



Youth Regional Investment Fund in Estrie

**Investment Policy
FOR ORGANIZATIONS
SUBMITTING PROJECTS**

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INTRODUCTION

In March 2009, the Government of Quebec released its 2009-2014 [Youth Action Strategy](#). This strategy was a concrete result of the commitment, mobilization, and joint action of the Government of Quebec and the province's youth; its implementation involves several government departments, government agencies, and [Quebec's Regional Youth Forums](#).

Regional Youth Forums have special partnership status with the government, and over the years their roles and responsibilities have expanded. Forum jeunesse Estrie supports the involvement of youth in their respective communities. It also ensures that youth initiatives are given serious consideration and provided with the means to carry them out. When the first youth action plan (2002-2005) was launched, the government, seeking to strengthen the regions, provided Regional Youth Forums with an additional tool to encourage youth to take charge of their development: the Youth Regional Investment Fund. The 2009-2014 Youth Action Strategy renewed the Youth Regional Investment Fund, and thus Regional Youth Forums have funds to support structuring youth initiatives and projects of a regional scope.

The Youth Regional Investment Fund is an entirely regionalized fund managed by youth leaders and serving youth of the Estrie. The Fund encourages structuring youth initiatives arising from joint efforts and partnerships to thus maximize its investments. The Forum jeunesse Estrie receives, analyzes and selects the projects submitted in relation to the FRIJ in Estrie. It also develops structuring youth initiatives, and it conducts an administrative follow-up of the grants awarded.

GENERAL PROVISIONS

1. General application framework

The Youth Regional Investment Fund in Estrie is earmarked for structuring youth initiatives and projects that meet not only the objectives and priorities established by Forum jeunesse Estrie in conjunction with key stakeholders from the region, but also the challenges set out in the Government of Quebec's 2009-2014 Youth Action Strategy.

The FRIJ in Estrie is responsible for funding local or regional structuring projects¹ for youth. This fund constitutes further contribution to the government's actions regarding youth and regional development.

2. Financial intervention objectives

The objective of financial intervention by Forum jeunesse Estrie through the Youth Regional Investment Fund in Estrie is to improve the quality of life of youth aged 12 to 35 in the Estrie region. Forum jeunesse Estrie partners with other stakeholders from the region to contribute to funding projects that generate medium- to long-term results² guided by sustainable development.

The Forum jeunesse Estrie's work seeks to attain the following objectives:

- To generate results that reverse some of the general trends affecting the region's youth;
- To encourage direct involvement and concerted efforts by regional stakeholders in the development of the Estrie;
- To have a significant impact on improving the living conditions of youth;
- To promote a sense of vitality among youth, and encourage their active and central involvement in youth development;

¹ A project that is structuring for its environment usually possesses the following characteristics:

- allows to significantly change a situation and produces long-term impacts, that have consequences and create a structure;
- improves the quality of life of the citizens (environment, public services and equipments, education, health, standard of living, etc.);
- gets partners involved in the action.

² In this context, "medium-term results" means that we anticipate the project will have a significant impact not only during the time the project is being carried out, but also for months if not years afterwards.

- To promote greater awareness among stakeholders and Estrie residents of youth issues, the dynamic force that youth represents, and the vital nature of the contribution of youth to community development.

3. Relevance of a structuring youth initiative or project

Projects must meet the [priorities established](#) by Forum jeunesse Estrie in conjunction with the community, the Government of Quebec's 2009-2014 [Youth Action Strategy](#), and the Conférence régionale des élus (CRÉ) de l'Estrie's 2007-2012 [Development Plan](#). Projects associated with the following development priorities will be given precedence:

- To improve young people's overall health;
- To improve the quality of young people's living environment;
- To support the creation of a strong and dynamic future workforce, both professional and entrepreneurial;
- To support civic involvement among youth;
- To support educational perseverance among young people.

The [Youth Action Strategy challenges](#) are:

- Education and employment;
- Entrepreneurship;
- Health;
- The region;
- Diversity;
- The environment.

4. Youth Regional Investment Fund components

The Youth Regional Investment Fund is divided into two components:

- I – [Local Structuring Projects](#)
- II – [Structuring Youth Initiatives](#)

I – Local Structuring Projects

This component applies to development projects with a significant impact on youth development in the Estrie region. They may be innovative projects or projects under development. The duration of a local structuring project is generally one year, and funding from the Youth Regional Investment Fund is non-recurrent. Such a project addresses a specific youth issue and seeks to improve the situation of the region's young people. It may be submitted by an eligible organization or an individual 35 years of age or younger championed by an eligible organization. The following rules apply.

The project must:

- Stem from regional or sub-regional priorities defined by organizations or residents from the community targeted by the project (an area's strategic plan regarding youth, regional development plan, etc.);
- Ensure the participation of at least one other partner contributing to the project through funding or by allocating resources;
- Be carried out in at least one area of the MRC, municipality, or borough depending on the type of region or municipality;
- Typically involve a maximum investment from the Youth Regional Investment Fund of \$35 000;
- Aim for financial autonomy for the project;
- Target the attainment of short-term goals typically of a duration of one year or less;

- Not be part of the organization's usual services³ and not be one of the organization's recurring activities.⁴

The goal of a **development phase project** is to carry out one last step in the development of a project and arrive at its ultimate execution. Thus, assurance of the project's financial independence and long-term survival is required.

Two particular conditions apply to this type of project:

- Funding from the Youth Regional Investment Fund in Estrie should constitute the project's final financial leverage;
- If required, the promoter must present a budgetary plan specifying the action strategies and financial resources anticipated to ensure the project's long-term survival and self-financing.

II - Structuring Youth Initiatives

This component funds far-reaching agreements that formally commit Forum jeunesse Estrie and partners to the promotion of joint regional efforts and the implementation of initiatives surrounding a specific youth issue. Structuring youth initiatives enable comprehensive, concerted, long-term work. They also enable experimentation at the regional level with new ways of doing things and the adaptation of programs to regional realities.

A structuring youth initiative has medium- and long-term results and aims for the long-term survival of these results. In this regard, the Youth Regional Investment Fund has a leverage effect facilitating the implementation of a structuring youth initiative, and the community must show its willingness to take charge at the end of the funding period. A contribution from the Youth Regional Investment Fund to a specific agreement is recognized as participation in a structuring youth initiative.

Certain rules and conditions apply:

- Assurance of the participation of at least three partners must be provided;
- Typically, the maximum investment from the Youth Regional Investment Fund is \$100 000 per year;
- The initiative must be carried out in at least two MRCs or boroughs, depending on the type of region or municipality;
- The initiative may be interregional (cover at least two administrative regions);
- The initiative must target medium- or long-term objectives and be of a duration exceeding one year;
- Forum jeunesse Estrie and the partners of the structuring youth initiative form a partnership through an agreement. This agreement provides for actions considered to be a priority BY and FOR the youth of the region;
- In a structuring youth initiative, there is a partnership between Forum jeunesse Estrie and the partners. Each has its own role to play, specific responsibilities to assume, and commitments to respect;
- A structuring youth initiative is the result of a process of negotiation among the parties and cannot be imposed by one party on another;
- A structuring youth initiative has an impact and a significant leverage effect on youth development in the region.

Structuring youth initiatives are limited in time and are non-recurrent. They are usually of a two- or three-year duration. In exceptional circumstances, the duration of the initiative may surpass three years, but cannot exceed

³ Services that an organization has the responsibility to offer to its targeted client group as per its established mission, mandate, and objectives, which comprise the organization's raison d'être.

⁴ An activity that, although not part of the organization's regular services, is provided by the organization on a regular basis; for example, an annual seminar.

five years. In such a case, the promoters must justify the absolute necessity of an agreement exceeding three years.

ELIGIBILITY

5. Eligible organizations

- Any non-profit incorporated organization or any cooperative whose activities resemble those of a non-profit organization, that has obtained non-profit recognition from the Ministère du Revenu, and whose head office is in the Estrie region. The organization must have been legally constituted for at least 12 months at the time the project is submitted.
- Any municipality, regional county municipality (MRC), or urban community in the region that provides services of a social, community, cultural, and/or recreational nature.
- Any public sector organization from the education sector, health and social services network, or municipal sector whose head office is in the Estrie region.
- Any organization sponsoring either a young promoter or an organization that has been formed for less than one year that wants to carry out a project.

Organizations wishing to submit a structuring youth initiative are invited to contact Forum jeunesse Estrie's development advisor who will be able to guide them through the process.

6. Eligible projects

A project must meet the following criteria to be eligible for the Youth Regional Investment Fund:

- Contribute to the development of the quality of life of youth;
- **Clearly** fall within Forum jeunesse Estrie's development priorities or the orientations of the Government of Quebec's 2009-2014 Youth Action Strategy (Article 3);
- Target youth in the Estrie region aged 12 to 35;
- Generate benefits for the Estrie region or at least one MRC, municipality, or borough;
- Cover a minimum of two areas in the MRC in the case of a structuring youth initiative;
- Be submitted by an eligible organization;
- Not duplicate or compete with other projects or organizations covering the same territory;
- Respect the maximum amount authorized;
- Show that the Youth Regional Investment Fund is not the sole source of funding for the project (in the case of a structuring youth initiative: in the previous step,⁵ the budget estimates must contain a **minimum of 20% of the total project cost** in human, material, and financial resources coming from committed or anticipated partners, excluding Forum jeunesse Estrie);
- Be developed in partnership;
- Not be related to the organization's administrative operation, regular services, or regular recurrent activities;
- The financial contribution requested from the Youth Regional Investment Fund covers expenses that are eligible within the framework of the Youth Regional Investment Fund;
- Is not carried out for purposes of religious or political propaganda, sexual exploitation, or other illegal activities.

7. Project application

7.1 Deadline

At the [deadline](#) for project application, all the required documents must have been submitted at the offices of the Forum jeunesse Estrie. If the application documents are sent by mail, it is the sponsor's responsibility

⁵ See the Partner's Guide – Structuring Youth Initiative component

to plan a timely application. The same conditions apply for e-mail or fax applications. Project applications that are not received within the prescribed time limit will not be accepted.

7.2 Schedule

Reply to sponsors: Up to four months after the project application. Sponsoring organizations will be informed in writing of the final decision of the Forum jeunesse Estrie.

7.3 Contact information

Financial aid applications, including all required documents, must be forwarded to the following address:

Forum jeunesse Estrie / FRIJ
230 King W., Suite 300
Sherbrooke, QC J1H 1P9
Fax: 819-563-7800

Electronic version of the form can be e-mailed to cf@creestrie.qc.ca and must be identified with the name of the project.

For questions and assistance regarding their financial aid application process, sponsors can contact the Development Counsellor, Caroline Falcão, at 819 563-1911 ext 228.

8. Eligible expenditures

Expenditures that qualify for financial aid are defined as:

- Compensation of the personnel assigned exclusively to the project as well as expenditures directly related to the achievement of the project.
- Fixed capital expenditures directly related to the project are eligible in a proportion of 50% of the total cost of the capital assets, up to a maximum amount of \$25 000.
- Transportation and entertainment expenditures directly related to the project and covered by the Youth Regional Investment Fund are eligible in a proportion of 10% of the amount allocated from the Youth Regional Investment Fund.

8.1 Restrictions

The following expenditures are not eligible:

- Expenditures attributed to carrying out a project, but incurred prior to the official date of the project's acceptance by CRÉ de l'Estrie or beyond the dates specified in the memorandum of understanding;
- The organization's regular operations, debt servicing, repayment of future loans, or replenishment of a working capital fund;
- Expenditures for fixed assets not allocated to the project;
- Salaries and social benefits of the organization's regular staff;
- The financing of a project already completed;
- Fundraising activities and sponsorship requests;
- Activities associated with a political party;
- Activities carried out beyond the geographical borders of the Estrie region.

8.2 Determination of the amount of aid granted

- Up to 80% of the costs of a project submitted by a non-profit organization, public organization, or cooperative whose activities resemble those of a non-profit organization.
- In the case of a structuring youth initiative, the grant from the Youth Regional Investment Fund cannot surpass 65% of the total cost of the project.

- In the case of projects in the development stage that have already received financial assistance through Forum jeunesse Estrie, the portion of funding from the Youth Regional Investment Fund in Estrie will be cut back.

FINANCIAL ASSISTANCE

9. Nature of the financial assistance

Financial assistance will be paid in the form of a grant.

Forum jeunesse Estrie will distribute the sums in the most flexible way possible to adapt this tool to the realities and pressures of the partner organizations and government departments. Nonetheless, articles 7 and 9 of the present policy apply.

10. Payment conditions

All authorized activities will be subject to an agreement among Forum jeunesse Estrie, CRÉ de l'Estrie, and the parties involved.

APPLICATION EVALUATIONS

11. Evaluation criteria

The following evaluation criteria apply to all structuring youth initiatives and projects submitted to the Youth Regional Investment Fund for analysis purposes:

Progress regarding regional priorities and the 2009-2014 Youth Action Strategy

Projects contributing to progress in the area of the youth development priorities established by Forum jeunesse Estrie (Article 3) and respecting the objectives of the Youth Regional Investment Fund (Article 2).

Quality of the project

Coherent projects, realistic action plans and budgets, partners involved, rooted in the community, territory- or sector- based consensus surrounding the projects, diverse funding sources.

Managerial capacity of the applicant organization

Credible organization, with positive accomplishments to its credit. Ability of the applicant organization to successfully complete the project, from both a technical and a financial perspective. Project leader competent to successfully carry out the project.

Scope of the regional impact

Projects of regional scope must generate results throughout the region or in one or several MRCs or City/MRCs.

The project's activities and subsequent results are of significant interest to the actual or anticipated client group. This is measured principally by the pool of clients who will benefit directly or indirectly from the products or services offered through the regional distribution of the economic, social or cultural result associated with them.

Impact of the project on youth development

- The project will affect and involve a sufficient number of youth, based on the nature of the project and its objectives;
- The project will reach a specific less-fortunate client group for which there are no (or few) services;
- The project will create jobs leading to qualifications and facilitating work integration and adjustment;
- The project will intervene extensively with the target group;
- The project will help promote a positive image of youth;
- The project will instil a sense of responsibility and belonging among youth while supporting them.

Impact of the project on the community and community co-development

Projects with social, economic, educational, cultural, or environmental benefits having short-, medium-, or long-term results, enhancing the social and economic dynamics of youth, and addressing a community issue or need targeted by the project.

Mobilization of resources and cooperation

The community concretely supports the project through a partnership (financial, technical, or moral); the project is complementary and does not compete or duplicate already existing youth initiatives; the community demonstrates a willingness to take charge at the end of the funding period.

Sustainable development

Projects produce positive regional benefits while respecting the principles of sustainable development in terms of meeting current needs without compromising the capacity of future generations to meet theirs. Sustainable development is based on a long-term vision that takes into account the inseparability of the environmental, social, and economic dimensions of development activities.⁶

Transformation effect

Projects that are transformative for a community normally have the following characteristics:

- The project makes it possible to change a situation dramatically, has lasting long-term results, and provides structure;
- The project improves the quality of life of residents (environment, public services and facilities, education, health, living standards, etc.);
- The project involves committed partners in its endeavours.

Impact on youth employment

Among other results, Forum jeunesse Estrie hopes that if human resources are to be hired in the context of a structuring youth initiative or project, youth under the age of 35 will be favoured.

Long-term survival of the project

Should the project constitute the start of a permanent initiative, the promoters must demonstrate their ability to finance the effort at the end of the grant from the Youth Regional Investment Fund. The community must also demonstrate its interest in ensuring the project's long-term survival.

12. Investment process

Assessment of eligibility

The promoter of a project is invited to contact the staff at Forum jeunesse Estrie to discuss the project or to forward a summary of its project in writing. A summary eligibility assessment will then be conducted based on the criteria listed above.

In terms of structuring youth initiatives, Forum jeunesse Estrie may initiate a process with a view to concluding an agreement.

Submitting a funding application

The promoter is invited to submit a funding application using the form provided for this purpose. The project application must indicate the issue to be addressed, the project's objectives, the interested partners, and the project's link with Forum jeunesse Estrie's youth development priorities (Article 3). A file must be complete for the project to be analyzed by the Youth Regional Investment Fund's management committee.

Every year, one or two deadlines for submitting projects are set, announced publicly, and publicized on Forum jeunesse Estrie's Web site at www.forumjeunesseestrie.qc.ca.

Proposals for structuring youth initiatives may be submitted throughout the year.

Steps in the investment decision-making process

⁶ Government of Quebec, Government Sustainable Development Strategy 2008-2013, December 2007, p. 18

Once Forum jeunesse Estrie receives a project, it verifies the project's compliance. Should the project be deemed non compliant, the promoter will be so informed, and will have a maximum of 30 days to comply. Should the promoter fail to do so, Forum jeunesse Estrie reserves the right to reject the project.

The Forum's staff analyzes the project according to the evaluation criteria described in Article 10. Government departments and organizations with expertise related to the project are asked for their opinion on it. A preliminary analytical report is then drafted and forwarded to management committee members with relevant documentation on the project.

The Youth Regional Investment Fund's management committee⁷ conducts the project evaluation. This evaluation must show, among other things, that: the cost and funding structure is realistic; the various funding partners are known; and the partners have confirmed their involvement in the project. Finally, the analysis must demonstrate the relevance of the project with respect to the thrust, priorities, and objectives defined in articles 2 and 3 of the present management framework.

A proposed recommendation is then submitted to members of Forum jeunesse Estrie, who accept it or not. The decision is then submitted to CRÉ de l'Estrie's board of directors, who ratify the decision.

Reconsideration of the board of directors' decision

A promoter has the right to request that a decision be reconsidered by sending his or her request to Forum jeunesse Estrie in writing.

Such a request must:

- 1- Be received within 30 days following notification to the promoter of the final ruling ratified by CRÉ de l'Estrie;
- 2- Present the reasons why Forum jeunesse Estrie should reconsider its decision.

Details of the structuring youth initiatives component

For structuring youth initiatives, certain evaluation and negotiation steps must precede the above-mentioned investment decision-making process. Organizations interested in launching a structuring youth initiative are invited to contact Forum jeunesse Estrie.

Signature of an agreement and public announcement

When a project is accepted by CRÉ de l'Estrie's board of directors, a funding protocol must be signed by the promoter and the partners no later than March 31 of the fiscal year in progress. The protocol contains details on the commitments and obligations of each party, as well as the terms and conditions of the funding and payments. The promoters must report to Forum jeunesse Estrie on all projects funded by the Youth Regional Investment Fund. Forum jeunesse Estrie reserves the right to cease or modify a project's funding and even to demand reimbursement should the promoters not respect their commitments.

ADMINISTRATIVE PROCEDURES

13. Submitting a project

All requests to fund a project or a structuring youth initiative must be duly submitted to Forum jeunesse Estrie and meet the criteria of the present investment policy.

A complete file includes the following:

- A paper copy and the electronic version of a summary of the project, containing a maximum of two pages and including the following elements: a description of the project, the project's objectives, and

⁷ A local structuring project management and recommendation committee, established by Forum jeunesse Estrie, is composed of six youth representatives from various sectors of activity, representative of the region, i.e. from the community, cooperative, student, environmental, workers' organization and employability sectors. Should the seat for a targeted sector not be able to be filled, the seat in question will remain vacant (Source: Convention de subvention SAJ, CRÉ de l'Estrie, Forum jeunesse Estrie, annexe 2, *Normes et modalités d'attribution des subventions consenties dans le cadre du Fonds régional d'investissement jeunesse*).

the activities planned within the project. A project summary model may be found at www.forumjeunesseestrie.qc.ca/frij/presenter-une-demande-de-projet-structurant-local;

- A paper copy (the signed original) of the funding application form, including appendices 1, 2, and 3 duly completed, comprising a maximum of 15 pages. Provisional budgets are required for development phase projects and are to be appended;
- The electronic version of the funding application form is forwarded by e-mail, without the appendices;
- The letters patent or document attesting to the legal constitution and mission of the applicant or sponsoring organization (a copy);
- The resolution or authorization from the board of directors or relevant body that is designating an individual to sign any and all documents related to the funding application on behalf of the applicant organization (a duly signed original);
- Financial statements for the last year of operations of the applicant or sponsoring organization (a copy);
- The up-to-date curriculum vitae of the youth promoter(s) / sponsor(s), as the case may be;
- Letters of commitment or confirmation from the project's partners regarding their financial, material, or technical contributions (a copy);
- Letters of support for the project from the local or regional community (a copy).

For more information, contact Forum jeunesse Estrie:

Forum jeunesse Estrie

230 King W., Suite 300
Sherbrooke, QC J1H 1P9
Tel.: 819-563-1911
Fax: 819-563-7800

E-mail: cf@creestrie.qc.ca or forumjeunesseestrie@creestrie.qc.ca

Web: www.forumjeunesseestrie.qc.ca

14. Code of ethics

Forum jeunesse Estrie has adopted a code of ethics in the case of conflict of interest, which is included in the appendix to the memorandum of understanding between the CRÉ de l'Estrie and Forum jeunesse Estrie.

APPENDIX I

Authorization to request opinion on structuring youth action

ALL SPONSORS APPLYING FOR SYA FINANCING WITH THE FRIJ MUST FILL OUT THIS AUTHORIZATION.

AUTHORIZATION

I authorize the Forum jeunesse Estrie to submit the SYA to government authorities and organizations having relevant expertise in order to get their opinion on the attached project.

Signed in _____ , on _____

Authorized signature: _____

Name of organization: _____

APPENDIX II

Additional information regarding equality between the sexes and between generations

In its decision-making process, the Forum jeunesse Estrie is concerned about equality between men and women, and between generations. The Forum promotes gender-differentiated analysis as well as analysis according to age. These types of analysis take into account the distinctive effects that your project will have on men and women, and on persons of different ages, in order to prevent the development of social inequalities. Therefore, please provide the following information:

The activities that will be carried out in your project concern:	
Check a box:	Check a box:
<input type="checkbox"/> women and men	<input type="checkbox"/> all ages
<input type="checkbox"/> mostly women	<input type="checkbox"/> mostly those less than 18 years old
<input type="checkbox"/> mostly men	<input type="checkbox"/> mostly 18 to 35 year olds
<input type="checkbox"/> not applicable	<input type="checkbox"/> not applicable
Can these activities have different impacts on men and women?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, which ones?	
Can these activities have different impacts depending on the age of the person?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, which ones?	
During your SYA, will you be able to collect data that will allow you to follow up and perform an evaluation based on gender difference and on different age groups?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, which ones?	

APPENDIX III

Additional information regarding sustainable development

In its decision-making process, the Forum jeunesse Estrie is concerned about equity between present and future generations. In this regard, it promotes an approach that respects the principles of sustainable development principles. This type of analysis allows us to determine if your SYA meets the needs of the present without compromising the ability of future generations to meet their own needs. Therefore, please provide the following information:

<p>Sustainable development is composed of three fields of activity that work together in order to allow today's generations to meet their own needs without compromising the needs of the future. With which of these fields of activity is your SYA mainly in line?</p> <p>Check a box:</p> <p><input type="checkbox"/> economy</p> <p><input type="checkbox"/> environment</p> <p><input type="checkbox"/> social development</p>
<p>Can the SYA'S activities have impacts on the other two fields of activity that compose sustainable development?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, which ones?</p>
<p>Can the SYA'S activities have negative impacts on the development of future generations?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, which ones?</p>
<p>During your SYA, have you thought about setting up ways to decrease the negative impacts that your activities will have on the development of future generations?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, which ones?</p>

APPENDIX IV

Summary table of the investment process

STEP	LOCAL STRUCTURING PROJECT	STRUCTURING YOUTH INITIATIVE
Assessment of eligibility <ul style="list-style-type: none"> • Organization eligible as per Article 5 of the investment policy. • Project eligible as per Article 6 of the investment policy. • Expenses eligible as per Article 7 of the investment policy. 	X	X
Assessment of the relevance of negotiating a structuring youth initiative <ul style="list-style-type: none"> • If a structuring youth initiative is proposed by an organization from the community, it must be presented using the form provided for this purpose. 		X
Negotiation of a structuring youth initiative <ul style="list-style-type: none"> • A negotiation committee is set up. It is composed of the partners approached for the agreement who must agree on goals and the means to achieve them, as well as the contributions of each partner. 		X
Submission of a project to the Youth Regional Investment Fund management committee for analysis purposes. A complete file must include: <ul style="list-style-type: none"> • a detailed description of the project; • the form's appendices duly completed and signed; • a resolution authorizing the person designated to act on behalf of the applicant organization; • the applicant organization's most recent annual report; • a copy of the applicant organization's most recent financial statements; • the income and expense plan, the financing plan, and details regarding contributions from partners; • documents confirming the contributions of the partners; • the most recent list of the applicant organization's administrators; • a copy of the applicant organization's charter or any other governing document. 	X	X
Verification of the file's compliance	X	X
Preliminary analysis of the file <ul style="list-style-type: none"> • Opinion requested from government departments and organizations with expertise related to the project. 	X	X

<p>Evaluation of the project by the Youth Regional Investment Fund's management committee</p> <ul style="list-style-type: none"> • Evaluation of the project based on the criteria defined in Article 10 of the investment policy. • Recommendation to Forum jeunesse Estrie. 	X	X
<p>Decision by Forum jeunesse Estrie</p> <ul style="list-style-type: none"> • Recommendation to the CRÉ board of directors for final ruling. 	X	X
<p>Decision by CRÉ de l'Estrie</p> <ul style="list-style-type: none"> • CRÉ de l'Estrie is provided with recommendations from Forum jeunesse Estrie and makes the final ruling. 	X	X
<p>Signature of a memorandum of understanding</p>	X	X
<p>Monitoring projects and memorandums</p> <ul style="list-style-type: none"> • Production of progress and final reports. • In the case of a structuring youth initiative, a committee to manage the memorandum of understanding is set up. Its mandate is to ensure that the objectives of the memorandum are attained. 	X	X