



Community Interaction Program

Financial assistance program
promoting community projects
aimed at conserving and improving
the St. Lawrence ecosystem

Project Presentation Guide



This document is for non-profit non-government organizations and Indigenous communities located in province of Quebec that wish to obtain funding under the Community Interaction Program.

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Helpful tips

- This guide provides information and advice to be taken into account when submitting your funding application to the Community Interaction Program (CIP).
- Before you start writing your project, we recommend that you contact a program officer to determine whether your project idea is eligible.
- Program officers can provide comments on a **preliminary proposal** of your project. However, they must receive these applications **at least 3 weeks before the deadline**.
- A key outcome of the program is **community involvement** in implementing environmental projects. Community involvement in a project is defined in terms of the number of people and partners involved, the support received from the community to confirm the need for the project, and the resulting benefits for the community.
- Your project can support the implementation of projects arising from a Regional Integrated Management Plan (**RIMP**) or any other management plan. RIMPs are developed in cooperation with players from Regional Round Tables (RRTs) that are implemented throughout the St. Lawrence area as part of the Integrated Management of the St. Lawrence (IMSL).
- Once you submit a project, you will receive a response **about 16 weeks** after the project submission date. Your schedule must therefore take this into account.
- Your project submission **must** include the *application form* and the *budget plan* and any other information required to perform a sound assessment. These forms are available on the SLAP website in the section [Sending Your Application](#).
- Remember that your project assessment will be based on the information contained in the documents received. This information must therefore be accurate, detailed and comprehensive.
- Please read the notes in the sections of the *Funding Application Form*; they include tips for preparing your project submission. If you have any questions while preparing your application, please contact a program officer.
- Where necessary, approvals and permits required under applicable laws and regulations must be sought as soon as possible to avoid delays in project implementation.

For more information on the program, to receive feedback on your proposal, or to obtain documents, please contact a program officer using the following email:
Interactions_Communautes_Quebec_Community_Interaction@ec.gc.ca

A. Is your organization eligible for the Community Interaction Program?

The Community Interaction Program is open to all non-profit non-government organizations legally constituted for at least one year, with an established place of business in Quebec. Organizations must demonstrate that they have a charter under *Quebec's Companies Act (Part III)* or its equivalent.

Indigenous communities located in the province of Quebec are eligible.

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

B. Is your project eligible for the Community Interaction Program?

1. Purpose of your project

The CIP supports community projects that seek to achieve the following objectives:

- Enhance the St. Lawrence ecosystem;
- Support community projects looking to conserve biodiversity and sustainable use and to improve water quality;
- Support projects stemming from the Regional Integrated Management Plan (RIMP).

2. Your project's implementation area

The CIP supports projects implemented in the St. Lawrence area. "St. Lawrence" means the water, bed, shores, coastline, wetlands, barachois, islands, archipelagos and fluvial lakes.

More specifically, this means the area between Cornwall and Gaspé on the south shore, including the Quebec portion of Chaleur Bay, the Magdalen Islands, and the area between Carillon and Blanc Sablon on the North Shore, including Anticosti Island and the Saguenay River.

This area also encompasses the main tributaries and sections of secondary tributaries that are essential to the life cycle of species dependent on the St. Lawrence. Intervention in the secondary tributaries must have a direct connection with the species in question or with nonpoint-source (or diffuse) agricultural pollution.

For projects that seek to eliminate diffuse agricultural pollution, the CIP area also covers some other portions of land that have a major impact on the St. Lawrence ecosystem. Your proposal must clearly demonstrate the link between these portions of land and the significance of the impact on the St. Lawrence ecosystem.

3. Ineligible projects

The following projects are not eligible for the CIP:

- Projects under government jurisdiction as well as interventions required by laws and regulations;
- Projects under municipal jurisdiction;
- Projects for the purchase and/or maintenance of land, buildings, street furniture or any other structure (e.g., wharves, marinas, landings, roads)
- Soil and sediment decontamination projects;
- Projects and interventions within the mandate of organizations funded by Environment and Climate Change Canada or the Quebec Ministère de l'Environnement et la Lutte contre les changements climatiques to support the aforementioned mandate;
- Projects with lobbying activities;
- Recurring projects;
- Projects with activities that are already under way or completed;
- Projects with annual activities, regular events, competitions and fundraising events;
- Projects with operating expenditures not related to it;
- Projects with expenses related to the organization's regular activities;
- Projects to create new organizations;

Please contact a program officer to determine whether your project and its activities are eligible (see section [Helpful tips](#)).

C. Community Interaction Program project categories

Eligible CIP projects must fall into one of these categories:

Category 1—Awareness-raising

Category 2—Study

Category 3—Study-Action

Category 4—Restoration and/or Protection

CATEGORY 1—AWARENESS-RAISING

Awareness-raising activities, which address a **specific environmental problem**, target a particular **group** and lead to **concrete actions** in the short term. Behavioural changes must be monitored or new knowledge must be acquired under the project.

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Information sessions or workshops, consultations; • Guides; • Documentaries; • Interactive activities. 	<ul style="list-style-type: none"> • Concertation project; • Nature interpretation project; • Academic project; • Tourism or historical project.

CATEGORY 2—STUDY

Study projects relating to a **specific environmental issue**, focused on developing an action plan to **implement** in the field.

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> • Development of an action plan; • Characterization study; • Inventory; • Feasibility study; • Preparation of plans and specifications. 	<ul style="list-style-type: none"> • Inventory and characterization for the sole purpose of acquiring knowledge; • Research project.

CATEGORY 3—STUDY-ACTION

Study projects relating to a **specific environmental issue**, focused on developing an action plan **to be implemented** in the field, followed by implementation of the appropriate actions.

ELIGIBLE	INELIGIBLE
<p>Projects must integrate activities described in categories 2 and 4.</p>	<p>Studies that do not lead to specific actions and do not involve an implementation phase.</p>

CATEGORY 4 — RESTORATION and/or PROTECTION

Restoration

Restoration projects that address a **specific environmental issue** directly relating to the St. Lawrence.

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Restoration or cleanup of sensitive freshwater or saltwater aquatic habitats or wetlands; Protection of specific wildlife and plant species; Stabilization and revegetation of banks or coastline; Activities to improve water quality relating to diffuse agricultural pollution. 	<ul style="list-style-type: none"> Agricultural work; Shoreline stabilization required for public safety reasons; Soil and sediment decontamination projects; Recurring cleaning projects.

Protection of biodiversity

Protection projects that address a specific environmental issue directly relating to the St. Lawrence.

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Projects for conserving and protecting important ecological areas; Projects promoting sustainable uses of the St. Lawrence for conservation and protection; Access control to protect sensitive environments; Concrete actions to improve the presence of wildlife species in their habitats. 	<ul style="list-style-type: none"> Development of shoreline and coastal trails; Establishment of observation sites involving new infrastructures.

In order to discuss further on eligible projects and activities, please consult a program officer (see section [Helpful tips](#)).

D. Information on funding for your project

1. Maximum CIP funding

The program can fund up to 70% of the total value of eligible project expenses.

The total project value is the sum of all project costs, whether in cash or in kind. It takes into account only **expenses eligible under the CIP** as defined below, section 2. Eligible expenses.

Table 1. Maximum value of CIP funding per category

CATEGORY	MAXIMUM CIP FUNDING
AWARENESS-RAISING	\$100,000
STUDY PROJECTS	\$25,000
STUDY-ACTION PROJECTS	\$200,000*
RESTORATION and/or PROTECTION of BIODIVERSITY	\$200,000

(*) For study-action projects, the funding requested from the CIP for the study portion of the project must not exceed 50% of the total amount requested and/or exceed \$50,000.

2. Eligible expenses

Eligible expenses incurred in your project may include costs for:

- Salaries, benefits including mandatory employment-related expenses;
- Management and professional services, such as communication, graphic design, translation, accounting;
- Travel and living expenses (gas, overnight stays, meals, airfare, etc.)
- Expenses for rental and use of vehicles or other means of transportation;
- Equipment and supplies;
- Printing, production and distribution;
- Equipment purchase or rental;
- Contracts required to perform project activities;
- Reasonable share¹ of overhead and/or administrative costs (office rentals, telephone, internet services, heating required for project implementation, etc.) that should not be included in other types of expenses;
- GST amounts not reimbursable by the Canada Revenue Agency and QST amounts not reimbursable by the Quebec government.

The following expenses are not eligible:

- Acquisition or purchase costs of land or buildings;
- Recurring infrastructure maintenance expenses;
- Loan repayment;
- The purchase of office furniture and office automation equipment;

¹ The administrative departments reserve their rights to reduce unjustifiable and excessive spending when negotiating the Agreement.

- The purchase of vehicles and rolling stock.

If a review of your project reveals non-eligible expenses, they will be subtracted from the budget and from the proposal.

Please make the most accurate evaluation of the expenses and consult a program officer for any validation (see section [Helpful tips](#)).

3. Matching funds and partnerships

Matching funds represent the amounts that your partners invest in the project, and can be provided in cash or in kind.

In the case of projects with a **total value equal or above \$35,000, matching funds in cash must be at least 10% of the total funding provided by the Quebec Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) and Environment and Climate Change Canada (ECCC).**

The total of MELCC and ECCC funding is equal to the sum of all in-kind and/or in-cash funding provided by these departments, including the funding requested from the CIP.

Please also note that creating partnerships with the community is one of the project assessment criteria and must be identified when submitting the proposal. Complementary funding may come from community organizations, other federal or provincial departments, municipal government, a non-government organization, a business enterprise and voluntary contributions (services, labour, materials, equipment loans, donations, etc.).

While partners may sponsor and support an eligible organization handling the project management and implementation, they cannot be the project leads.

Your proposal must include the names, contact information and contributions of all partners involved in the project through the provision of financial, material or human resources. In the budget form, the column "Project Partners" allows to list and detail their contribution.

Letters of support must specify the dollar value and a description of the partnership. You should request these letters as soon as possible so that you can add them to your application. It is important that at the time of negotiating the Agreement or Convention with ECCC or MELCC, the rule of a maximum of 70% CIP funding is duly respected and that at least 30% of the project funding is provided by other funds.

You may enter into partnerships with federal or provincial departments other than ECCC or MELCC. These partnerships will therefore not be part of CIP funding.

For further information, please contact a program officer (see section [Helpful tips](#)).

E. Duration of your project

There is no minimum duration for projects, but your project cannot last longer than 36 consecutive months between the project start and completion dates.

F. Submitting your project

Your application for funding must be submitted no later than the deadline specified in the section [Sending Your Application](#), on the SLAP website. For ease of processing, email submissions are strongly encouraged.

To be complete, your project proposal **must** contain all items requested in the CIP funding application form.

The quality of your project will be assessed based on different aspects, which include a description of the problem, the rationale for the project, the environmental scope, community and partner involvement, the target group, communications, a realistic budget estimate, the work plan and methodologies.

If you need clarification, please contact a program officer (see section [Helpful tips](#)).

1. Additional documents

Justification of the environmental problem and the need for the project must be supported by references. Available scientific knowledge must be summarized in the “Rationale for your project” section. If it cannot be summarized adequately within the space provided, it can be attached to the application.

The RIMP or any management plan on which your project is based is not to be transcribed in the form. The rationale for the project must enable us to position this information. You may attach it (or just the relevant section) to the application and mention it under the “Other relevant information” section, if needed.

The plans and specifications that you have already obtained can be used to document technical aspects of certain activities in your project. You will need to summarize them in the “Your project’s work plan” section and can be attached to your proposal.

The environmental impacts of your project must be anticipated and described: namely, the impacts of the project activities on plants, animals and society. Before undertaking the project, you must identify the strategies in place to remedy them (mitigation measures). This information should appear in the “Environmental Requirements” section.

In the “Other Relevant Information” section, any approval obtained under applicable environmental laws and regulations, as well as steps taken to obtain them, must be listed and attached to the proposal.

The territory concerned by your project must be illustrated with maps or pictures. Title deeds, authorizations and the legal status of the land may be required to demonstrate the owner’s

consent to the proposed activities. Pay particular attention to the “Other Relevant Information” section and provide the required documents with the proposal.

Please contact a program officer if you need any clarification (see section [Helpful tips](#)).

2. Performance indicators

The performance indicators are used to measure your project outcomes.

Table 2. List of environmental performance indicators

INDICATOR	DESCRIPTION	UNIT OF MEASUREMENT
Linear extent of bank or shoreline that has been characterized, restored, or cleaned	Number of kilometers of land that require intervention for characterization, restoration, stabilization, naturalization or clean up in direct relation to the St. Lawrence.	Kilometres (km)
Area of habitat that has been characterized, restored, protected or cleaned	Number of hectares of habitat characterized, restored, protected or cleaned up by initiatives implemented by the project (e.g. identification of problems, removal of waste, planting, erosion control, signing of voluntary conservation agreements). Includes aquatic and terrestrial habitats directly linked to the St. Lawrence.	Hectare (ha) 1 hectare = 10,000 m ²
Native plants that were planted (trees, shrubs and grasses)	Total number of plants planted under the project.	Total number
Survival of planted vegetation	Percentage of planted vegetation that survived the first winter after planting. Counting the survivors is a project activity performed in the spring following the year in which they were planted.	Percentage of survivors (%)
Wildlife management	Total number of structures installed for aquatic or terrestrial wildlife directly related to the St. Lawrence.	Total number
Conservation agreement	Number of signed voluntary conservation agreements.	Total number
Waste disposal	Total weight of removed waste because it harms the quality of water, habitats, plants and wildlife directly related to the St. Lawrence.	Kilograms (kg)
Technical documents	Number of technical documents produced (i.e. characterization reports, plans and specifications, action/response plan)	Total number

Table 3. List of community performance indicators

INDICATOR	DESCRIPTION	UNIT OF MEASUREMENT
Communication events organized	Total number of communication activities performed (written and spoken) as part of project activities.	Total number
Communication tools	Number of communication tools created for the project (e.g. brochures, posters, guides, maps, signs)	Total number
Number of people exposed to information	Total number of people who received information as part of project activities.	Total number
Individuals who participated in project activities	Total number of people who participated in each activity performed under the project.	Total number
Awareness results	Total number of people reached who indicated they would modify their behaviour as a result of project activities. Assessed using surveys.	Total number
Partnerships created	Total number of partnerships created as part of project activities.	Total number
Financial contribution of partners	Total amount of money invested in the project by other financial partners.	Dollars (\$)
Volunteerism generated for the environment	Total value (\$) in kind of volunteers involved in implementing project activities.	Dollars (\$)
Job creation	Number of paid jobs directly generated by project implementation. Jobs include full-time and part-time positions, temporary jobs and contract jobs.	Number and duration

Please contact a program officer if you need more details (see section [Helpful tips](#)).

3. Sustainability of environmental benefits

Pay particular attention to the sustainability of the results you will achieve at the end of the project. You may want to set up volunteer monitoring, obtain a conservation commitment from landowners, or obtain legal conservation status for an area.

Please contact a program officer if you need more details (see section [Helpful tips](#)).

G. Sending your application

Once your application is fully completed and signed, you may submit it by email to: [Interactions Communautaires Quebec Community Interaction@ec.gc.ca](mailto:Interactions_Communautaires_Quebec_Community_Interaction@ec.gc.ca)



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