**INSTRUCTIONS**

As of the Pre-Application stage, a project submitted under the Visage Municipal program must have the support of at least one Partner Municipality. This support is detailed in the present document, the *Partner Municipality Contribution Agreement.*

Each Partner Municipality must complete a *Partner Municipality Contribution Agreement.*

This agreement is used by the FRQ to verify the eligibility of your project and is **not shared with the evaluation committees**.

Procedure for the Partner Municipality:

1. Refer to the program rules to ensure that you are eligible and that the form is filled out correctly. Persons authorized to sign this form are indicated in the rules;
2. Check that the form contains all required information and signatures;
3. Send the signed document to the principal investigator of the research team **sufficiently in advance** for him or her to attach the document to the pre-application.

Procedure for the principal investigator:

1. Check that the form contains all required information and signatures, including your name and PIN at the top of each page;
2. Save the form in PDF format (Title: MUN\_Agreement\_*your PIN*). If there is more than one partner municipality, all the signed agreements must be combined into a single PDF file.

**Important**: the information provided in this *Agreement* must be **exactly the same** as the information entered in the FRQnet e-form.

1. Attach the *Partner Municipality Contribution Agreement* in the *Other Documents* section of the FRQnet Pre-Application form. **If and only if** changes are made to this document after Pre-Application, you must include the new *Agreement* with the Funding Application.

**Reminder**: For the purposes of the Visage Municipal program*,* the term “Municipality” refers to land under the responsibility of:

(a[) local municipalities constituted under general municipal regimes](https://www.mamh.gouv.qc.ca/repertoire-des-municipalites/fiche/municipalite/?tx_mamrotrepertoire_pi1%5Border%5D=asc_desc_desi) (including the Cities and Towns Act and the Municipal Code of Québec); (b) the 14 northern villages and the Kativik Regional Government (KRG) governed by the [*Act respecting Northern villages and the Kativk Regional Government*](http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/V-6.1); (c) regional county municipalities (RCM); (d) the Eeyou Istchee James Bay Regional Government (EIJBRG); (e) the Cree Nation Government (CNG); (f) local governments on Category IA and IA-N lands and Cree Villages and Naskapi Village municipalities governed by [*The Cree Villages and the Naskapi Village Act*](http://www.legisquebec.gouv.qc.ca/en/ShowDoc/cs/V-5.1); (g) First Nations communities whose land base includes Indian reserves or Indian settlements. (Refer to the [list of communities and northern villages of Quebec](https://www.quebec.ca/gouv/portrait-quebec/premieres-nations-inuits/coordonnees) for points (b), (f) and (g)).

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| **1- Project title** |
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| **2- Principal investigator** |
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| **3- Geographic code (**[**see MAMH** **website**](https://www.mamh.gouv.qc.ca/repertoire-des-municipalites/)**) and name of the Municipality supporting the project** |
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| **4- Number of inhabitants of the Municipality according to the latest census** |
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| **5- If applicable, list of other Municipalities supporting this project and number of inhabitants per Municipality** (*in addition to the one indicated in Point 3*) |
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| **6- *Municipal co-investigator* involved in the project** | |
| Last name, First name  Email  Phone |  |

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| **7- Position held by the *Municipal co-investigator*** |
| * (a) Director general of the Partner Municipality; * (b) Director of a department of the Partner Municipality; * (c) Full-time employee of the Partner Municipality supporting the project; * (d) Full-time employee of a mandatary body2 of the Partner Municipality supporting the project.   2 “*Mandatary body of the municipality” means any body or NPO declared by law to be a mandatary or agent of the municipality, whose board of directors is composed in the majority of members of the council of the municipality and whose budget is adopted by the council of the municipality (source: CQLR, c. R-9.3, art. 18).* |

**\***Pour les contributions Financière, Humaine et/ou matérielle, les pourcentages minimum requis pour l’admissibilité du projet doivent être calculés sur le montant **annuel** de l’octroi demandé au FRQNT, **en fonction du *Cas* qui s’applique**.

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| **8- Monetary contribution of the Municipality supporting the project** |
| Situation applicable to the contribution of the Municipality\*   * ***Case 1*** (*Municipalities with fewer than 25,000 inhabitants)* * ***Case 2*** *(Municipalities with 25,000 to 99,999 inhabitants)* * ***Case 3*** *(Municipalities with 100,000 inhabitants or more)*   *\*For each* ***Case****,**a Financial and Material and/or Human contribution is required. Please refer to the information provided in Points 4 and 5 of this form and in Section 2.6 of the program rules to determine which* ***Case*** *applies to your project.*  *Reminder: If several municipalities are involved in the project:*   * *If one of the Municipalities involved has 25,000 inhabitants or more, the contribution is calculated as per* ***Case 2****.* * *If one of the Municipalities involved has 100,000 inhabitants or more, the contribution is calculated as per* ***Case 3****.* * *In all cases where multiple municipalities are involved in a project, a municipality’s minimum contribution is 20% of the minimum contribution required from the municipalities, as per the applicable* ***Case****.* |
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|  | **Year 1** | | **Year 2** | |
| **Funding requested from the FRQ**  **(Max. $100,000 over 2 years)** | **---------------------------$** | | **---------------------------$** | |
| **Contribution of the Partner Municipality** | **Financial** | **Human and/or Material** | **Financial** | **Human and/or Material** |
|  | ---- % of annual amount of FRQ funding | ---- % of annual amount of FRQ funding | ---- % of annual amount of FRQ funding | ---- % of annual amount of FRQ funding |
| --------------------$ | --------------------$ | --------------------$ | --------------------$ |

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| **Signature of the person authorized\* to sign (mandatory)**  *\*Refer to Section 2.6. of the program rules* |
| The Municipality, represented by one of the persons authorized under the program rules to sign this agreement, certifies that it has read the following 3 documents and is able to comply with them in carrying out the presented project:  The Common General Rules of the FRQ;  The Visage Municipal program rules;  The *Project Presentation* or *Project Description.*  Signed on in Québec, Canada.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of signatory (please print) Position occupied by the signatory (please print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |

**Important**: The following may sign the ***Partner Municipality Contribution Agreement***, as applicable:

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| **Position held by the *Municipal co-investigator*** | **May sign the *Partner Municipality Contribution Agreement*** |
| a. Director general of the Partner Municipality. | Local municipalities constituted under general municipal regimes: The mayor or a municipal councillor;  KRG and EIJBRG: The president;  Category IA and IA-N lands: The chief;  RCM: The warden. |
| b. Director of a department of the Partner Municipality. | Local municipalities constituted under general municipal regimes: – KRG – EIJBRG – RCM – Category IA and IA-N lands: The director general of the Partner Municipality;  First Nations Communities: The chief;  CNG: The president;  Northern Villages: The mayor. |
| c. Full-time employee of the Partner Municipality supporting the project. |
| d. Full-time employee of a mandatary body2 of the Partner Municipality supporting the project. |

*Reminder: RCM -regional county municipality; KRG - Kativik Regional Government; EIJBRG- Eeyou Istchee James Bay Regional Government; CNG – Cree Nation Government.*