

Secrétariat du Québec aux relations canadiennes

User Guide

Last update : March 19, 2020

I - INTRODUCTION

This guide was created by the Government of New Brunswick to help navigate through the portal of the Secrétariat du Québec aux relations canadiennes.

All grant applications for the New Brunswick/Quebec Cultural Cooperation Program must be submitted through this portal.

The portal can be accessed at this address:

<https://francophonie.sqrc.gouv.qc.ca/SAIC-Subventions/Userlogin.aspx>

II – CREATING A PROFILE (if necessary)

Before applying for a grant, you must complete the registration form for your organization. Make sure that the other organizations collaborating in the realization of your project have also completed the registration form.

Demande de subvention

Code d'utilisateur :

Mot de passe :

Mot de passe oublié?

If your organization is already registered, enter your user ID and password, and go to step III.

Click on "Mot de passe oublié" (Forgot Password) if you have forgotten your login credentials.

Banque des partenaires

Nouvelle inscription ou modification à votre fiche.

Click on "Débuter" (Start) if your organization does not have a profile on the portal of the Secrétariat du Québec aux relations canadiennes.

Creating a profile is done in four steps.

1. Identification

First enter the postal code of your organization, then click on "Rechercher" (Search).

Code postal :

If your organization appears in the results, please contact technical support (sqrc.francophonie@mce.gouv.qc.ca) to retrieve your login credentials.

If your organization does not appear in the list of results, click on **Nouvelle inscription** (New registration).

FICHE DE L'ORGANISME

Nom de l'organisme : *

Acronyme :

Mission : *

Sélectionner le(s) Secteur(s)/Clientèle(s) et le(s) sous-secteur(s), s'il y a lieu, puis cliquer sur le bouton «Ajouter».

Secteur(s)/Clientèle(s) : * Sous-secteur(s) :

Résultats :

Enter the name of the organization, its acronym (if applicable), the mandate of your organization (100 words maximum). All information can be written in English.

Select the sector in which your organization operates (e.g. Culture), as well as the sub-sector that best represents your activity (performing arts, visual arts, literature, etc.). Click on **Ajouter** (Add) to confirm your sector and sub-sector of activity.

Then click on **Suivant** (Next).

2. Coordonnées / Organization details

COORDONNÉES DE L'ORGANISME

Nom de l'organisme :

Adresse : *

Ville : *

Adresse postale s'il y a lieu :

Code postal : *

Province/territoire : *

Téléphone : (incluant l'indicatif régional) *

Sans frais :

Télécopieur :

Site Internet :

Courriel général de l'organisme : *

Enter the organization's address, city, mailing address (if necessary), and postal code. Select your province. Then enter the organization's main phone number, toll-free phone number, and fax number (optional). Lastly, enter the website address of your organization, as well as its general email address, then click on **Suivant** (Next).

3. Personnes-ressources / Contact information

This step identifies the main leaders of the organization, as well as the person responsible for the project (if different).

Click on **Nouveau contact** (New Contact) to add a contact.

NOUVEAU CONTACT

Nom de l'organisme :

Madame Monsieur

Nom de la personne : * Prénom : *

Téléphone : (incluant l'indicatif régional) * -- Poste: Télécopieur : -

Courriel de la personne : *

Titre de fonction : *

Enter the contact's last name, first name, telephone number (and extension if necessary), as well as their fax number (optional), their email address and their position within the organization (CEO, president, director, project manager, etc.)

Click on **Enregistrer** (Save) to validate your information, and repeat the process if you wish to include other contacts.

If necessary, you can click on "Consulter/Modifier" (Consult/Edit) to check the information of a contact person, or click on "Désactiver" (Deactivate) if the person is no longer part of your organization.

Then click on **Suivant** (Next).

4. Confirmation

- Je confirme l'exactitude des renseignements fournis, mais je ne désire pas faire de demande de subvention immédiatement.
- Je confirme l'exactitude des renseignements fournis et je désire recevoir un code d'utilisateur et un mot de passe pour faire une demande de subvention.

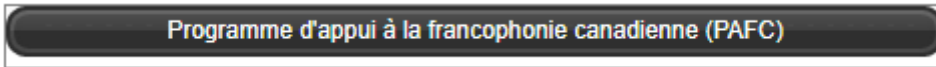
Check that all the information is correct and click on the first button if you do not want to obtain new login credentials (e.g. update). Click the second button if this is your initial registration and need login credentials.

Then click on **Confirmer** (Confirm) to validate your registration.

An email with a login ID and password will be sent to you by the Secrétariat du Québec aux relations canadiennes. Please note that all registrations are verified by a technician, so the confirmation email may not be sent immediately.

III – SUBMISSION OF A GRANT APPLICATION

Once you are connected, click on **Nouvelle demande** (New request) to submit a new grant request. If you have several choices, the grant program you need to select is:




IMPORTANT: You can click on **Enregistrer** (Save) before going on with the application process. You can also save your progress at any time if you wish. You can then resume the process later, after entering your login information on the SQRC portal.

Please also note that all information can be written in English.

1. Identification

IDENTIFICATION

Titre du projet :

Volet du programme : 

Volet 5 – Coopération intergouvernementale (volet transversal)

Enter the title of your project, as well as the program component (four categories are available; please select the category that matches your project: exploratory mission, transfer of expertise, partnership, initiative of a pan-Canadian organization).

Votre projet est-il financé par un autre gouvernement ? Oui Non

Précisez :

Nous autorisez-vous à entreprendre des démarches pour que votre projet puisse être appuyé par un autre gouvernement en lien avec votre projet ? Oui Non

For the two following questions, "Is your project funded by another government?" and "Do you authorize us to take steps so that your project can be supported by another government related to your project?", answer "Oui" (Yes): because this is an intergovernmental cooperation program, you will receive a grant from the Government of Quebec and the Government of New Brunswick if your project is recommended for funding.

Do not forget to enter "New Brunswick" in the "Specify" (Préciser) box.

Specify the provinces concerned by the project (New Brunswick and Quebec), the duration of the project (the number of fiscal years in which the project will be funded, i.e. 1 year), the start date and the end date of the project (these are the dates from which the first and last eligible expenses are incurred). You can then enter the start date and the end date of the main activity if necessary (festival, for example). Do not forget to enter the location, the main field of intervention (Culture) and field of secondary intervention (if applicable).

Durée du projet :
 Date de début :
 Date de fin :
 Date de début de l'activité principale :
 Date de fin de l'activité principale :
 Endroit(s) de réalisation :
 Secteur d'intervention principal : ▼
 Secteur d'intervention secondaire (facultatif) : ▼

Then click on **Suivant** (Next) to validate this step.

2. Demandeurs et partenaires / Applicants and partners

DEMANDEURS ET PARTENAIRES

Votre organisme sera-t-il : Demandeur-bénéficiaire de la subvention Codemandeur

You must first specify whether you are the main applicant or the co-applicant. By default, "Demandeur-bénéficiaire de la subvention" (main applicant) is checked.

Demandeur-bénéficiaire : <i>Organisme bénéficiaire de la subvention</i>	<input type="text"/>	Responsable du projet : <input type="text" value="Précisez..."/> ▼
Codemandeur : <i>Organisme qui collabore avec le demandeur-bénéficiaire à la réalisation du projet</i>	<input type="text"/>	Responsable du projet : <input type="text" value="Précisez..."/> ▼

Select the person in charge of the project within your organization from the drop-down menu.

Click on to search the SQRC database for the co-applicant. Enter the name or part of the name of the organization and click on **Rechercher** (Search).

Nom du partenaire :

Partenaire	Ville	Province/territoire	
<input type="text"/>	Moncton	Nouveau-Brunswick	<input type="button" value="Sélectionner"/>
<input type="text"/>	Dieppe	Nouveau-Brunswick	<input type="button" value="Sélectionner"/>
<input type="text"/>	Fredericton	Nouveau-Brunswick	<input type="button" value="Sélectionner"/>

Once you found the organization, click on **Sélectionner** (Select). The co-applicant organization will then be automatically added to your application. Do not forget to specify the name of the person in charge of the project within the partner organization.

IMPORTANT: If you cannot find the co-applicant in the database, it is likely that the organization has never registered on the SQRC portal. Both organizations must have a profile on the portal; otherwise, the application can be considered ineligible.

If other organizations are participating in the project, you can add them in the "Partenaire" (Partner) section, by carrying out a search as mentioned above.

Click on **Suivant** (Next) to validate this step.

3. Description du projet / Project Description

A screenshot of a web form. On the left, there is a dropdown menu with the text 'Préciser' and a downward arrow. Below the dropdown is a text input field. To the right of the dropdown and text field are two buttons: a green button with a plus sign and the text 'Ajouter' (Add), and a red button with a minus sign and the text 'Retirer' (Remove).

IMPORTANT: For several questions, an answer in a drop-down menu is required. Select the answer that best suits your project or your organization and click on "Ajouter" (Add); you can click "Retirer" on (Remove) if the information is incorrect.

Please answer all questions in this section. Do not hesitate to detail your answer if necessary.

- Type of organization: select the type of your organization and enter a brief description of your organization.
- Type of project depending on the component: you can select several types of activities if your project is multidimensional.
- Objectives: how does your project contribute to the achievement of at least one of the program objectives? You must justify and detail this answer.
- Brief description of your project for our website: this is a short description which can be shared on social media (if your project is recommended for funding).
- Project description: describe your project in detail.
- Targeted organizations and people: specify who the project is aimed at by indicating the number and profile of the people or organizations concerned.
- Quebec dimension: explain in detail how your project has a Quebec dimension (i.e. at least one of the partner organizations is from Quebec, the activity takes place in Quebec or the project targets Quebec customers).
- Description of expected results: describe the concrete results expected for your project (development of the cultural offer or skills, impact on the community, etc.)
- Description of means: describe the means used for the project to achieve concrete results (dissemination of information, etc.)
- Presentation of the team: introduce the team involved in carrying out the project; it is important to highlight the experience and skills of team members.
- Visibility granted to the government of Quebec: present the planned communication activities, including the description of the elements of visibility granted to the government of Quebec (and New Brunswick).
- Specifics depending on the component: if it is an exploratory mission, make a list of the organizations you wish to meet, including a short description of their mandate and their relevance for a possible partnership; if not, please describe in detail the involvement of your co-applicant in the project, as well as the list of your previous collaborations (if applicable).

- Project management calendar: enter each of the main stages of the project, indicating the start date and the end date, then click the "Ajouter" (Add) button; add other steps if necessary.

Click on **Suivant** (Next) to validate this step.

4. Budget

Download the budget form (Excel file) and fill it out. You will be able to attach your budget in the appendix (next step).

A few details :

- The project number is specified at the top of each validation step (PAF-xxxx).
- Do not forget to check the box "Cocher si coopération intergouvernementale" (check if intergovernmental cooperation).
- For revenues, specify the contribution of the applicant and co-applicant organizations, public subsidies, and the other sources of income you might get.
- It is an intergovernmental cooperation program; 50% of the funding will come from Quebec, 50% will come from New Brunswick. As an example, if you request for a total amount of \$5,000, you must specify \$2,500 in grants from the government of Quebec, and \$2,500 in grants from the government of New Brunswick.
- The grant can cover up to 80% of eligible expenses for organizations. Please consult the guidelines to check which expenses are considered eligible.

Click on **Suivant** (Next) to validate this step.

5. Annexes / Appendix

You can upload all the documents relevant to your application.

ANNEXES

Type de document à transmettre : ▼

Chemin d'accès :

Specify the type document (budget, funding confirmation letter, letter of support, etc.), then click on "Choisir un fichier" (Choose a file) to select the document on your computer. Click on "Ajouter le document" (Add document) to upload it.

IMPORTANT: Uploading your budget is mandatory.

Type de document	Nom du document	Date de transmission	
Budget	[REDACTED]	12/03/2020 18:05:58	<input type="button" value="Consulter"/>

Click on **Suivant** (Next) to validate this step.

6. Résumé / Summary

You can check all the information regarding your grant request. If you want to change any information, you can click on **Précédent** and go back to a previous step.

Click on **Suivant** (Next) to validate this step.

7. Engagement

This last step is **essential**, as it is the electronic signature of your grant request.

Check the box "Nous certifions que tous les renseignements fournis sont exacts et complets et nous transmettons la présente demande de subvention." (We certify that all the information provided is correct and complete and we transmit this grant application.)

Finally, click on **Confirmer** (Confirm) for your funding application to be processed. You will then get the following confirmation message:

Titre du projet : [REDACTED]

Numéro du projet : [REDACTED]

Confirmation de la demande de subvention

Le Secrétariat du Québec aux relations canadiennes (SQRC) a bien reçu votre demande de subvention dans le cadre des programmes de soutien financier en matière de francophonie canadienne en ce qui concerne le projet mentionné ci-dessus. Un courriel a été transmis à tous les organismes partenaires de votre projet pour les informer du dépôt de votre demande.

De plus, le dirigeant de l'organisme demandeur-bénéficiaire et celui de l'organisme codemandeur ont été invités à confirmer le dépôt de la demande de subvention telle qu'elle a été présentée au SQRC.

Prenez note qu'en tout temps vous pouvez consulter l'état d'avancement de vos demandes dans votre dossier dans cette plateforme informatique.

IV – ADDITIONAL INFORMATION

For any technical question related to the portal of the Secrétariat du Québec aux relations canadiennes : sqrc.francophonie@mce.gouv.qc.ca or 418-644-7509 ext. 8977

If your question is related to the intergovernmental cooperation program, you can contact: Benjamin Broucke, Project Executive, 506-429-3316 or benjamin.broucke@gnb.ca ; or Bunthivy Nou, Program Consultant, 506-453-2763 or bunthivy.nou@gnb.ca.