

PROJECT SUMMARY

Title:

Location:

(administrative region, city/town, sector or borough)

Start date:

End date:

Duration*:

months

Brief description of your project – *Use the additional page in Appendix F if necessary*

In a few sentences, please explain:

- *What environmental problem are you trying to solve?*
- *Why is it important for your community and for the natural areas concerned?*
- *What is your specific solution to the problem?*
- *How many people would your project reach (directly and indirectly)?*

* Projects are generally funded for 12 months. However, depending on the type of project or in the case of an unforeseen event leading to a justifiable, reasonable delay in the project schedule, it may be possible to extend the funding period beyond 12 months if the Foundation is notified in advance.

If you wish to obtain funding for two full consecutive years, please see the section on our Web site entitled "[Conditions for Participation -- Project Duration](#)". You should also itemize the amounts requested for each year in your **Project Presentation**.

ENVIRONMENTAL AND SOCIAL INDICATORS

Brief description of the indicators (See Appendix A for more information) – *Maximum 10 lines*

PROPOSED MEANS OF ENSURING PROJECT DURABILITY

Brief description of ways and means (see Appendix B for more information) – *Maximum 10 lines*

PROPOSED COMMUNICATION TOOLS (VISIBILITY, RECOGNITION, ETC.)

Brief description of tools (see Appendix C for more information) – *Maximum 10 lines*

SUMMARY OF FUNDING

See the *Grant Conditions* in the *Conditions for Participation* section on the Foundation's Web site

Grant requested from the Foundation		\$	In cash [1]
Contributions from other sources	+	\$	In cash [2]
	+	\$	In kind [3]
Total value of the project	=	\$	[1 + 2 + 3]

NOTE FOR THE FOLLOWING THREE TABLES: If your project has several parts, please itemize the costs for each part. Separate such costs as construction, field work, design and production of teaching tools, and dissemination. Insofar as possible, itemize the assignment of human resources to each part. Please insert as many lines as you need.

BUDGET -- HUMAN RESOURCES

Human Resources	Costs				Funding		
	Number of people	Hourly rate	Hours per person	Total cost	Foundation	Other	
						In cash	In kind
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
		\$/hr	hrs	\$	\$	\$	\$
Subtotal -- Budget 1			hrs	\$	\$	\$	\$

BUDGET -- GOODS AND EXTERNAL SERVICES

Goods (materials, supplies, equipment) and External Services	Costs			Funding		
	Number of units	Cost per unit	Total cost	Foundation	Other	
					In cash	In kind
External audit of project financial statements if required (see the Web site)			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Subtotal -- Budget 2			\$	\$	\$	\$

BUDGET -- MISCELLANEOUS EXPENSES

(See Appendix D for more information) Expenses	Costs			Funding		
	Number of units	Cost per unit	Total cost	Foundation	Other	
					In cash	In kind
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Subtotal -- Budget 3			\$	\$	\$	\$

ALLOCATION PER CALENDAR YEAR

If your project will take longer than one calendar year, please give your best estimate of the funds you would like to receive from the Foundation for each year.

January 1, 20	To December 31, 20		\$	} Grant requested from the Foundation
January 1, 20	To December 31, 20		\$	
		Total =	\$	

OTHER SOURCES OF FUNDING

Please list contributions in cash and in kind from other sources of funding. Contributions in kind can include donations of equipment and supplies, loan of premises, volunteer work and professional services.

*Please note that you must also provide letters of confirmation for these sources of funding. Letters that are not available when your application is submitted may be sent at a later date. **No funds will be disbursed without these letters.** The letters must specify the amount in cash or the fair market value of the contribution.*

SOURCE	CONTRIBUTION			
Name of organization	Description	In cash	In kind	Letter supplied
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total		\$	\$	

Donations or Sponsorships from Hydro-Québec

Aside from this grant application, has your organization received a donation or sponsorship from Hydro-Québec (other than from the Foundation) in the past five years? If so, please specify the amount and year.

No Yes \$ _____ Year _____

Application for Recognition of a Nature Reserve

As part of the project described in this application, has your organization applied to the Ministère du Développement durable, de l'Environnement et des parcs for recognition of a nature reserve on private land, or does it intend to do so?

No Yes Not applicable

CHECKLIST

As stated above, except for letters confirming contributions in cash or in kind from your other sponsors, your application **must be complete**; otherwise it will not be reviewed. Have you completed all the sections above? Have you enclosed all the following documents with your application?

- Duly completed and signed Grant Application Form, including all budget and funding information (**two paper copies**)
- Project presentation with a detailed description of the project, especially why it is necessary and its objectives, a work plan and evaluation framework including measures implemented to achieve the objectives (**two paper copies**)
- Letters of confirmation from other sponsors (if possible -- letters may be sent at a later date, but those you already have should be sent with this application)
- Comprehensive list of all permits and approvals required by the federal, provincial and municipal governments*
- Other information (if applicable), such as site maps, lists of species and general letters of support
- The organization's letters patent
- Most recent financial statements
- CD** containing the electronic versions of the Grant Application Form and complete Project Presentation (including maps, letters, lists, photos, property appraisals, etc.)
- If the project involves land acquisition: appraisal of the current market value by an accredited appraiser (the Foundation reserves the right to require a second appraisal if necessary) and the conservation and management plan.

For more information on these documents, please visit our [Web site](#). If you have any questions, feel free to contact the Foundation.

* You must supply a copy of all permits and approvals once you have received them. The Foundation will not disburse any funds without these documents.

DECLARATION

We hereby declare that, to the best of our knowledge, the information supplied in this application and its attachments is accurate and that we are authorized to sign this application on behalf of the organization. The organization recognizes that this grant application does not entail any obligation on the part of the Foundation to award it a grant of any kind.

We have read the [Convention de financement](#) (the official grant agreement is available on the Foundation's Web site, in French only) that we will be required to sign to formalize the agreement between our organization and the Foundation should we be awarded a grant. We accept the conditions as stated in the grant agreement corresponding to our type of project.

Please check the appropriate box

- 1 NPO basic agreement
- 2 NPO agreement for a site owner or project involving land acquisition
- 3 NPO agreement for a manager of a project on a municipal site
- 4 Agreement for a municipality that manages and owns the site

Name:

Title:

Signature _____

Date:

Name:

Title:

Signature _____

Date:

Note: If you do not receive an acknowledgment of receipt after a reasonable period of time, please contact us to ensure we have received your application.

SURVEY QUESTION

This question is optional, but your response would be greatly appreciated.

How did you find out about the Foundation?

- | | |
|--|--|
| <input type="checkbox"/> Print advertising | <input type="checkbox"/> magazine |
| <input type="checkbox"/> Internet | <input type="checkbox"/> newspaper |
| <input type="checkbox"/> Organization | <input type="checkbox"/> local weekly |
| <input type="checkbox"/> Other | <input type="checkbox"/> Web site |
| | <input type="checkbox"/> e-newsletter: _____ |
| | <input type="checkbox"/> Web search |
| | <input type="checkbox"/> environmental organization: _____ |
| | <input type="checkbox"/> NPO: _____ |
| | <input type="checkbox"/> municipality or RCM: _____ |
| | <input type="checkbox"/> press release: _____ |
| | <input type="checkbox"/> newspaper article: _____ |
- Other, please specify

TO REACH US

Feel free to contact the Foundation to discuss your project and for assistance in preparing your application.

Foundation Office

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Appendix A: INDICATORS

As mentioned on the Foundation's Web site in the **What We Do** section under the **Deciding Factors** heading, your Project Presentation must include indicators for measuring the environmental and social benefits of your project in order to determine, upon completion of the project, if the proposed means actually enabled you to achieve your objectives.

For your project to be eligible for funding from the Foundation, it must use at least one of the four indicators below, which correspond to the Foundation's two objectives.

In the table below, please identify the indicators that are relevant for your project, and fill in the target you plan to achieve for each of the measurements you will be using.

If you wish, you may propose other measurements than those listed below. However, **measurements that appear in bold are mandatory**.

ENVIRONMENTAL INDICATOR	MEASUREMENT	TARGET
PROTECTION, RESTORATION AND ENHANCEMENT OF VALUED FOREST AND LAND	Description of the environment (e.g., urban woodland)	
	Area in m² or ha	
	Number of plant and wildlife species (e.g., indigenous or threatened plants, trees, shrubs, fish, mammals, etc.)	
	Number of metres (e.g., trails, bicycle path, etc.)	
	Number of structures (e.g., nesting boxes, interpretation panels, etc.)	
Number of conservation agreements		
Other measurement(s) of your choice:		
PROTECTION AND ENHANCEMENT OF WETLANDS (marshes, peat bogs, swamps)	Description of the environment (e.g., marshes, peat bogs)	
	Area in m² or ha (e.g., marshes, peat bogs)	
	Number of structures (e.g., footbridges, observation sites, interpretation panels, etc.)	
	Number of metres (e.g., footbridges)	
Other measurement(s) of your choice:		
RESTORATION AND ENHANCEMENT OF STREAMS OR LAKES	Names of streams or lakes (e.g., Rivière Rouge)	
	Number of streams or lakes	
	Number of metres or kilometres (of riparian habitat protected, banks or shorelines stabilized or replanted, rivers enhanced or restored, etc.)	
	Area in m ² or ha (e.g., lake)	
Other measurement(s) of your choice:		

(Table continues on next page)

INDICATORS (cont'd)

ENVIRONMENTAL INDICATOR	MEASUREMENT	TARGET
PUBLIC EDUCATION ABOUT ENVIRONMENTAL ISSUES	Number of activities (e.g., workshops, information sessions, training, etc.)	
	Number of people educated by the project	
	Number of municipalities reached	
	Number of community groups reached	
	Number of elementary schools reached	
	Number of high schools reached	
	Number of young people or students educated	
	Number of volunteers	
Other measurement(s) of your choice:		

The Foundation's activities are guided by the following three principles:

- Support local initiatives that reflect the desire of communities to steward the environment
- Focus on joint projects that benefit from the expertise and financial support of a number of partners
- Fund initiatives with positive and tangible environmental and social impacts

We therefore ask that you provide, in the following two tables, information that will enable us to identify the type of community (or communities) and partners involved. **You must fill in the first table below (social indicator).** With respect to the partnership indicator (second table), we do not require organizations to have financial partners if the grant requested is under \$50,000. Nevertheless, for all project types regardless of size, the involvement of dependable partners will strengthen your application since it shows community support.

SOCIAL INDICATOR	MEASUREMENT	NUMBER
TYPE OF COMMUNITY IN WHICH THE PROJECT WILL TAKE PLACE	Less than 10,000 inhabitants	
	10,000 to 50,000 inhabitants	
	50,000 or more inhabitants	
Other measurement(s) of your choice		

INDICATORS (cont'd)

PARTNERSHIP INDICATOR	MEASUREMENT	TARGET				
PARTNERSHIPS	Total number of partnerships					
	Types of partners	Number	Type of arrangement (check all that apply)			
			Funding	Tangible services	Volunteers	Other
	Property owners		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Educational institutions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Companies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial and federal departments or parapublic agencies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Foundations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipalities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other community groups		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) :		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix B: Proposed Ways and Means to Ensure Project Durability

You must present the ways and means by which you propose to ensure the durability of the project's results. For example:


- Staff and budget available to cover maintenance and related costs
- Agreements with the RCM or municipality or with an institution, company or another organization to assume responsibility for maintenance and related costs
- Updating program (e.g., for educational material)
- Follow-up plan
- Surveys and questionnaires for end users
- Letter of understanding with participating property owners (e.g., in projects involving private woodlands)
- Fund-raising activities planned (e.g., sports events, membership drives, employment grants, etc.) to fund recurring activities or physical maintenance

With regard to land acquisition, we will consider only those sites whose uniqueness and durability are clearly demonstrated and for which you provide two property appraisals, as well as a conservation and enhancement plan that clearly establishes the various functions and uses planned for the land acquired.


List of Means of Ensuring Project Durability (enclose supporting documents with your Project Presentation)

Appendix C: Proposed Communication Tools

Please list the tools and activities for acknowledging the Foundation's contribution, the date these activities will be completed, the preparation time required and the name of the person in charge.

		PLANNED VISIBILITY File No.: <i>For use by FHQE</i>		
Project Name:				
Organization:				
Communication tools	Completion date	Person responsible	FHQE approval required	Comments
- Announcement of the grant Joint press release (Organization and FHQE)	20 Time required: weeks.		Yes	The FHQE logo shall appear on press releases.
- Announcement that the project is completed Joint press release (Organization and FHQE)	20 Time required: weeks.			
- Public relations event at the project site, attended by media representatives Joint press release (Organization and FHQE)	20 Time required: weeks.		Yes	An FHQE representative shall attend the event.
Signage: welcome sign and interpretation panel	20 Time required: weeks.		Yes	The FHQE logo shall appear on signage. ¹
Printed materials and electronic media: brochure, poster, trail map, self-guided tour, postcard, fact sheet, bulletin, internal newsletter, infomercial, PowerPoint presentation, DVD cover, etc.	20 Time required: weeks.		Yes	The FHQE logo shall appear on printed materials. ¹

¹ The size of the FHQE logo compared to those of other partners shall be proportional to the amount of the FHQE grant.

		PLANNED VISIBILITY File No. :		
Project Name:				
Organization:				
Communication tools	Completion date	Person responsible	FHQE approval required	Comments
Public events: forum, exhibition, presentation, guided tour, activity day, open house, etc.	20 Time required: weeks.			FHQE participation in the project shall be mentioned.
Educational material: guide's manual, teacher guide, workbook, etc.	20 Time required: weeks.		Yes	The FHQE logo shall appear on printed materials. ¹
Electronic media: Web site, newsletter, interactive terminal	20 Time required: weeks.		Yes	A hyperlink shall connect to the FHQE Web site and/or the FHQE logo shall be displayed on the screen.
Media relations	20			FHQE participation in the project shall be mentioned during interviews ² and in press releases about the project.
Permanent FHQE sign	20 Preparation: 45 days in advance		Yes / Text to be approved by the organization	Location of a modular sign shall be determined jointly with the FHQE.

1 The size of the FHQE logo compared to those of other partners shall be proportional to the amount of the FHQE grant.

2 A log of media interviews and a press review shall be kept by the organization and given to the Foundation.

Appendix D: Ineligible Expenses

The Foundation does not fund the following expenses:

- Annual activities, rent, maintenance, and any other general administrative or operating expenses not directly related to the project. Depending on the type of project, administrative expenses that are directly related to the project may be acceptable up to a maximum of 10% of the total amount granted by the Foundation. These include file management, office supplies and equipment, telephone, fax, photocopies, messengers, Internet, computer and digital equipment, public relations activities like the announcement of project completion, and accounting
- Preliminary activities (feasibility study, methodology, fund-raising, legal fees, fact-finding, inventory, land characterization, property appraisal, drawings and specifications, etc.)
- Experimental activities; scientific, university or basic research; R&D projects or technology demonstrations
- Public communication, promotion or marketing activities not specifically related to the project (e.g., lobbying, development of organization Web sites)
- Projects or costs associated with legal obligations (e.g., property taxes, permits)
- Establishment of or contribution to endowment funds
- Projects that are strictly for appearance or comfort (noise or odor barriers)
- Projects to limit air pollution (e.g., carpooling)
- "Greening" of schoolyards or alleys, community gardens, green roofs or public education regarding environmentally-friendly horticultural or agricultural practices
- Waste collection, recycling or recovery
- Projects that are strictly for recreation/tourism, with no environmental component (i.e., that are solely for economic purposes)
- Recurring activities (e.g., clean-up crew, repeated dissemination of an awareness program or an activity)
- Activities that are in progress or have been completed
- Creation or updating of databases
- Participation in workshops or conferences
- Video or digital camera
- Computer and office equipment

Appendix E: Additional Information about the Organization

Description of the Organization (continued)

Appendix F: Additional Information about the Project

Project Description (continued)