# The *Project Presentation Guide – Component 1* provides instructions on the completion of this form. Please consult the instructions before you begin. Answers must be written in Arial Narrow 9 font with 1.15 line spacing.

**The OASIS Program**

**Project Presentation Form (Component 1)**

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| General information on the body |
| Name of the body: |       |
| Description of the body (population, distinctive characteristics): |       |
| Full address: |       |
| Administrative region: |       |
| Name and title of the person representing the body (according to the resolution): |       |
| Representative’s email address: |       |
| Telephone: |       |
| Name of the project manager:  |       |
| Project manager’s email address: |       |

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| Brief description of the project |
| Title of the project: |       |
| Duration of the project (in months): |       | Approximate commencement date: |       |
| Total cost of the project ($):  |       | Approximate completion date: |       |
| Total eligible costs ($): |       | Amount requested ($):  |       |

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| 2.1 Summary of the project (a maximum of 1 500 characters or roughly 230 words) |
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## . 2 000 characters or roughly 300 words)

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| Problem and context |
| 3.1 Problem targeted (a maximum of 2 000 characters or roughly 300 words) |
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| 3.1 Context and review of the situation (a maximum of 2 000 characters or roughly 300 words) |
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| A detailed description of the project  |
| 4.1 Type of studies or analyses (a maximum of 2 000 characters or roughly 300 words) |
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| 4.2 Knowledge developed and considered (a maximum of 3 000 characters or roughly 460 words) |

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| Activities planned |
| 5.1 The production of studies (a maximum of 2 000 characters or roughly 300 words) |
|       |
| 5.2 Performance monitoring and project impact assessments (a maximum of 2 000 characters or roughly 300 words) |
|       |
| 5.3 Project management activities (a maximum of 1 500 characters or roughly 230 words)  |
|       |
| 5.4 Activity schedule  |
| Please use the activity schedule template provided for this purpose and ensure that you complete it as instructed in the *Project Presentation Guide.* |

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| Resources |
| 6.1 Project-related experience of the body (a maximum of 1 700 characters or roughly 250 words) |
|       |
| 6.2 The body’s human resources (a maximum of 1 700 characters or roughly 250 words) |
|       |
| 6.3 Financial partners, external services, and other partners (a maximum of 1 700 characters or roughly 250 words) |
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| Project finances |
| Please use the budgetary expenditure template provided for this purpose and ensure that you complete it as instructed in the *Project Presentation Guide – Component 1.* |

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| Mandatory documents  |
| In addition to this form, please fill out all the documents mentioned below and append them to your project proposal. Please consult the *Project Presentation Guide – Component 1* for information on correctly naming your documents.  |
| [ ]  Appendix 1: Activity Schedule (Excel) |
| [ ]  Appendix 2: Budget Estimate (Excel) |
| [ ]  Appendix 3: Letters from the partners i.e., letters of support from the partner bodies describing their commitment to the project and specifying the amount or nature of their contribution |
| [ ]  Appendix 4: A copy of the resolution authorizing the signatory of the application to act on behalf of the applicant |
| [ ]  Appendix 5: Studies and analyses already carried out |
| [ ]  Appendix 6: Any other document to support the project such as analyses, studies, and additional documentation |

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| Useful information |

* The funding applications must be emailed to: **oasis@environnement.gouv.qc.ca**.
* This form must be submitted in Word format.
* Applicants will receive an acknowledgement of receipt not later than five business days after receipt of the projects.