

# SQRC GRANT PLATFORM USER GUIDE



**NOTE:**

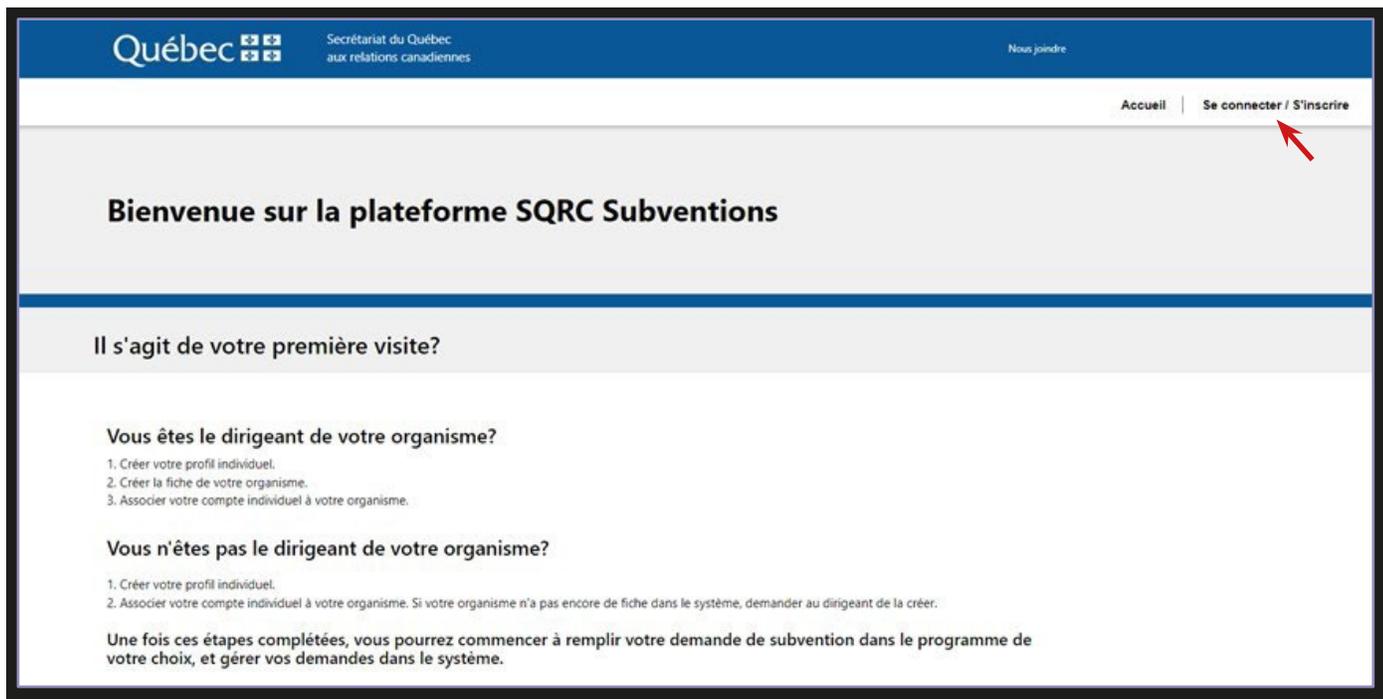
**This document is a non-official English translation of the original user guide provided by the Secrétariat du Québec aux relations canadiennes.**

**Translation made by Arts Culture NB, 2023.**

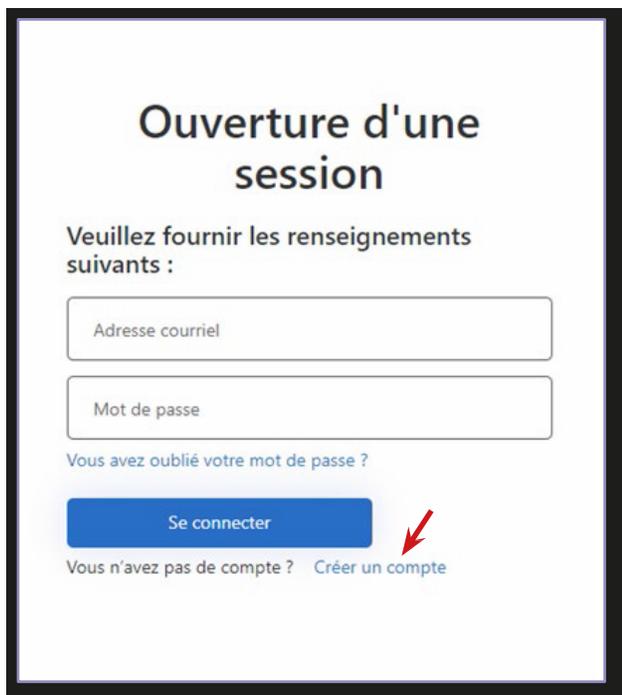


# 1. Sign up and create an account on the portal

1. Go to the [SQRC Grants](#) portal. Click on *Se connecter / S'inscrire* (Login / Register) at the top right of the screen.



2. At the bottom of the window, click on *Créer un compte* (Create an account).

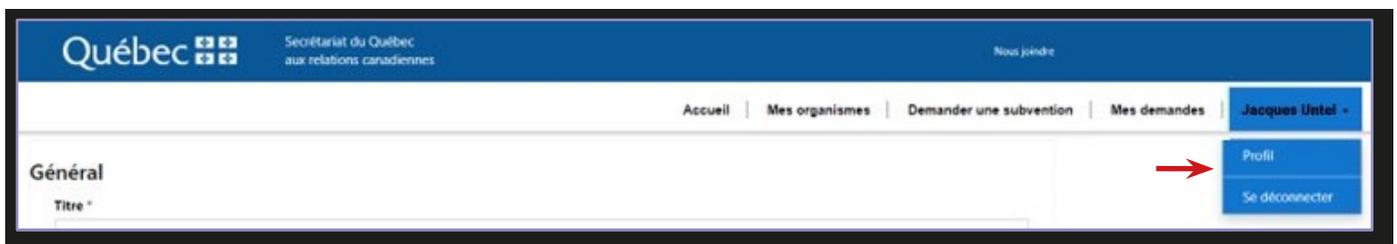


3. Complete all the necessary steps to create an account by following the on-screen instructions:
  - a. Authenticate yourself by entering a verification code that will be sent to the email address you enter.
  - b. Create a password that will have a minimum of eight characters, including at least three of the following characters:
    - capital letter,
    - lower case letter,
    - number,
    - symbol.
  - c. Fill in the *Prénom* (First Name) and *Nom* (Last Name) fields
  - d. Click again on *Se connecter / S'inscrire*, typing your email address and password. You will be asked to authenticate yourself again by retrieving a verification code from your email box.

## 2. Create an individual profile on the platform

Once you have registered and logged on to the portal, you can create your personal file.

1. In the top menu of the page, click on your name, then on *Profil* (Profile).

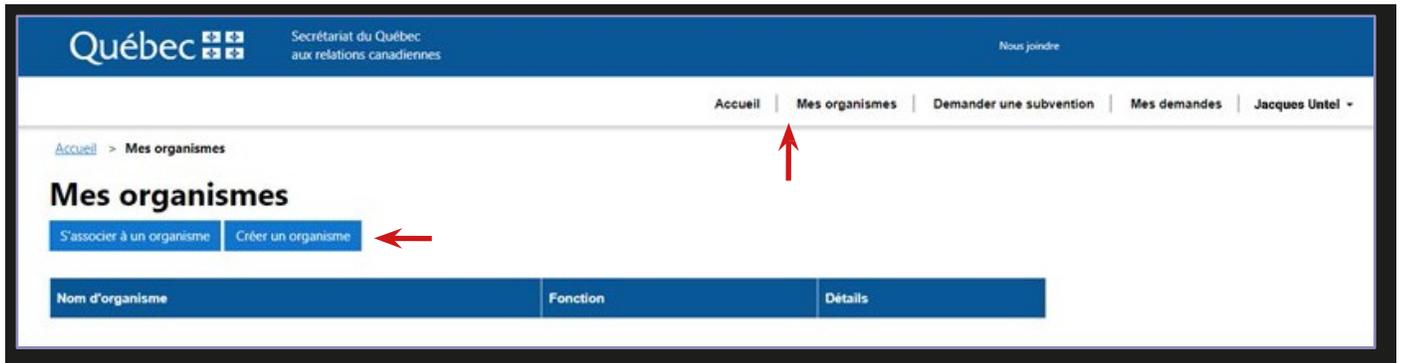


2. Fill in all the fields on this page.
3. Sign the acknowledgement form at the bottom of the page.

You can change the information on this page at any time by making the necessary changes in the fields, then clicking *Mise à jour* (Update).

### 3. Create the organization's profile

1. Create your organization's profile if you are the organization's leader or a person authorized to do so. Go to the top menu and click on *Mes organismes* (My Organizations), then *Créer un organisme* (Create an Organization).

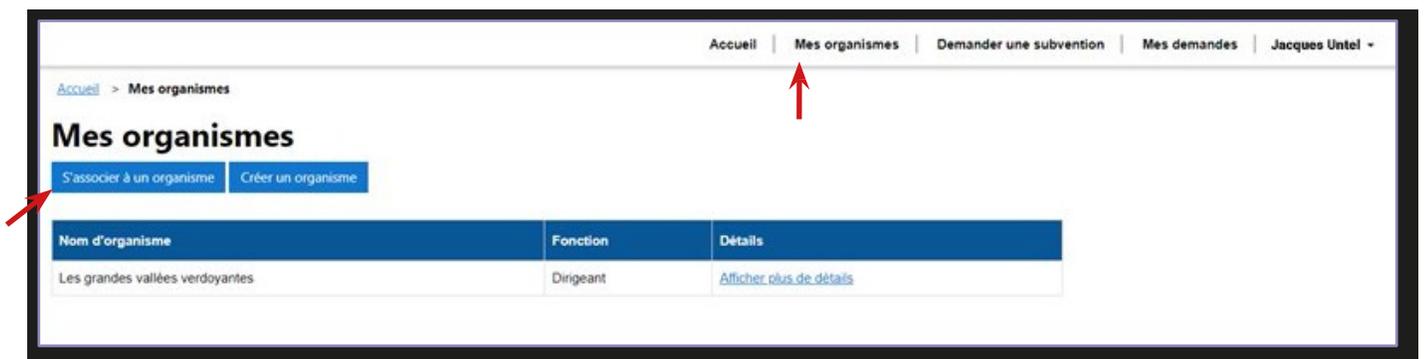


2. Once in the Create an organization page:
  - a) check the acknowledgment that you are a person authorized to create the profile because you are the director or have been mandated to do so. Then click on *Suivant* (Next);
  - b) fill in all the fields on the *Numéro d'entreprise* (Business Number) page;
  - c) fill in the fields on the *Information Générale* (General Information) page;
  - d) fill in all the fields on the *Comptabilité* (Accounting) page;
  - e) complete all fields on the *Informations bancaires* (Bank Information) page and check the boxes in the *Engagement* (Commitment) section;
  - f) click on *Envoyer* (Send).

It is essential that you keep your profile information and your organization's information up to date. It is especially critical that you quickly change the name and contact information of the organization's leader once that person is replaced. To do so, have the new lead associate their individual profile with the organization's profile.

### 4. Linking the individual profile to the organization

To associate your personal account with your organization, once again select *Mes organismes* from the top menu and click *S'associer à un organisme* (Link to an Organization).



1. Fill in the two fields on this page.
2. Once this section has been completed and submitted, this organization should appear in your Profile, in the Organismes associés (*Associated Organizations*) section at the bottom of the page.

**Organismes associés** Ajouter

Fonction	Organisme
Dirigeant	Les grandes vallées verdoyantes <span>▼</span>

J'atteste que toutes les informations du présent formulaire sont exactes et je confirme que je consens à la cueillette et à la communication des renseignements fournis. Je confirme également que je consens à ce que mon compte puisse être désactivé après trois années complètes d'inactivité. \*

Je consens à recevoir les communications courriel du Secrétariat du Québec aux relations canadiennes telles que :

- informations générales sur nos programmes de subvention,
- appels à projets,
- avis techniques concernant la plateforme informatique.

Non  Oui

Please note: If you wish to submit a grant application with one or more co-applicants, it is very important that they have also filled out their profile beforehand.

## 5. Apply for a grant

You can now apply for a grant. Go to the *Demander une subvention* (Apply for a Grant) section at the top of the page and select the program you would like to apply for.

Accueil | Mes organismes | Demander une subvention | Mes demandes | Jacques Untel -

Accueil > Demander une subvention

## Demander une subvention

Programme d'appui à la francophonie canadienne

[Déposer une demande de subvention](#)

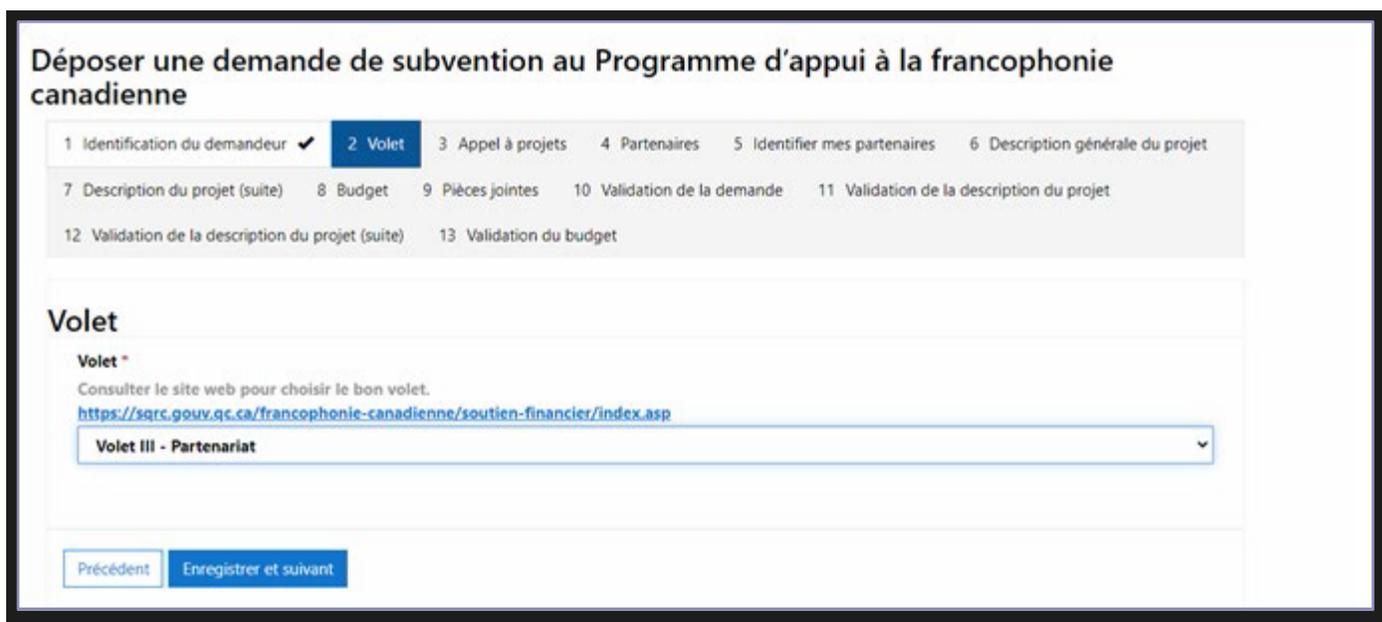
Soutien aux activités en francophonie canadienne

[Déposer une demande de subvention](#)

Complete the steps to fill out your grant application. Remember to save each of your pages as you complete them (all required fields must be completed before saving) so that you don't lose your work along the way. If you log out, you will be able to return to where you left off by selecting Mes demandes (My Applications) from the menu at the top of the page.



If you are completing a grant application to the Programme d'appui à la francophonie canadienne, it is very important that you do not change the component, which is on page 2, during the process. If you do so after completing subsequent pages, you will have to start over, as the change of component will cause new fields to appear.



Good luck with your application!

For any questions related to the platform, please contact [sgrc.francophonie@mce.gouv.qc.ca](mailto:sgrc.francophonie@mce.gouv.qc.ca).