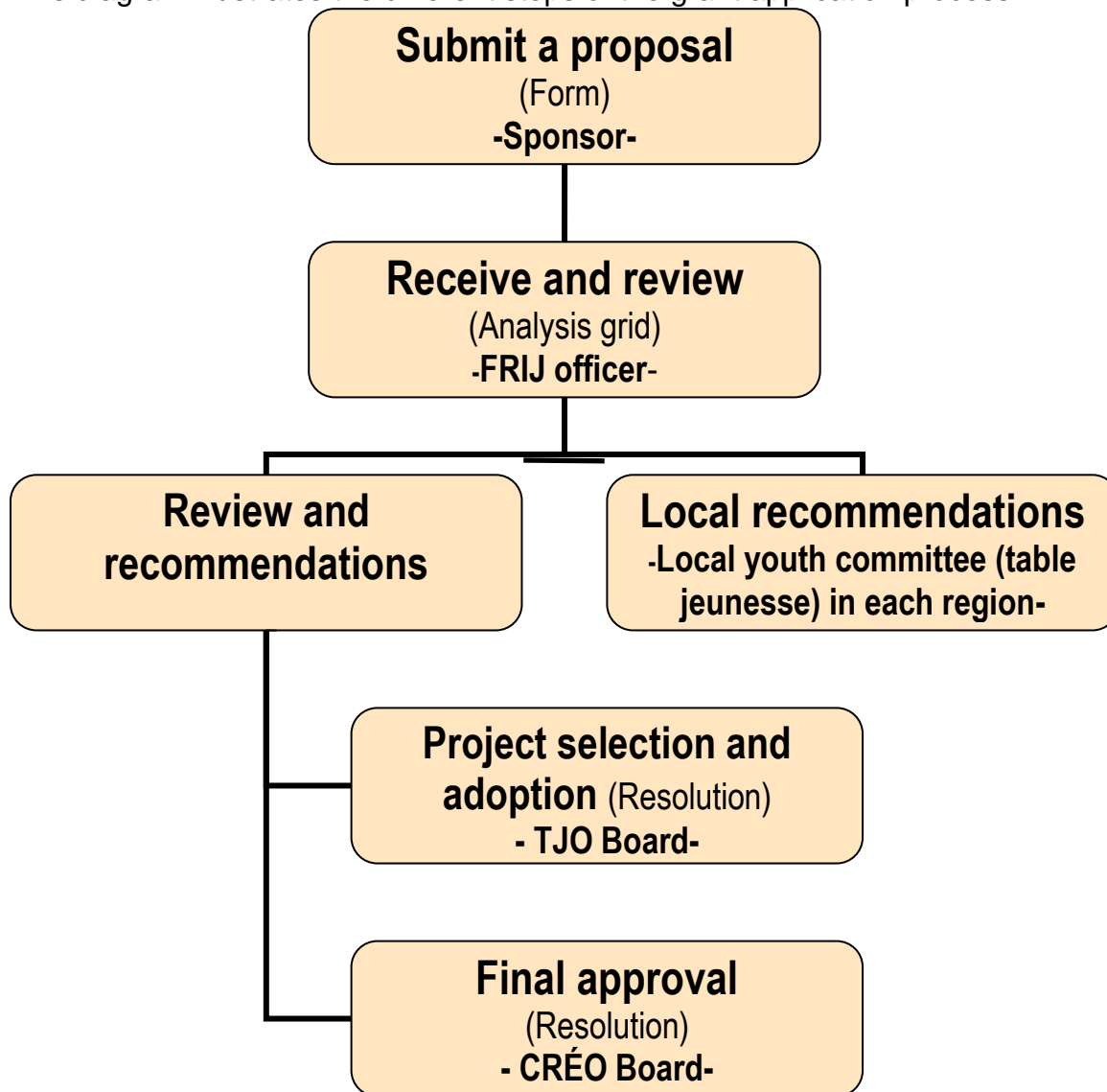
Cut-off dates (deadline for submitting a proposal) are as follows:

| | |
|-----------------------------|------------------------------|
| 1- February 28, 2010 | 2- October 31, 2010 |
| 3- March 31, 2011 | 4- September 30, 2011 |
| 5- February 28, 2012 | 6- September 30, 2012 |
| 7- February 28, 2013 | 8- September 30, 2013 |

No grant applications filed after the cut-off date will be considered. Applications may be deferred until the next cut-off date on the sponsor's request.

3.6 Evaluation of Projects

This diagram illustrates the different steps of the grant application process.



3.7 Administrative Procedures and Timetable

Here are the approximate time periods for each step of the grant application process.

| Time | Activity |
|--|--|
| - 2 months | Sponsors contact the FRIJ officer or local youth committee to obtain the grant application form and validate their project proposal. |
| - 1 or 2 months | Sponsors draft their proposal and complete the grant application, taking care that the application is complete. |
| 0 | Deadline |
| 3 rd week | FRIJ officers review applications based on the established criteria |
| 4 th week | Local youth committees issue their local recommendations |
| 5 th week | The investment committee reviews and recommends projects to the TJO |
| 6 th week | The TJO selects and rejects project proposals |
| 8 th week | The Conférence régionale des élus de l'Outaouais adopts the selected projects |
| 9 th week | Sponsors receive a grant acceptance or rejection letter |
| 10 th week | Sponsors whose projects are accepted receive the agreement protocol that must be signed by the promoter, the TJO and the CRÉO |
| 12 th – 15 th week | Sponsors receive their first instalment |

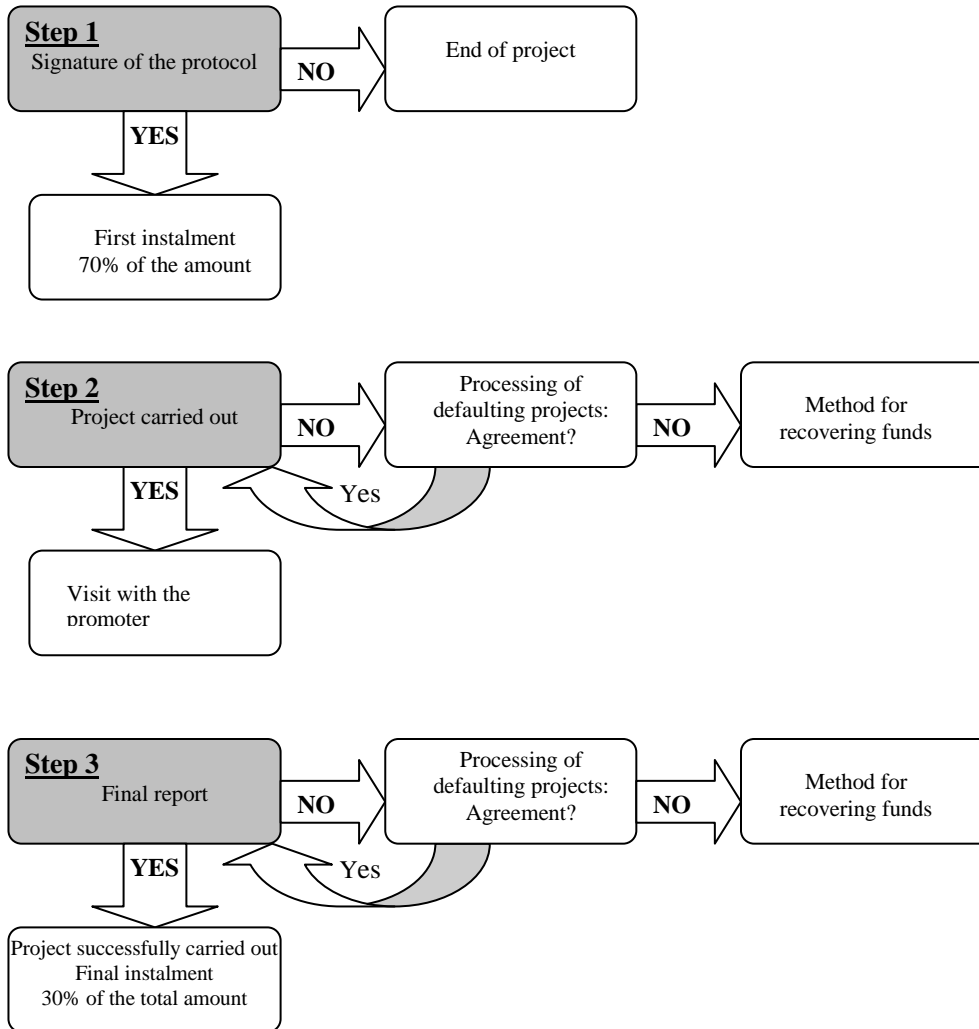
3.8 Project Follow-up

When the project has been accepted, sponsor organizations receive a letter of acceptance. They then present their proposal to their local youth committee to inform its members.

Next, sponsor organizations receive an agreement protocol. When the protocol has been signed by all parties, the TJO will pay 70% of the grant that has been awarded to the sponsor organization; the remaining 30% is paid when the final report has been received and accepted.

In the case of a sponsored young person, administrative follow-up will be conducted with the sponsor organization.

The Table jeunesse Outaouais' follow-up policy:



3.9 Making a Grant Request

To apply for funding for a local youth project from the 2009-2014 Regional Youth Investment Fund (FRIJ), the sponsor organization or sponsored young person must complete a grant application form.

The grant application form can only be obtained from your local youth committee or FRIJ officer with the Table jeunesse Outaouais.

Details at www.tjo.ca or

Collines-de-l'Outaouais: 819-457-2121

Papineau: 819-423-5491, extension 233

Vallée-de-la-Gatineau: 819-449-6789

Gatineau: 819-663-2480, extension 238

Pontiac: 819-648-5065

TJO: 819-663-2480, extension 238

APPENDIX 1

Summary of Issues:

2007-2012 Strategic Plan of the Outaouais Region

| Focus of development | Issues |
|--|---|
| EDUCATION, RESEARCH AND SCIENCE | <ul style="list-style-type: none"> - Promote education and make young people's academic success a collective regional priority; - Provide education for active citizenship; - Promote and develop the professional and technical training offer; - Maximize the contribution of research and innovation to the development of the region; |
| ENVIRONMENTAL PROTECTION, LAND-USE PLANNING, AND TRANSPORTATION | <ul style="list-style-type: none"> - Protect and enhance the territory and its resources; - Regionalize the integrated management of natural resources and proclaimed territory; - Promote access to the territory and people's mobility regionally, inter-regionally and interprovincially; - Position the Outaouais region as a North American leader of knowledge and sustainable land use. |
| SOCIAL DEVELOPMENT AND HEALTH | <ul style="list-style-type: none"> - Ensure accessibility and proximity of services in each territory of the region; - Increase the vitality of communities; - Promote individuals' active participation in ensuring their well-being; - Reduce socio-economic inequality by fighting poverty and social exclusion; - Adjust to anticipated demographic changes. |
| CULTURE, RECREATION AND SPORTS | <ul style="list-style-type: none"> - Consolidate and develop an offer in culture, recreation and sports according to community needs and make it accessible in an equitable manner throughout the territory; - Affirm our sense of belonging and develop the reputation of the Outaouais region; - Develop our attraction and retention capacity by implementing structuring projects in partnership with other regional stakeholders. |
| ECONOMIC DEVELOPMENT AND EMPLOYMENT | <ul style="list-style-type: none"> - Support the development of entrepreneurship and improve business competitiveness; - Diversify the economy by developing high potential sectors; - Develop a competent and qualified work force based on current and emerging labour market needs; - Maintain and develop our capacity to act and invest in local and regional development. |