

**Programme d’accompagnement en loisir de l’Île de Montréal**

**[Assisted Recreation Program for the Island of Montréal]**

**(PALÎM)**

Guide

2025-2026 Edition

**Deadline for notifications of interest: February 23, 2025**

The *Programme d’accompagnement en loisir de l’Île de Montréal* (PALÎM) operates under section 1 of the *Programme d’aide financière au loisir des personnes handicapées* (PAFLPH).

This program is made possible through the financial support of the Ministère de l’Éducation du Québec (MEQ), which has commissioned AlterGo Association to administer it.



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# Overview

This guide contains important information about the *Programme d’Accompagnement en Loisir de l’Île de Montréal* (PALÎM), such as details regarding the information and supporting documents that are required by AlterGo in order to assess your application for financial assistance. It also contains information about the program’s administrative guidelines.

As part of the application process, you will be asked to certify that you have read and understood the requirements for submitting an application and that you will comply with them (see Section 5 – Obligations and Commitments, on page 17).

* 1. Program Objective
* To facilitate access to recreational opportunities for people with functional limitations who require the assistance of a personal support worker.
	1. Important Dates

This edition of the PALÎM applies to recreational activities taking place between April 1, 2025, and March 31, 2026.

* **February 12, 2025**: Program information session via video conference, from 9:30 a.m. to 12:00 p.m.
* **February 23, 2025**: Deadline to express interest in participating in the program by completing the preliminary application form
* **April 1, 2025**: The program application form will become available
* **April 13, 2025**: Deadline to apply for financial assistance
* **September 30, 2025**: Deadline to submit subsidy utilization reports for *Camp de jour* [day camp] applications
* **February 28, 2026**: Deadline to submit subsidy utilization reports for *Physiquement actif* applications
	1. Target Clientele

This program is intended solely for **organizations** that offer recreational activities to people fitting the following definition:

* Any person with a disability as defined in the Act to Secure Handicapped Persons in the Exercise of Their Rights with a View to Achieving Social, School, and Workplace Integration, who requires assistance to take part in recreational activities

**Individuals** seeking assistance in order to participate in recreational activities **must apply to an organization providing recreational services**.

* 1. How the Funds are Distributed

All eligible organizations will be recommended to the MEQ for financial assistance. The funds will be distributed to the organizations on a pro rata basis, according to the **needs** described in their applications and the available resource envelope.

**Each application may include 2 types of projects**: The “*Camp de jour*” category is for day camps (summer, spring break, and other); and the “*Physiquement actif*” category is for any other type of recreational activity requiring personal support workers. Once a recommendation has been approved by the Ministère de l’Éducation du Québec (MEQ) for one type of project, the funds allocated to that type of project are not transferable projects of the other type.

All decisions regarding eligibility and funding will be communicated by email to the applicant organization’s designated representative.

* 1. Positive Practices

To help achieve the objectives of the *Politique de l’Activité Physique, du Sport et du Loisir*, the Ministère de l’Éducation du Québec (MEQ) encourages PALÎM recipient organizations to:

* Become partner organizations of the [Carte Accompagnement Loisir](https://www.altergo.ca/fr/programmes-de-soutien-financier/cal/) (CAL) or promote it to participants in their activities
* Train their staff to promote the integration of people with functional limitations
* Offer physical activities that facilitate contact with nature
* In the case of day camps, apply the guidelines of the guide entitled *[Vers une intégration réussie en camp de jour](https://www.aqlph.qc.ca/app/uploads/2018/03/guide-de-reference-vers-une-integration-reussie.pdf)* and complete the evaluation contained therein

# Eligibility Criteria

* 1. Eligible Organizations
* **Municipalities** on the Island of Montréal and **boroughs** of the city of Montréal
* Legally constituted **non-profit organizations** on the Island of Montréal with a mission to provide recreational activities or services to people with disabilities and that offer recreational services on the Island of Montréal

**Organizations are not required to be members of AlterGo Association to be eligible for the financial assistance program**.

* 1. Non-Eligible Organizations
* Organizations in the health care network, such as residential and long-term care centres, hospitals, and rehabilitation centres (and their affiliated organizations)
* Educational institutions such as school boards, schools, CEGEPs, and universities
* Early childhood education centres, respite care centres, and daycares
* Private, for-profit organizations
* Semi-public bodies, professional orders, political organizations, trade unions or employers’ associations, and religious or sectarian associations/organizations
* Overnight camps (summer camps)[[1]](#footnote-1)
	1. Eligible Services[[2]](#footnote-2)

Any recreational activity support service for persons with a disability who require a personal support worker.[[3]](#footnote-3)

* 1. Non-Eligible Services
* Recreational activities that include overnight accommodations
* Before and after camp care
* Respite care services
* Any assisted service that is not linked to a recreational activity
	1. Eligible Expenses
* This financial assistance program applies exclusively to the wages of personal support workers who provide assistance to care recipients during recreational activities.
* For day camps, eligible expenses shall correspond to a maximum of 35 hours of activities per week.
	1. Non-Eligible Expenses
* Registration fees
* Transportation costs
* Staff training and meetings

These costs are the responsibility of the organization or the participant.

# Financial Assistance

* 1. Allocation Criteria

Funds are recommended for allocation to an organization on the basis of the number of personal support staff required and the expected number of work hours.

### Minimum and maximum amounts

An organization may receive up to $49,500 for all types of assistance projects combined.

Given that for a person to benefit from a recreational activity, a minimum number of hours of participation is required:

* A minimum of $4,950 will be awarded to organizations whose applications exceed this amount.
* If an application is for less than $4,950, the amount requested will be granted.

All subsidies are subject to the availability of sufficient funding and the approval of the Ministère de l’Éducation and the Conseil du Trésor.

### **Initial** applications

Initial applications are assessed on the basis of one or more forms linked to the type of service (also called [calculators](https://altergo.ca/fr/programmes-de-soutien-financier/palim/)), which must be completed to demonstrate financial need.

In the calculators, the hourly rate is set at $16.75/hour. This hourly rate does not reflect the wages offered by organizations to personal support workers, but rather serves as a minimum rate for calculating the subsidy that may be allocated by the PALÎM.

For example, an organization submitting an initial application for a support worker for 8 weeks of day camp at 35 hours per week may receive a subsidy of up to $4,690 (8 weeks x 35 hours x $16.75).

The calculators are available on the PALÎM page of the AlterGo Association website.

### Subsequent applications

Subsequent applications are assessed on the basis of the real data in the subsidy utilization report(s) from the previous edition of the program. The expenses declared as eligible salaries (including benefits) serve as a reference for calculating the funding that may be allocated by the PALÎM.

For example, if an organization declared expenses of $10,500 in support worker salaries last year and submits an application this year:

* for an amount that is less than or equal to its salary expenses for last year (e.g. $10,000), the total amount requested will be considered.
* for an amount greater than last year’s expenses (e.g. $11,000), the amount considered will be capped at the declared salary expenses for last year ($10,500).

The Ministère de l’Éducation du Québec (MEQ) cannot and does not commit to providing subsidies for all amounts requested for personal support in recreational activities for persons with functional limitations.

Therefore, organizations should not base their service offers solely on funding from the PALÎM.

# Financial Assistance Application Process

Please note that the acceptance of an organization’s application for financial assistance in a previous edition of the PALÎM does not guarantee acceptance in the current edition.

* 1. Preliminary Application: Submission of Requested Documents

**The deadline to submit a completed program application is April 13, 2025, at 11:59 p.m.** Any application received after the deadline will be rejected without follow-up.

However, in order for the eligibility of the project to be assessed, it is essential that you **complete the preliminary application form and provide the required documents** **no later than February 23, 2025**.

### Preliminary application form

The link to this [**form**](https://forms.office.com/pages/responsepage.aspx?id=d5yC-EoECkG5HoO9rndrjdmGgNiWs5tNsWMaI1gc_jlUNEVDUFhRMjFNR0VRSlpSU081TENYTkw0Si4u&route=shorturl) **(in French only)** can be found on the AlterGo Association website. A PDF version of the form is also available, so that the questions may be reviewed before the form is completed.

* Your **Numéro d’Entreprise du Québec (NEQ)** must be included. We will verify that your Registraire des Entreprises (REQ)[[4]](#footnote-4) annual update declaration has been duly filed.
* You must identify your organization’s **designated PALÎM contact person** and a **person authorized to apply for the subsidy**. Official correspondence will **only** be addressed to one of the 2 persons identified on the form.

Should either of these roles be transferred to another individual, please advise AlterGo of the change and provide the new contact information to the program team at **palim@altergo.ca**. If we are unable to reach the designated contact person via the contact information provided in the application, we will consider the application to have been withdrawn (see section 4.6).

* Select the type of personal support project for which you wish to apply for financial assistance.
	+ For summer day camps, spring break camps, or any other type of day camp or day centre for people aged 21 years and under, select “Camp de jour.”
	+ For all other types of recreational activities involving assistance, select “Physiquement actif.”
	+ Both “Camp de jour” and “Physiquement actif.”

Funds allocated to one type of project may not be transferred to another type of project.

**Example**: You apply for funding for both a regularly scheduled activity and a day camp, and both projects receive funding. If you are later unable to provide personal support staff for your regularly scheduled activity, you may not use the amount allocated to “Physiquement actif” to cover a larger portion of the personal support service expenses for the day camp.
(See Section 4.6, Withdrawal of application)

* State the organization’s **true financial needs** in regard to **the salaries of its personal support workers**. (This is not the amount in your application, but it will help us calculate the recommended maximum amount.)

### Required administrative documents for preliminary applications

The documents listed in the table on the next page must be sent to **palim@altergo.ca** **in one single message**. If the attachment is too large, please use the **WeTransfer** application.

To use WeTransfer, visit the WeTransfer [website](https://wetransfer.com/) and select the “I just want to send files” option at the bottom of the screen. Then drag and drop or upload the files you wish to send via your web browser. Include the name of your organization so we can more easily link your supporting documents to your online application form.

|  |  |
| --- | --- |
| **Document** | **Verification** |
| The organization’s most recent financial statements (FS) | FS for 2023 or 2024: balance sheet, income statement, retained earnings.At a minimum, the FS must have been compiled by an accountant.  |
| Proof of $2 million third-party liability insurance | The information provided on the application must match that of the insured organization. |
| Letters patent | For **initial applications**, or for any **changes** made to an organization’s name, mission, objectives, etc. |
| Calculator(s) | For **initial applications**, or if there are **major changes** in the required number of support staff (justification will be requested). |

Municipalities and boroughs are not required to submit any administrative documents, **except for the calculators**.

### Acknowledgement of receipt

An acknowledgement of receipt of your entire file will be sent to you once your administrative documents and preliminary application form have been received.

* 1. Assessment of Eligibility

If an organization does not meet the eligibility criteria, its application will be automatically rejected.

If any of the required documents are missing or if the information provided is unclear, AlterGo will contact your organization’s contact person. **You must respond within 5 business days** of the date the message was sent. If you do not respond within this time frame, your application may be deemed ineligible.

Any failure to comply with a condition related to a service previously funded by the PALÎM will be taken into consideration during the assessment of your current application and could result in your application being deemed ineligible in 2025-2026.

For example, if you failed to submit the subsidy utilization report for a previous edition, or if you have not reimbursed an amount due, your application for this year may be refused.

* 1. Final Application

### Application form

As of **April 1, 2025**, a second online form will become available on the AlterGo website. It will be possible to read through the questions before completing the form. The following information will be required:

* Confirmation of the amount requested per project.
* Confirmation of the name and title of the person authorized to sign the financial assistance agreement for any funding of $10,000 or more. If this person is not the chair of the organization’s board of directors**, a resolution will be required**.

### Required administrative documents for final applications

Any documents identified in the table on the previous page that have not yet been submitted, as well as the resolution for the signing of the agreement, where required, must be submitted by email to **palim@altergo.ca** **in one single message**. If the attachment is too large, please use the **WeTransfer** application.

### Acknowledgement of receipt of application

If you use Microsoft Forms, you will be able to save a copy of your application form. Acknowledgements of receipt will be sent upon request.

### Accepted applications

AlterGo shall endeavour to inform organizations of the amounts granted before May 15, 2025. However, this objective is subject to the program budget envelope being known by that date and having been approved by the Conseil du Trésor.

### Financial assistance agreement

For subsidies of $10,000 or more, a financial assistance agreement must be signed by the requesting organization and AlterGo. No funds will be disbursed until this agreement is signed.

* 1. Installments

Following the assessment of the applications, funding will be granted and issued to the requesting organizations as follows:

* 60% of funding for both types of projects, if applicable, will be disbursed following the sending of an official document confirming acceptance of the application.
* 40% will be disbursed following an analysis of the subsidy utilization reports for the current year for each type of project, if justified by the eligible salary expenses.

The above schedule will be followed if the availability of funds permits.

* 1. Methods of Disbursement

### Direct deposit

Direct deposit is AlterGo Association’s method of choice for transferring funds to each organization. If your application for financial assistance is accepted, we will request a void cheque from you so that we can deposit the payment directly into your account.

### Cheque

A fee of $50 will be charged to any organization requesting the reissue or cancellation of a cheque.

* 1. Subsidy Utilization Reports

If an application contains more than one type of project (i.e. both *Camp de jour* and *Physiquement actif* projects), each type of project will be assessed independently. If you submit an application for more than one type of service (day camp, regularly scheduled activity, spring break camp, etc.), you must submit a subsidy utilization report for each.

### Camp de jour projects

In the summer of 2025, you will receive an Excel file in which to complete your report. It must be completed and sent to **palim@altergo.ca**by **September 30, 2025.**

* Failure to meet this deadline will result in a delay of disbursement of the 2nd installment.

If you operate a day camp outside of the summer period, you will not be required to fill out a second Excel file. Instead, you will receive a short form that must be completed by February 28, 2026.

### Physiquement actif projects

At the end of the calendar year, you will receive an Excel file in which to complete your report on all assisted recreation projects other than day camps. *Physiquement actif* subsidy utilization reports must be completed and submitted by **February 28, 2026**. The number of hours of activities scheduled for March 2026 will be based on the number of registrations for those activities.

### Withdrawal of application

If you submit an application for financial assistance, but over the course of the year you decide to cancel a type of personal assistance project or you do not offer the service for which you submitted the application, you will lose the corresponding funding. **Funds allocated to one type of project may not be transferred to another type of project.**

### Fraud prevention

In order to prevent false declarations, AlterGo reserves the right to request the pay stubs of personal support staff in order to validate the expenses declared in the subsidy utilization report.

Each year, up to 10% of applications will be subject to a random audit. The selected organizations will be required to submit the pay stubs of all personal support workers listed in the subsidy utilization report.

Should a false declaration be found during the audit, the organization’s **funding for the current year will be withdrawn**, and the organization will not be eligible for the program for **3 years following the false declarations**.

# Obligations and Commitments

Financial assistance will be granted subject to approval of the program and the funds by the Conseil du Trésor.

**Applicant organizations must:**

* Provide the support services between April 1, 2025, and March 31, 2026.
* Assume legal responsibility for the selection, hiring, supervision, and remuneration of support workers.
* Perform criminal background checks of all support workers hired.
* Ensure that support workers have, at a minimum, received training in supporting people with disabilities in recreational activities.
* Reimburse any unused funds.
* Acknowledge the financial contribution of the Ministère de l’Éducation du Québec in all of its communications and published materials, once funding has been granted. Official logos will be provided upon request.
* Complete and return their subsidy utilization reports no later than:
* September 30, 2025, for *Camp de jour* projects
* February 28, 2026, for applications that include *Physiquement actif* services

**If you have applied for financial assistance for both *Camp de jour* and *Physiquement actif* services, you must provide 2 reports.**

**Applicant organizations agree to:**

* Read and understand the 2025-2026 PALÎM Guide.
* Support the social inclusion of people in their recreational programs.
* Take the necessary steps to assess their personal support staff requirements, in order to optimize the participation of people with functional limitations in their activities and identify opportunities for resource-sharing.
* Take the necessary steps to assess the personal support needs of persons with functional limitations, so as to optimize their participation in the organization’s activities and identify opportunities for resource-sharing.
* Independently finance the portion of support services not covered under this program.
* Respond to any request for additional information from AlterGo within the prescribed time frame.

### Important information for applicant organizations:

* Applications for financial assistance, as well as all supporting documentation, must be duly completed and submitted by the prescribed deadlines. Any false declaration may render the organization ineligible for PALÎM for 3 years, and the organization may be required to reimburse amounts previously received and used for purposes other than those for which they were intended.
* The PALÎM cannot and must not be the only source of financial investment in personal support services for persons with functional limitations who participate in recreational activities. The MEQ is not obligated to consider an organization’s request in its entirety. Consequently, the support services offered must not depend solely on the funding granted by this program.
* Organizations are responsible for notifying AlterGo of any changes to their organization or to the services they offer during the year in question.

# Information and Assistance

### Information session

A virtual information session (in French) will be held on February 12, 2025, from 9:30 a.m. to 12:00 p.m. A recording of the session will also be made available on the PALÎM program page of the AlterGo Association [website](https://altergo.ca/fr/programmes-de-soutien-financier/palim/).

### Instructional videos

For help filling out the application documents and calculator, please refer to the videos (in French only) on the PALÎM program page.

### Questions?

Should you have any questions about the application process (in French or English), please write to palim@altergo.ca or contact:

|  |
| --- |
| Josée Robitaille |
| Program Coordinator |
| 514-933-2739, extension 248 |
| josee@altergo.ca |

Important

Do not wait until the final week to complete the application process and/or to ask us questions, as we may not be able to assist you before the deadline.

# Glossary of Terms

This section contains useful definitions for the PALÎM application process. Please refer to it throughout the current edition of the program.

**Access to recreation/Accessible recreation**

Access to recreation includes, but is not limited to, the opportunity to participate in an activity and/or to use a facility and/or equipment; the ability to understand and practise an activity; and/or the quality of relationships and interactions. Accessibility also refers to equal opportunities and/or to the notion of rights defined as the ability to do or not do something or to expect something of someone else by virtue of recognized rules. The right to recreation is a fundamental value and it is essential to ensure it is accessible to everyone.

**Personal support/Assistance (**This is also referred to as Shadow or Companion)

Personal support is provided by a person whose presence at a recreational activity is necessary to provide support and assistance exclusively to one or more persons with a functional limitation. This compensatory measure facilitates the participation of the person(s) with a disability in a recreational activity. This type of assistance is not normally required by the general population to carry out the activity in question.

**Subsequent application**

An application for financial assistance for a type of service (day camp, regularly scheduled activity, spring break camp) for which funding was granted in the previous year.

**Recreational activity**

Recreational activities are defined as activities involving relaxation, creativity, personal development, learning, and/or the pursuit of excellence, which are undertaken in one’s free time (after fulfilling everyday obligations such as work, school, religious worship, family, childcare, habilitation/rehabilitation, etc.). The PALÎM focuses on the following types of recreational activities:

* **Physical**: Recreational activities that involve sufficient physical exertion as to have a beneficial effect on physical health, and which are practised in a context other than competitive sport.
* **Cultural**: Recreational activities mainly related to arts, humanities, and/or cultural traditions. These types of activities are practised on a recreational (non-professional) or spectator basis and are aimed at developing the education, cultural expression, and creativity of individuals and communities. Examples include theatre, choral singing, music, history, literature, cinema, choreographic arts, improvisation, etc.
* **Outdoor**: Non-motorized physical activities that are practised in a dynamic relationship with nature and its elements, and that do not involve athletic competition. Also: Non-competitive, non-motorized recreational activities that allow people to come into contact with nature and its elements, without extracting such elements and with respect for the latter, for the purposes of contemplation, escape, observation, exploration, or adventure.
* **Socio-educational**: Activities carried out in a fun or playful setting, with the primary aim of fostering the acquisition of knowledge and learning. These types of activities serve both a social and an educational purpose, and are generally seen as a place for personal and collective growth. They provide sufficient opportunities for people to gather and exchange ideas to have a beneficial effect on the development of their cognitive functions.
* **Tourism**: Leisure tourism encompasses all activities undertaken by people during their travels and their stays in locations outside their usual environments, for a consecutive period not exceeding one year, for the purpose of enjoyment. The various activities, as a whole, should reach all segments of the population and promote personal development, the discovery of the places visited, and encounters between visitors and host communities. Although it is not synonymous with social tourism—an internationally recognized term that focuses on programs, facilities, and social measures that contribute to making tourism accessible to all and to the quality of relationships between visitors and local communities—leisure tourism pursues similar objectives, but with an emphasis on the practices of the tourists and excursionists themselves.

**Amount to be reimbursed**

An amount granted but not applied to eligible program expenditures and/or an amount granted but not spent.

**Amount requested**

The amount requested by the organization in the “formulaire de demande de soutien financier” form.

**Revised amount**

The amount recommended following the application of regional administrative rules. As opposed to the amount requested.

**Amount spent**

The amount actually spent by the organization on direct support worker salaries, after analysis of the final reports and in accordance with the program’s specific criteria.

**Amount granted**

The amount awarded based on the funds available following the financial allocation among all organizations.

**Examples of personal support requirements**

* **Communication**: Understand information or interact with others, notwithstanding the availability of technical aids.
* **Safety**:Prevent behaviours that could jeopardize the safety of the person with a functional limitation or of others due to unpredictable reactions, or help adequately manage reactions, which may sometimes be sudden and significant.
* **Personal care**: Use the washroom, change protective underwear, dress and undress, administer medication or dispense certain types of medical care, change bandages, etc.
* **Eating/feeding**: Bring food to the mouth; cut food; monitor food intake, including monitoring potential problems related to swallowing or choking hazards; ensure the appropriateness of eating-related behaviours; avoid food-throwing or picking out of other people’s dishes, etc.; or for complex nutritional care (i.e. parenteral nutrition, intravenous hyperalimentation).
* **Mobility**: Perform transfers; regularly reposition a person in a wheelchair; provide assistance due to an unsafe gait, with or without technical aids; propel a wheelchair due to a long distance to be covered or because of fatigue or a lack of strength, or to avoid the risk of falling down stairs.
* **Orientation**: Orient a person in time, identify places via landmarks, recognize people or property.

**Occurrence**

The number of times an activity is repeated within a given time frame. For example, if an activity takes place 10 times per term for 4 terms (spring, summer, fall, winter), the number of occurrences is 40.

**Person with a disability**

“A person with an impairment causing a significant and persistent disability, who is liable to encounter barriers in performing everyday activities.”

**Resource-sharing**

Where feasible, resource-sharing is a means of providing two or more persons with disabilities with the services of a single support worker (simultaneously or on a time-sharing basis). This is also referred to as **support ratio** or **staff-to-client ratio**.

**Support ratio**

The support ratio is calculated by dividing the number of participants by the number of support staff. For example, if there are 4 participants and 2 support workers, the support ratio is 1:2 (one support worker for 2 participants).

**Types of disorders and impairments**

* Mobility impairment
* Hearing impairment
* Speech/language disorder
* Mental health disorder, including ADD and ADHD
* Visual impairment
* Intellectual disability
* Autism spectrum disorder (ASD)

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1. Overnight camps should refer to the *[Aide financière à l’accessibilité aux camps de vacances](https://www.quebec.ca/tourisme-et-loisirs/activites-sportives-et-de-plein-air/aides-financieres-loisir-faune-plein-air/aide-financiere-accessibilite-camps-vacances)* (PAFACV). [↑](#footnote-ref-1)
2. Please refer to the glossary in this document for the types of eligible recreational activities. [↑](#footnote-ref-2)
3. The person must require assistance for at least one of the [reasons listed on the Carte Accompagnement Loisir (CAL) website.](https://www.carteloisir.ca/demander-votre-cal/quels-sont-les-criteres-pour-obtenir-votre-cal/) [↑](#footnote-ref-3)
4. Find out more about the declaration on the Registraire’s [website](https://www.quebec.ca/en/businesses-and-self-employed-workers/updating-information/update-information-enterprise-register/annual-updating-declaration). [↑](#footnote-ref-4)