

COMMUNITY INTERACTION PROGRAM

**Financial and technical assistance program
promoting community projects related to
the St. Lawrence ecosystem**

PROJECT PRESENTATION GUIDE FOR ORGANIZATIONS

**This document is for non-profit non-governmental organizations
that wish to receive a financial contribution under the
Community Interaction Program**

April 2008

Canada 

**St. Lawrence
Plan** 
For a Sustainable Development

Québec 

..... The Community Interaction Program has changed!

Important changes have been made to the program :

- All projects can be funded by up to 70% of their total value
- A percentage of match funding must be provided in cash for projects over \$35,000
- Certain components are eligible for contributions of up to \$200,000
- Projects must be completed by March 1, 2010
- A new component has been added : *Study-Action*
- Two separate procedures are now in place for submitting project proposals :
 1. The first procedure is open to unsolicited proposals, as in the past. Only one deadline remains for this component between now and March 31, 2010 and that is November 14, 2008.
 2. The second procedure allows the program to solicit projects linked to St. Lawrence Plan priorities. These solicitations will be announced on the program's Web site (www.planstlaurent.qc.ca)

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PRACTICAL ADVICE

- This guide explains the essential components of a project proposal. In this document the term *St. Lawrence* means the entire area described in Section B.
- One of the program's main objectives is **public participation** in environmental projects. While you should foster the involvement of as many people and partners as possible, public participation in the project can also be measured by the degree of community support, the need identified by the community and the benefits to the community.
- When submitting a proposal **please allow at least 16 weeks after the proposal deadline for the start-up of your project** and plan your schedule accordingly. No minimum duration is imposed on projects. However, all projects must be finalized by March 1, 2010.
- The project proposal you submit **MUST** include a registration form, the project proposal document, completed appendices and all information required for an informed assessment.
- While letters confirming partner participation do not have to be sent with the proposal, they must be forwarded to us as soon as possible. However, the proposal must contain the contact details of your prospective partners and any resource people you have contacted.
- Your proposal containing all information needed for the assessment of the project **must be postmarked no later than the deadline**.
- If authorizations and permits are required, steps must be taken to get them as early as possible to avoid any delay in getting the project under way.
- If you are interested in finding out about environmental remedial action plans (ERAPs), contact your local ZIP (Area of Prime Concern) Committee. A map showing the location of ZIP committees and a list of their addresses appear in Appendix B.
- Please remember that your project will be assessed on the basis of the information in the documents you send us. Consequently, this information must be clear, detailed and comprehensive.

- **Before you submit your proposal by the deadline, you must speak with a project officer to determine the eligibility and pertinence of your project.**

A. IS YOUR ORGANIZATION ELIGIBLE?

The Community Interaction Program is for all non-profit non-governmental organizations that have been legally constituted for at least one year and whose chief place of business is in the province of Quebec. Organizations must demonstrate that they have a charter in accordance with Quebec's *Companies Act* (Part III) or its equivalent.

Individuals, government departments, government agencies, municipalities, educational institutions and private enterprises are not eligible.

B. IS YOUR PROJECT ELIGIBLE?

Please consult the following tables to find out whether your project is eligible. We do recommend, however, that you consult a project officer, who will be able to help you determine more accurately whether your project and the planned project activities are eligible.

OVERALL ELIGIBILITY

ELIGIBLE	INELIGIBLE
<p>The primary goal of the Community Interaction Program is to support community projects linked to regional priorities such as projects described in environmental remedial action plans (ERAPs) to improve the St. Lawrence ecosystem.</p> <p>When a proposal is submitted, the project in question must enjoy direct support from the public and/or local organizations. In addition, the proponent must have formal links with local partners.</p> <p>The target area is defined by the St. Lawrence, by which we mean the water, river bed, shores, coastline, wetlands, barachois, the 600 or so islands and archipelagos, the fluvial lakes near the Ontario border right up to the Estuary and the Gulf. Specifically, we mean the area between Cornwall and Carillon to Blanc-Sablon on the north shore and Gaspé and Chaleur Bay on the south shore, as well as Anticosti, the Magdalen Islands and the Saguenay River.</p> <p>This area also covers sections of tributaries essential to the life cycle of aquatic species in the St. Lawrence River. Initiatives undertaken in these tributary sections must be directly related to the targeted species.</p>	<p>Projects for which governments are responsible and action is needed pursuant to legislation.</p> <p>Projects for which municipalities are responsible</p> <p>Land or facilities maintenance.</p> <p>Industrial projects and projects for which industry is responsible.</p> <p>Actions that are part of the mandate of organizations in receipt of statutory funding from Environment Canada or Quebec's Ministère du Développement durable, de l'Environnement et des Parcs.</p> <p>Lobbying activities.</p> <p>Recurrent projects. Activities that are already under way or have been completed.</p> <p>Annual activities, regular events, competitions, benefit activities and the like.</p> <p>Operating costs not linked to projects.</p> <p>The creation of organizations.</p>

** This list is not exhaustive. Please consult a project officer to determine whether your project and activities are eligible.

C. PROJECT CATEGORIES

Eligible projects must fall into one of these categories:

1. Awareness-raising
2. Study projects
3. Study-Action projects
4. Enhancement and restoration

NB: *A project's eligibility is contingent upon the proposal being submitted under, and only concerning, a single category. However, organizations may submit a number of proposals by the deadline, provided that one project is not a prerequisite for another.*

CATEGORY 1 – AWARENESS-RAISING	
Environment-related <u>awareness-raising</u> and educational activities linked to a well defined environmental problem (solving a problem) which target a particular group in the community and lead to potential action in the short term. As part of the project behavioural changes must be monitored.	
ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> ➤ Symposium ➤ Workshop and training ➤ Discussion table ➤ Awareness-raising activities 	<ul style="list-style-type: none"> ➤ Academic project including a training kit ➤ Project solely related to tourism or of a historical nature ➤ Nature interpretation project

CATEGORY 2 – STUDY PROJECTS	
Study projects linked to a well defined environmental issue for identifying a concrete action to be taken in the field.	
ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> ➤ Characterization study ➤ Inventory ➤ Feasibility study ➤ Preparing plans and specifications ➤ Preparing an enhancement plan 	<ul style="list-style-type: none"> ➤ Inventory and characterization for the sole purpose of acquiring knowledge ➤ Research project

CATEGORY 3 – STUDY-ACTION PROJECTS	
Study-Action projects pertaining to specific environmental issue for identifying concrete action to be taken in the field, followed by implementation of the appropriate actions.	
ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> ➤ Feasibility study accompanied by an enhancement or restoration project ➤ Plans and quotes accompanied by an enhancement or a restoration project 	<ul style="list-style-type: none"> ➤ Feasibility study not accompanied by an enhancement or restoration project

CATEGORY 4 – ENHANCEMENT AND RESTORATION	
<u>Enhancement</u>	
Enhancement projects designed to reclaim uses of the St. Lawrence within a conservation and protection framework	
ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> ➤ Development of riverside and coastal trails ➤ Creation of observation sites ➤ Access control designed to protect sensitive environments 	<ul style="list-style-type: none"> ➤ Construction and repair of buildings, marinas, docks, landing places, roads or any other infrastructure ➤ Maintenance ➤ Street furniture ➤ Road signage ➤ Parking areas (except where required for environmental protection as part of an enhancement project) ➤ Building of a path to provide access to a new site
<u>Restoration</u>	
Restoration projects that arise from a set of well-defined environmental issues directly linked to the St. Lawrence:	
ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> ➤ Shoreline cleanup ➤ Shoreline stabilization and revegetation ➤ Restoration of sensitive riparian habitats ➤ Protection of plant and wildlife species that are at risk ➤ Cleanup of hidden waste disposal sites. 	<ul style="list-style-type: none"> ➤ Agricultural initiatives ➤ Shoreline stabilization made necessary for reasons of public safety ➤ Soil and sediment decontamination projects ➤ Annual clean up projects

* **NB** : These lists **are not exhaustive**.

D. INFORMATION ON PROJECT FUNDING

The maximum funding available is up to 70% of the value of eligible expenses to a maximum of :

CATEGORIES	UNSOLICITED PROPOSALS	SOLICITED PROPOSALS
AWARENESS-RAISING	50 000 \$	100 000 \$
STUDY PROJECTS	25 000 \$	N/A
STUDY-ACTION PROJECTS	100 000 \$	200 000 \$
ENHANCEMENT AND RESTAURATION	100 000 \$	200 000 \$

For all categories

Matching funds can be in cash or in kind. However, for projects with a total value above \$35 000, matching funds in cash must be at least 10% of the government contribution.

Partnerships

Please note also that partnering with the local community is part of the evaluation criteria for projects and this partnership aspect must be addressed in the project proposal at the time of submission. Complementary funding may come from community organizations, another federal or provincial government department, a municipal government, a non-governmental organization, a business and voluntary contributions (services, labour, materials, equipment loans, donations, etc). While partners may sponsor and support an eligible organization, which will handle project management and implementation, they cannot be the lead agents for a project.

The proponent's proposal must give the name and contact details and describe the contribution of all partners taking part in, or asked to take part in, the project through the provision of financial, material or human resources. The Partner Identification form in **Appendix C** can be used to draw up a detailed list.

An agreement will not be signed for any project under the Community Interaction Program until the proponent has submitted all official confirmations of funding, which are required for matched funding. This criterion also applies to partnerships involving the provision of goods or services.

Funding provided under other Environment Canada programs or from Quebec's Ministère du Développement durable, de l'Environnement et des Parcs (MDDEP) shall be considered as money from the departments responsible for the Community Interaction Program, and as such shall be added to the amount of funding requested so as to comply with eligible funding limits. Funding from other federal and provincial sources can be included as part of the organization and its partners' matching funds.

For additional information, please contact a project officer.

E. PROJECT DURATION

No minimum duration is imposed on projects. However, all projects must be finalized by March 1, 2010.

F. SUBMITTING A PROJECT

SUBMITTING A PREPROPOSAL (BEFORE THE DEADLINE)

Unsolicited proposals : to ensure your project meets program eligibility criteria, **we strongly recommend that you submit a preproposal** as soon as possible before the deadline (November 14, 2008). This will enable you to get feedback on your proposal from a project officer and will ensure that none of the essential components is missing.

Solicited proposals : from time to time, calls for proposals will be initiated with respect to the priorities in the St. Lawrence Plan. Be sure to visit the St. Lawrence Plan web site for information on solicitations under way. A preproposal will be mandatory before submitting a solicited proposal. The way to proceed with a solicited proposal will be explained in the call letter.

SUBMITTING A FINAL PROPOSAL (BY THE DEADLINE)

Those of you who submit a preproposal will have to resubmit the entire presentation document with the relevant changes. No changes or additions may be made to a proposal after the submission deadline. Your final proposal must include the *presentation document* as well as all the appendices and the signed *registration form*.

PRESENTATION DOCUMENT

Your project proposal **must** contain all of the following elements and follow the format set out below. Please note that projects will be assessed on the basis of all of these elements. We suggest that you use 8.5" X 11" paper, printed double-sided, and that you refrain from using a spiral or other binding. If possible, accompanying documents should also be submitted in this format and be attached as appendices.

1- Project description

Present the following descriptive elements on 8.5" X 11" paper:

- 1.1- Environmental issue associated with the St. Lawrence
- 1.2- Purpose of carrying out the project
- 1.3- Detailed project schedule
- 1.4- Identity of the project's beneficiaries
- 1.5- Description of the work plan and the suggested means of addressing the issues
(*methods used, material and equipment required, labour, professional services, areas of activity, etc*)

***NB:** append plans, specifications and other explanatory documents

1.6- Expected spinoff from the project

A- Assess the environmental benefits (*quantity of waste removed, number of hectares restored or protected, etc.*)

B- Assess the impact on the community (*number of people who will benefit from the results, etc*)

C- Assess the economic spinoff (*cash investment, job creation, etc*)

1.7- Community participation in the project (*describe the involvement of local people or organizations, the nature of their support and the advantages for them*)

1.8- Additional information (*optional*)

2- Justifying the project in terms of the program objectives

2.1- Project's contribution to improving the St. Lawrence ecosystem

2.2- Justification for carrying out the project in terms of the environmental remedial action plans (ERAPs) and/or regional priorities

3- Area description

3.1- Area in which the project is to be carried out, boundaries (*attach maps showing the location*)

3.2- Presentation of current knowledge of the area (*habitats, fauna, flora, hydrology, etc*)

3.3- Identity of owner(s) and designated land use as described in the MRC (regional county municipality) development plan

3.4- Description of current and planned activities on the project site

3.5- Special designation of the site (*fragile habitat, legal status, etc.*)

4- Environmental assessment and authorization requirements

4.1- Indicate whether authorizations are required for the project

4.2- If so, describe the authorizations required and give the names and contact details of the people mandated to give the required authorizations

4.3- In the case of restoration and enhancement projects, describe potentially negative environmental impacts associated with the project and identify appropriate mitigation measures

5- Project management and impact of the project

5.1- Describe the methods that will be used for administrative, financial, technical and environmental monitoring and for the assessment of results

5.2- Describe the measures to be taken to ensure and maintain the long-term environmental benefits of the project

5.3- Describe the measures to be taken to ensure that once the project is carried out its achievements will be maintained (follow-up)

6- Financial information

(Complete appendices C and D as well)

- 6.1- Give a detailed description of project income and expenses including dates
- 6.2- Identify the human resources, the material, equipment and costs associated with each project activity (*with respect to acquiring or allocating matching funds for electronic equipment, the maximum eligible costs will be equal to the depreciation costs over the period during which the equipment is used*)
- 6.3- Give details of requirements in terms of volunteer and paid labour and professional services (*rate, duration, expertise*)*. You must provide details of wage rates and justify them on the basis of the degree of specialization required

* **NB** : The cost of a specific insurance policy can be considered an eligible project expense. The same holds for the cost of having a chartered accountant conduct a financial audit for projects where the contribution under the program is \$25,000 or more.

G. WHEN AND WHERE SHOULD THE PROPOSAL BE SENT?

- Applications for financial assistance must be postmarked no later than **November 14, 2008** for unsolicited proposals. For solicited proposals, the deadline will be specified in the call letter.
- Program project officers can provide basic technical support to help you develop your projects and carry out follow-up. They can also provide advices on preproposals and direct you towards resource people. You must, however, send them your request for assistance at least one month before the deadline.
- **You must submit two copies of your proposal in 8 ½” X 11” format. The pages must not be stapled, bound or laminated (photocopy-ready).**
- If you want more information about the program or the documentation for submitting a proposal, please contact a project officer at the following address:

Community Interaction Program
1141 Route de l'Église
PO Box 10100, 6th Floor
Quebec QC G1V 4H5

Telephone: (418) 648-3537 or 1-800-463-4311

Fax: (418) 649-6674

E-mail: quebec.interactions_communautaires@ec.qc.ca

Web site : www.planstlaurent.qc.ca

H. APPENDICES

The following appendices must be completed and included as part of your proposal. Here is some information about the appendices. If you have any questions or require additional information, please contact a project officer.

Appendix A Project registration form

This form contains basic information about the proponent organization and the project. It also describes financial requirements and contains the signatures of the organization's signing officers. **Applications that do not include this form will not be considered.**

Appendix B List of ZIP committees with contact details and a map showing their location

This information enables you to identify the ZIP (Area of Prime Concern) committee you should contact to establish whether your project is in line with the environmental remedial action plan (ERAP). These plans describe the actions the public considers priorities in each area of prime concern.

Appendix C Information about partners

This table gives details of the funding sources for your project (sources other than the Community Interaction Program). It must feature the name of organizations, departments or individuals that have been asked to participate, the names and telephone numbers of resource people who have been contacted, and details of requests for money, goods and services. In the case of in-kind contributions (volunteer labour, services, goods), a detailed description is required so that the true value can be determined.

Appendix D Financial summary

This table is to be used to summarize the budget for your project. It should match expenses to funding sources (Community Interaction Program and partners). You are asked to identify partnerships involving cash contributions separately from those involving in-kind contributions (goods and services). It goes without saying that most projects require a much more detailed budget document. If this is the case, you should include your budget details in the presentation document or ask for assistance from a project officer.

Appendix E Checklist of components to be included in your proposal

This checklist identifies the elements that must be included in your proposal. It enables you to identify the information you must send to us and confirm that it has been included.

APPENDIX A: REGISTRATION FORM

<p>COMMUNITY INTERACTION PROJECT NO _____</p> <p>POSTMARKED: _____</p>
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1- GENERAL INFORMATION

1.1 – Organization details (identity of the legal person registered with the Inspector General of Financial Institutions)		
Organization’s legal name		
Address		
City		Postal code
Telephone ()	Fax ()	E-mail

1.2 – Information concerning the organization (attach a copy of the organization’s charter)		
A – Organization’s primary mission and sphere of activity (include documentation, brochures, etc.)		
B – Geographic area in which the applicant organization operates (attach copies of by-laws and charter)		
C – Board members		
NAME	ADDRESS	POSITION

1.10 – Total cost of the project (if your project is to be carried out over more than one fiscal year (April 1 to March 31) (maximum 24 months) please estimate as realistically as possible the amount of funding sought from the program for each year).

	Fiscal year 1 01/04/ to 31/03/	Fiscal year 2 01/04/ to 31/03/	Fiscal year 3 01/04/ to 31/03/	TOTAL
Community Interaction (amount of funding requested)				
Other partners				
Total value of the project				

1.11 – Is this application for a project that has already been funded or for which there has been an application for funding under another federal and/or Quebec government program?

No
 Yes - Name of program(s) :
 - Amount of funding requested :

1.12 – We hereby declare that we have (signatures)

- Read the terms, conditions and requirements of the program
- Provided truthful information

Person authorized to act on behalf of the organization (as confirmed by resolution)

Name	Position	Signature	Date

Project leader			
Name	Position	Signature	Date

Documents to be included

- Appendix A:** Project registration form
- Project presentation document prepared in accordance with the *Project Presentation Guide*
- Appendix C:** Information about partners
- Appendix D:** Financial summary
- Appendix E:** Checklist of components to be included in your proposal
- Copy of the organization's charter or documentation proving that it is a legal entity
- Copy of the organization's by-laws
- Copy of the resolution authorizing the signing officers to act on behalf of the organization
- Documentation describing the organization (activities, brochures, etc)
- Map(s) of the area covered by the project
- Map(s) and/or detailed plan(s) of the site and the initiatives being proposed
- Examples of existing relevant studies
- Copies of approvals obtained
- Letters of intent or confirmation from financial partners
- Any other document you consider relevant to the assessment of your project (photos, press reviews, etc)

APPENDIX B: CONTACT DETAILS FOR ZIP COMMITTEES AND SSL

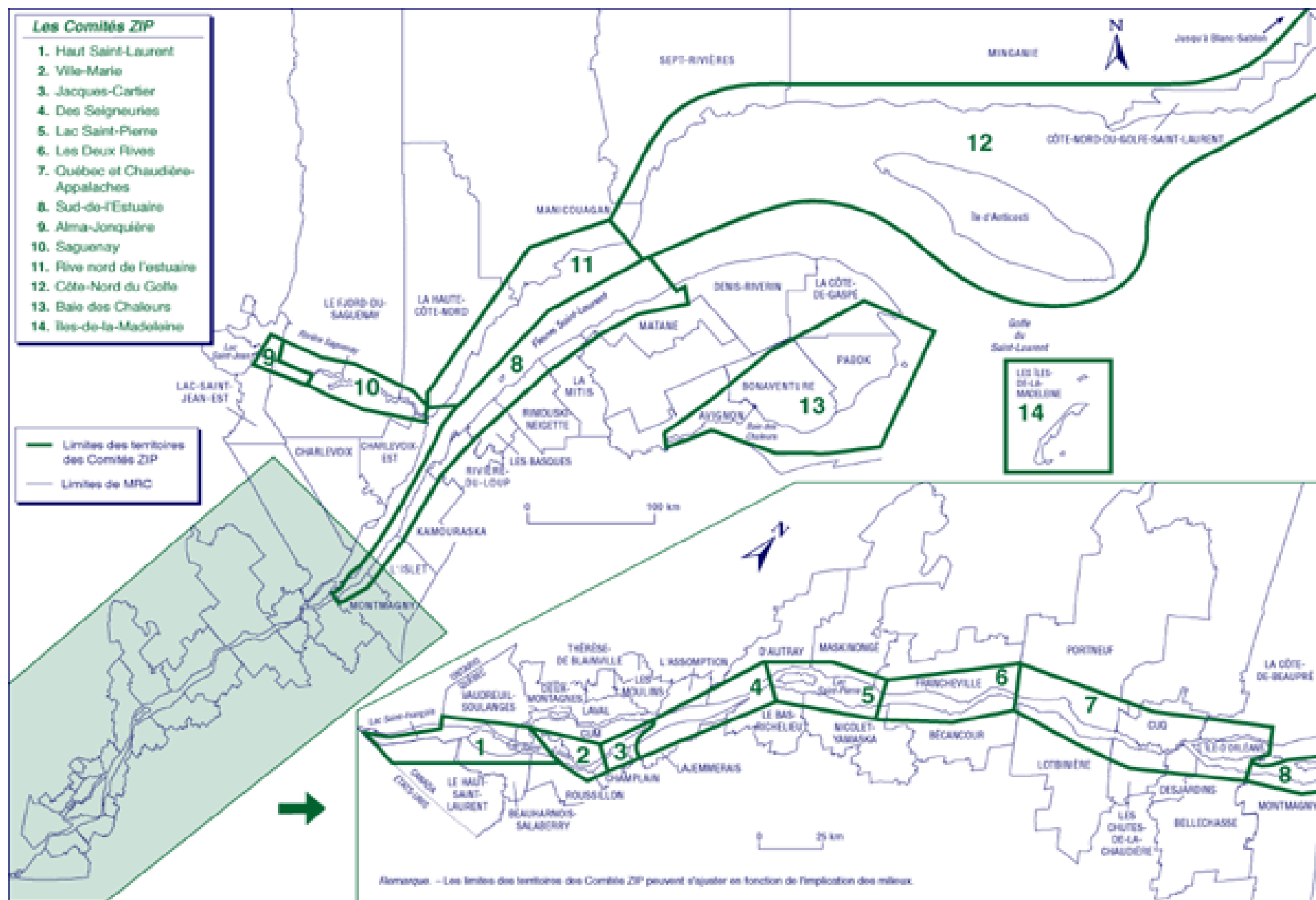
Stratégies Saint-Laurent is responsible for maintaining dialogue and promoting the ZIP (Area of Prime Concern) program.

Stratégies Saint-Laurent

Mr. Claude Martin, President
M. Nicolas Audet, General Director
1085 Salaberry Avenue, Room 311
Quebec City, Quebec G1R 2V7

Tel. (418) 648-8079
Fax: (418) 648-0991
E-mail: ssl@clic.net
Internet site: www.strategiecssl.qc.ca

<p>Saguenay ZIP Committee Mr. Ghislain Sylvain P.O. Box 1242 La Baie, Quebec G7B 3P4 Tel.: (418) 544-5813 Fax: (418) 544-6411 E-mail: zip@royaume.com</p>	<p>Chaleur Bay ZIP Committee Mr. Michel Chouinard 610 B, Road 132 - P.O. Box 1001 Maria, Quebec G0C 1Y0 Tel.: (418) 759-5880 Fax: (418) 759-3817 E-mail: zonebdc@globetrotter.net</p>
<p>Upper St. Lawrence ZIP Committee Mrs. Claire Lachance 28 St. Paul Street, Suite 206 Salaberry-de-Valleyfield, Quebec J6S 4A8 Tel.: (450) 371-2492, cell.: (540) 544-1608 Fax: (450) 371-7599 E-mail: ziphs1.claire@rocler.com Internet site : www.rocler.qc.ca/ziphs1/index.htm</p>	<p>Quebec City & Chaudiere-Appalaches ZIP Committee Mrs. Hamida Hassein-Bey La Fabrique Building 295, Charest Est Blvd, Room 099 Quebec City, Quebec G1K 3G8 Tel.: (418) 522-8080 Fax: (418) 522-4664 E-mail: zipquebec@zipquebec.com Internet Site: www.qbc.clic.net/~zipquebec/topozip.htm</p>
<p>Rive nord de l'estuaire ZIP Committee Mr. Dominic Francoeur 57, place Lasalle Baie-Comeau (Qc) G4Z 1J8 Tel.: (418) 296-0404 Fax: (418) 296-8787 E-mail : zip.me@zipnord.qc.ca Internet site : www.zipnord.qc.ca</p>	<p>Lake St. Pierre ZIP Committee Mrs. Louise Corriveau 100, St. Jacques Ave. Louiseville, Quebec J5V 1C2 Tel.: (819) 228-1384 Fax: (819) 228-1385 E-mail: info@comitezplsp.org Internet site : www.comitezplsp.org</p>
<p>Jacques-Cartier ZIP Committee Mrs. Chantal Rouleau 14115 Prince-Arthur Street Office 427 Montreal (Quebec) H1A 1A8 Tel.: (514) 527-9262 ou 527-9617 Fax: (514) 527-0836 E-mail : zip_jc@mainbourg.org ; Internet site : www.cam.org/~zipjacquescartier/</p>	<p>Alma-Jonquière ZIP Committee Mr. Pierre Tremblay 425 Sacré-Coeur West, Suite 202 Alma, Quebec G8B 1M4 Tel.: (418) 668-8181 Fax: (418) 668-3466 E-mail: zipalma@qc.aira.com Internet site : www.zipalma-jonquiere.com</p>
<p>North Shore of the Gulf ZIP Committee Mr. Yan Crousset 406, Brochu Avenue, Suite 104, P.O. Box 340 Sept Îles, Quebec G4R 2W8 Tel.: (418) 968-8798 Fax: (418) 968-8830 E-mail: info@zipcng.org Internet site : www.zipcng.org</p>	<p>Ville-Marie ZIP Committee Mr. Francis Barbe 1751 Richardson Street, Suite 6503 Montreal, Quebec H3K 1G6 Tel.: (514) 934-0688 or 934-0884 Fax: (514) 934-0247 E-mail: zip_vm@cam.org Internet site : http://www.zipvillemarie.org/fr/</p>
<p>Îles de la Madeleine ZIP Committee Mr. Yves Martinet 330, Principal Street P.O. Box 819, Cap-aux-Meules Iles de la Madeleine, Quebec G0B 1B0 Tel. : (418) 986-6633 Fax : (418) 986-6633 E-mail : direction@zipdesiles.org Internet site : www.zipdesiles.org</p>	<p>Les Deux Rives ZIP Committee Stéphane Doucet 6487, boul. des Chenaux Trois-Rivières, Québec G8Y 5A9 Tel.: (819) 375-8699 Fax : (819) 375-8855 E-mail : administration@ziplesdeuxrives.org Internet site : http://www.ziplesdeuxrives.org</p>
<p>Des Seigneuries ZIP Committee Mrs Seynabou Sissoko 1095, rue Notre-Dame C.P. 353 Saint-Sulpice (Québec) J5W 4L9 Tél / FAX: 450 713-0887 E-mail : communication@zipseigneuries.com Internet site: www.zipseigneuries.com</p>	<p>Comité ZIP Sud-de-l'estuaire Mrs. Françoise Bruaux Comité ZIP du Sud-de-l'Estuaire 188, l'Évêché Street west, suite 203 Rimouski (Qc) G5L 4H9 Téléphone : (418) 722-8833 Télécopieur : (418) 722-8831 Courriel : zipse@globetrotter.net Internet site : www.zipsud.org/</p>



APPENDIX C: INFORMATION ABOUT PARTNERS

FUNDING SOURCES (BESIDES THE COMMUNITY INTERACTION PROGRAM)					
NAME OF PARTNER Resource person Telephone number	CASH CONTRIBUTIONS	VALUE OF IN-KIND CONTRIBUTIONS	DESCRIPTION OF IN-KIND CONTRIBUTIONS (Details required)	LETTERS OF CONFIRMATION	
				Attached	Will forward
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:
				<input type="checkbox"/>	<input type="checkbox"/> Date:

TOTAL: \$ _____ + \$ _____ = \$ _____

N.B. : In kind contributions include goods and services as well as volunteers participation in the project. If the proponent employees participate in the project, their contribution must be considered as in cash.

APPENDIX D – FINANCIAL SUMMARY

DESCRIPTION OF EXPENSES	FUNDING SOURCES			TOTAL COST
	COMMUNITY INTERACTION	PARTNERS		
		CASH CONTRIBUTIONS	IN-KIND CONTRIBUTIONS	
Labour Rate, No of hours, wages Benefits (15%) for wage-earning employment Total				
Professional services Fees Financial audit Other Total				
Material, equipment and supplies directly related to the project (machinery, vehicles, materials, tools, etc.)				
Other expenses (premises, communications, travel, etc.)				
Management costs (e.g. office, stationery, telephone)				
TOTAL				

* **N.B.** : Before completing this table, please read all of the details contained in the *Project Presentation Guide*. This table provides a summary of your budget; it has to be broken down in your *Project Proposal*.

APPENDIX E: CHECKLIST OF COMPONENTS TO BE INCLUDED IN YOUR PROPOSAL

1- Project description

- 1.1- Environmental issue associated with the St. Lawrence
- 1.2- Purpose of carrying out the project
- 1.3- Detailed project schedule
- 1.4- Identity of the project's beneficiaries
- 1.5- Description of the work plan and the suggested means of addressing the issues
- 1.6- Expected spinoff from the project
 - A- Environmental benefits
 - B- Impact on the community
 - C- Economic spinoff
- 1.7- Community participation in the project

2- Justifying the project in terms of the program objectives

- 2.1- Project's contribution to improving the St. Lawrence ecosystem
- 2.2- Justification for carrying out the project in terms of the ERAPs and/or regional priorities

3- Area description

- 3.1- Area in which the project is to be carried out
- 3.2- Current knowledge of the area
- 3.3- Identity of owner(s) and designated land use
- 3.4- Description of current and planned activities on the project site
- 3.5- Special designation of the site

4- Environmental assessment and authorization requirements

5- Project management and impact of the project

- 5.1- Administrative, financial, technical and environmental monitoring and assessment of results
- 5.2- Measures to ensure and maintain long-term environmental benefits
- 5.3- Measures to ensure that the project's achievements will be maintained

6- Financial information

- 6.1- Income, expenses and corresponding dates
- 6.2- Costs associated with each activity (human resources, material, equipment, etc)
- 6.3- Requirements in terms of volunteer and paid labour and professional services