



Syndicat de l'enseignement  
de la région du Fer - CSQ



# **Fonds d'aide à la jeunesse Danielle-Bergeron regulations**

**Amended  
November 2023**



# **Regulation of Fonds d'aide à la jeunesse Danielle-Bergeron**

## **1. DEFINITION**

The Syndicat de l'enseignement de la région du Fer-CSQ (SERF-CSQ) creates a special fund called "Fonds d'aide à la jeunesse Danielle-Bergeron" hereinafter referred to as FAJDB.

## **2. FAJDB COMMITTEE**

The FAJDB committee is made up of members of the SERF-CSQ finance committee.

## **3. FAJDB COMMITTEE MANDATES**

- a) Promote the Fund;
- b) Collect and analyze projects;
- c) Appoint a spokesperson;
- d) Recommend projects for funding to the Board of Directors;
- e) Develop a project monitoring mechanism;
- f) Report to the Board of Directors and Regional Council.

## **4. BUDGET ALLOCATED TO THE FAJDB**

- a) Each fiscal year, a sum of three thousand dollars (\$3,000.00) is allocated to the FAJDB line item. Grants are for a maximum of five hundred dollars (\$500.00) per project;
- b) If funds are not used in the current year, they are transferred to the SERF-CSQ "Youth Fund" reserve;
- c) If, in any year, the total amount distributed exceeds three thousand dollars (\$3,000.00), the difference will be taken from the SERF-CSQ "Youth Fund" reserve;
- d) Only one application per SERF-CSQ member per school year will be accepted for a project involving the same group of young people or adults.

## **5. FUND OBJECTIVES**

The main objectives of the FAJDB are as follows:

- a) Provide financial support to SERF-CSQ members who want to carry out various projects with their students enrolled in a SERF-CSQ school or center;
- b) Encourage initiative among young people and adults;
- c) Supporting responsible young people and adults.

## **6. USE OF THE FUND**

Following the recommendations of the FAJDB committee, the Board of Directors approves the bursaries to be distributed according to the allocated budget.

The grant is awarded only when SERF-CSQ receives an invoice proving that the project has begun.

However, if a project cannot be carried out, the person responsible must reimburse SERF-CSQ for the amount received, as the bursary cannot be used for purposes other than the project presented.

The FAJDB cannot in any way offset the responsibilities and obligations of school service centers. Accordingly, the FAJDB only accepts applications covering the cost of goods or materials used solely for the purposes of the project.

## **7. ELIGIBILITY CRITERIA**

- a) The person responsible for the project must be a member of SERF-CSQ;
- b) The bursary must be used for students enrolled in a school or center served by SERF-CSQ;
- c) Applications for projects to be completed before July 31 of the current school year must be submitted to the SERF-CSQ office by February 28;
- d) The objectives must be directly linked to education;
- e) The project presentation must show that the students will be involved in a way of raising money other than the FAJDB fund bursary;
- f) The project must involve young people and adults in making efforts and carrying out tasks to achieve the project;

- g) The application must contain all the information requested on the SERF-CSQ FAJDB bursary application form;
- h) The project must be completed by July 31 of the school year in which the grant was paid;
- i) The grant may not be used for any purpose other than the project submitted.

In the event of a tie, the SERF-CSQ President will be asked to cast the deciding vote.

#### **8. PAYMENT OF THE FAJDB GRANT FOLLOWING PROJECT START-UP**

An invoice demonstrating that the project has been implemented must be sent to SERF-CSQ for payment of the bursary.

#### **9. AMENDMENTS TO THE REGULATIONS**

FAJDB regulations may be amended by the regional council.

**Grant application form at**  
**Fonds d'aide à la jeunesse Danielle-Bergeron**

**1. CRITERIA TO BE MET**

Each application must contain :

- a) Project title;
- b) Project description;
- c) Objectives;
- d) Detailed project content;
- e) Budget forecasts, together with a description of funding sources and grants obtained from other organizations;
- f) Projects submitted before midnight on February 28 of each school year and addressed to the SERF-CSQ secretary-treasurer.

**2. BURSARY PAYMENT**

Each request must then be forwarded to the SERF-CSQ secretary-treasurer.

Proof of project start-up must be sent to SERF-CSQ for payment of the bursary.

**DANIELLE-BERGERON YOUTH ASSISTANCE FUND**

**Scholarship application form**

Sector: \_\_\_\_\_

School : \_\_\_\_\_

Address: \_\_\_\_\_

Number of students involved : \_\_\_\_\_

Name of person responsible : \_\_\_\_\_

Project title : \_\_\_\_\_

Project completion date : \_\_\_\_\_

**Project description:**

a) Learning objectives :

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\_\_\_\_\_

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\_\_\_\_\_





c) Budget forecasts, description of financing

<b>EXPENSES</b>	<b>COST (\$)</b>

<b>REVENUES</b>	<b>AMOUNT (\$)</b>

Return to :        Secretariat-Treasury, SERF-SCQ  
                         9 rue Napoléon, Sept-Îles, Quebec G4R 3K5  
                         Tel: (418) 962-5375 / 1-800-463-1734  
                         E-mail: [tresorerie@serf-csq.org](mailto:tresorerie@serf-csq.org)