

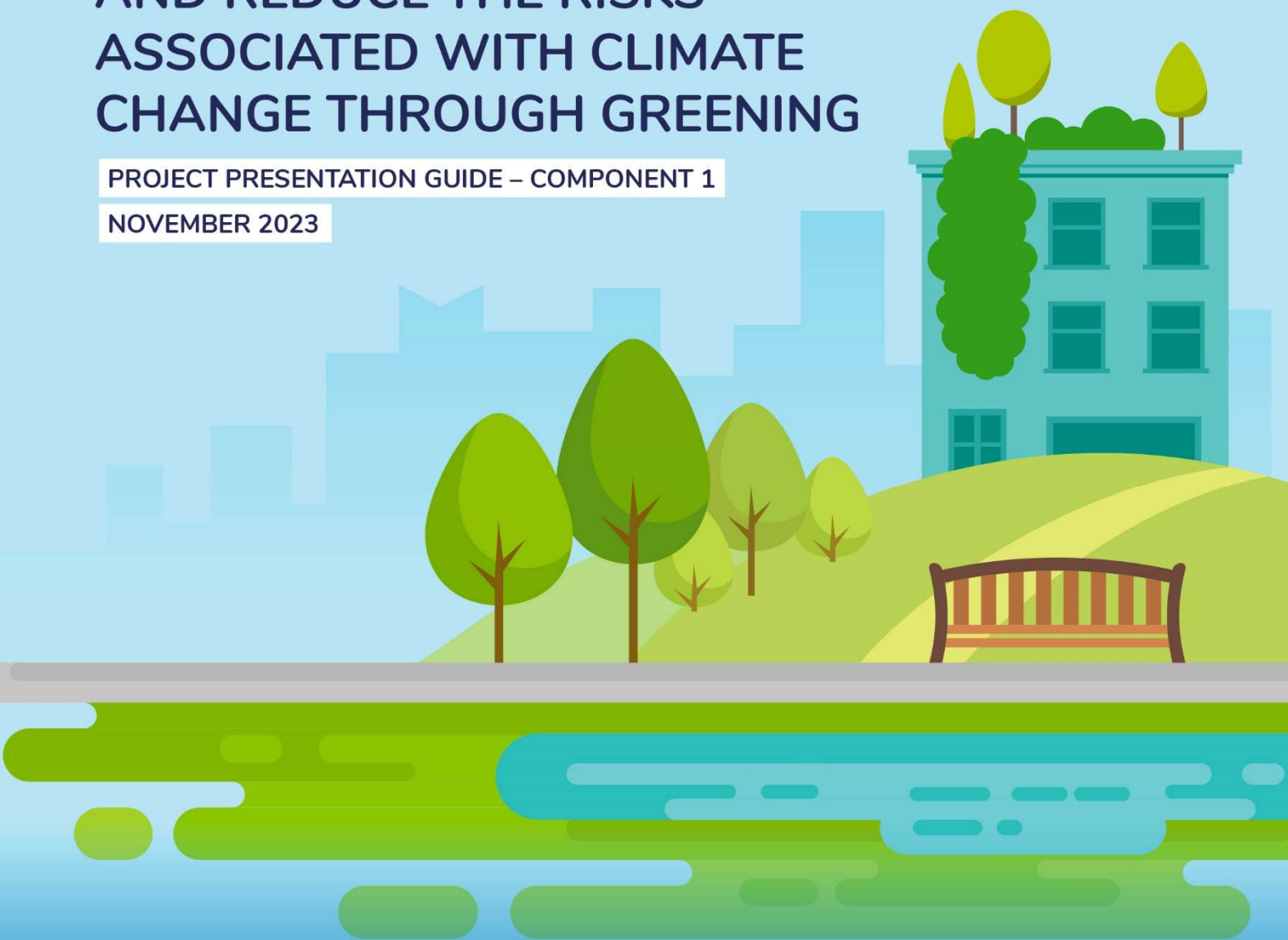


# OASIS

A PROGRAM TO PREVENT  
AND REDUCE THE RISKS  
ASSOCIATED WITH CLIMATE  
CHANGE THROUGH GREENING

PROJECT PRESENTATION GUIDE – COMPONENT 1

NOVEMBER 2023



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## COORDINATION AND DRAFTING

This publication was developed by the Direction du développement des programmes, de l'innovation sociale et des collectivités of the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (MELCCFP).

It was produced by the Direction des communications of the MELCCFP.

## TO OBTAIN INFORMATION ABOUT THE PROGRAM

Direction du développement des programmes, de l'innovation sociale et des collectivités  
Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs  
675, boul. René-Lévesque Est, 6<sup>e</sup> étage, boîte 31  
Québec (Québec) G1R 5V7

Please visit our website at: [www.environnement.gouv.qc.ca/programmes/oasis/index.htm](http://www.environnement.gouv.qc.ca/programmes/oasis/index.htm)

Email: [oasis@environnement.gouv.qc.ca](mailto:oasis@environnement.gouv.qc.ca)

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# Table of contents

Table of contents .....	3
Foreword .....	5
The OASIS Program .....	5
Overview of the key provisions of the normative framework.....	5
General objective.....	5
Specific objectives.....	5
Duration of the Program .....	6
Financial assistance.....	6
Eligible applicants.....	6
Eligible applications.....	6
Project duration .....	7
Submitting an application .....	8
Step 1: Become acquainted with the Program criteria.....	8
Step 2: Prepare the application for financial assistance.....	8
Step 3: Submit the application for financial assistance .....	8
Deadline for submitting financial assistance applications .....	8
Instructions for submitting an application.....	9
1. General information about the body .....	9
2. Brief description of the project.....	9
3. Issue and context.....	9
4. Planned activities.....	9
5. Activity schedule.....	10
6. Resources.....	10
7. Budget.....	11
8. Mandatory documents to be submitted .....	11
9. Useful information .....	12
Project selection .....	12
Reporting and project follow-up .....	13
Monitoring plan.....	13
Year-end reports .....	13
Progress reports .....	13
Final report .....	13
Appendix 1 – Eligibility and admissibility criteria .....	14

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Appendix 2 - Project evaluation criteria ..... 15

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# Foreword

This document provides instructions for submitting an application for financial assistance under **component 1** of the OASIS Program (the Program). In the event of discrepancies between this document and the Program's normative framework, the latter prevails. The normative framework is available under Le Ministère > Nos programmes on the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (MELCCFP) website at [www.environnement.gouv.qc.ca/programmes/](http://www.environnement.gouv.qc.ca/programmes/).

## The OASIS Program

The Québec government acknowledges the importance for society to adapt to current climate change impacts, reduce anticipated impacts and prevent their repercussions on human health. It therefore adopted the 2030 Plan for a Green Economy and its implementation plan (IP) in November 2020. The OASIS Program falls within the scope of strategic priority 3, which seeks to strengthen Québec's resilience to the impacts of climate change.

### Overview of the key provisions of the normative framework

#### General objective

The OASIS Program is funded by the Electrification and Climate Change Fund through the IP and falls within the scope of strategic priority 3, under initiative 3.1, which seeks to protect the health, security and quality of life of individuals and communities.

The Program aims to enhance Québec communities' resilience to longer, more intense and more frequent heat waves, as well as more intense and more frequent heavy precipitation. To this end, it provides financial support to municipal bodies and Indigenous communities in planning, implementing and sustaining greening projects in Québec's communities.

The Program comprises three components. **This document focuses solely on component 1**, i.e., support for greening planning.

#### Specific objectives

Component 1 seeks to support municipal bodies and Indigenous communities in planning greening projects that include building knowledge regarding:

- Risks related to heat waves and intense precipitation
- Adaptation solutions that prevent such risks
- Potential impact of the solutions contemplated and their costs and benefits

It also seeks to support consultation and consensus building to establish priorities and facilitate the development of the solutions contemplated with the public, community-based organizations, municipal employees, internal teams and businesses in the territory.

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## Duration of the Program

The OASIS Program will come into force when the Conseil du trésor approves it and will end on March 31, 2026. Projects must be completed no later than March 31, 2028.

## Financial assistance

Under component 1, a minimum of \$50 000 and a maximum of \$2 million in financial assistance is available per project.

## Eligible applicants

The following applicants are eligible under component 1:

- Agglomerations
- Indigenous communities
- Metropolitan communities
- Local municipalities
- Regional county municipalities (RCMs)

A municipal body or an Indigenous community can submit an application for a group of eligible applicants. However, financial assistance is offered to a single body designated as the body responsible for the project and reporting with respect to the Minister of the Environment, the Fight Against Climate Change, Wildlife and Parks (the Minister).

## Eligible applications

Any or all of the following activities, studies, or analyses that facilitate the design and planning of projects to reduce and prevent risks related to heat waves and intense precipitation are eligible under component 1:

- A spatial analysis of risks related to heat waves and intense precipitation throughout the applicant's territory, taking into consideration the current and future climate as well as vulnerable populations, which must contain georeferenced data files (e.g. heat islands, precipitation and vulnerable populations) to facilitate the visualization of the breakdown of risks and solutions in the territory concerned
- Integrated planning of adaptation solutions, including physical initiatives (e.g. green infrastructure) and other measures contemplated (e.g. regulatory amendments) to prevent and mitigate the impacts and risks identified related to climate change impacts. To assess the efficacy of the adaptation solutions contemplated, they must be explained in detail by indicating the ownership of the land (private, industrial, residential, municipal, federal) and its current or anticipated use (zoning).
- A cost-benefit analysis of the adaptation solutions contemplated
- Consultation and consensus-building activities for the prioritization and development of the solutions contemplated with stakeholders, i.e., the public, community-based organizations, municipal employees, internal teams and businesses
- An analysis of the resilience of the green infrastructure contemplated
- Drawings and specifications, including vegetation planting plans

If the applicant has already initiated part of the approach, an application can be submitted to complete the approach. In that case, information showing that the other steps have been completed must be submitted with the application for financial assistance.

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Applications focused on the assessment of overall risks and opportunities related to climate change in the applicant's territory are not eligible.

### **Project duration**

The project, excluding the production and submission of the final report, must be carried out within no more than two years following the start date of the activities specified in the memorandum of understanding established between the Minister and the recipient and no later than March 31, 2028.

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# Submitting an application

## Step 1: Become acquainted with the Program criteria

The applicant must become acquainted with the normative framework of the Program. It can be consulted at: [www.environnement.gouv.qc.ca/programmes/oasis/index.htm](http://www.environnement.gouv.qc.ca/programmes/oasis/index.htm).

## Step 2: Prepare the application for financial assistance

An application file is deemed complete if it contains the project presentation form and the appropriate appendices and complies with the following criteria:

- All sections of the project presentation form have been completed.
- The project budget and activity calendar have been completed using the templates provided for this purpose.
- The letters of support from partners describe their commitment to the project and specify the amount or nature of their contribution, if applicable.
- A copy of the resolution is included indicating that the municipal council, band council or RCM council that the applicant represents has authorized the application under component 1 of the OASIS Program and that the council agrees to pay its share of the eligible costs. This resolution must also designate a person to sign all the documents, such as the memorandum of understanding.
- All additional information that is relevant to understanding the project must be attached to the application.

## Step 3: Submit the application for financial assistance

The application must be emailed to: [oasis@environnement.gouv.qc.ca](mailto:oasis@environnement.gouv.qc.ca).

Applicants will receive an acknowledgement of receipt no later than five business days following receipt of the application.

## Deadline for submitting financial assistance applications

Financial assistance applications must be received no later than noon (12 p.m.) on March 31, 2025. No applications will be accepted after that date.



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# Instructions for submitting an application

The project submission form must be completed in accordance with the instructions set out below. In addition to the requisite appendices, the applicant must include any additional document to support the application. Please note that all essential information requested in the different sections of the form must be provided.

## 1. General information about the body

Indicate here all requisite information regarding the body submitting the application and the contacts who represent the body or are coordinating and managing the project. Be sure to comply with the eligibility criteria stipulated in section 5.2, "Eligible applicants," of the Program's normative framework.

## 2. Brief description of the project

Indicate here the name of the project, its anticipated duration, the total costs eligible under component 1 of the OASIS Program and the amount of the financial assistance requested.

Please ensure that eligible expenses comply with the standards set out in section 5.7 of the Program's normative framework, "Eligible and ineligible expenses," and that the amount of financial assistance requested does not exceed the maximum allowable amount of \$2 million.

You must submit a summary of the project that clearly indicates its objectives, activities and anticipated outcomes.

## 3. Issue and context

### 3.1 Targeted issue

Describe the issue that underlies your knowledge acquisition needs.

### 3.2 Context and background

Describe the social, political and environmental context of the project and briefly indicate the planning tools adopted and analyses already conducted in your territory related to heat waves and intense precipitation.

## 4. Planned activities

### 4.1 Types of activities

Indicate which activities in the list below will be funded by the project:

- A spatial analysis of risks related to heat waves and intense precipitation throughout the applicant's territory, which takes into account the current and future climate as well as vulnerable populations. The analyses must follow the approach described in *Guidelines for territory-wide greening planning and for the production of risk analyses related to heat and heavy rain*.
- Integrated planning of adaptation solutions, including physical initiatives (e.g. green infrastructure) and other measures contemplated (e.g. regulatory amendments) to prevent and mitigate the impacts and risks identified related to climate change impacts.

- 
- A cost-benefit analysis of the adaptation solutions contemplated
  - Consultation and consensus-building activities for the prioritization and development of the solutions contemplated with stakeholders, i.e., the public, community-based organizations, municipal employees, internal teams and businesses
  - An analysis of the resilience of the green infrastructure contemplated
  - Drawings and specifications, including vegetation planting plans

## 4.2 Details of activities

You will need to provide a few details about the activities from the list above that you wish to carry out.

Please describe and justify any additional elements you consider necessary to add to the project, and attach any studies and analyses already carried out.

## 4.3 Adhering to guidelines

By submitting a project as part of Component 1 of the OASIS program, the applicant agrees to comply with the minimum requirements set out in *Guidelines for territory-wide greening planning and for the production of risk analyses related to heat and heavy rain*.

If the risk analysis, or part of it, was carried out prior to the application, please attach the corresponding documents in the appendix in order to present the approach applied and the results obtained.

In addition, if applicable, please describe and justify any additional elements you wish to include in your risk analysis.

To be eligible, additional activities must seek to build knowledge regarding risks and solutions, with a view to planning greening projects to make communities more resilient to the effects of heat waves and intense precipitation. The MELCCFP reserves the right to refuse applications that are not directly aimed at achieving the Program's objectives.

Please note that the risks associated with forest fires, landslides, fluvial flooding, coastal flooding and coastal erosion, among others, are not climate-related hazards covered by the Program.

## 5. Activity schedule

You must use the activity schedule provided for this purpose (Excel file). The sequence of activities planned must be clearly presented in the activity schedule. All of the activities described in section 4 must be recorded in the schedule, in addition to project management activities, such as: project development, calls for tender, awarding contracts, carrying out studies, consultations between experts and local authorities, public consultations, monitoring results, reporting and project assessment.

## 6. Resources

### 6.1 The body's project-related experience

Please describe any prior relevant approach that shows your ability to implement the project funded under component 1.

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## 6.2 The body's human resources

Please indicate the internal and external human resources assigned to the project, i.e., to the implementation of the activities funded under component 1, or who will contribute directly to it, and specify their respective roles and skills.

## 6.3 Financial partners, external services and other partnerships

Please indicate the project partners and their expertise or key experience and describe each one's role and contribution to the project's completion.

## 7. Budget

Use the project budget template provided for this purpose.

The rules governing financial assistance (section 5.6) and eligible and ineligible expenses (section 5.7) set out in the Project's normative framework must be complied with.

The "Instructions" tab in the budget describes the budget items.

The elements included in each budget item must be presented in detail. As a guide, budget items costing more than \$50,000 should be broken down to give a clearer picture of the total expenditure.

## 8. Mandatory documents to be submitted

The titles to use when naming your documents before submitting your file by email are listed in the "Document title" column in the following table:

	Description	Document title
Application	Project submission form	0_Form
Appendices required for all applications	Activity schedule	1_Schedule
	Forecasted budget	2_Budget
	Partners' letters	3_Partners
	Resolution authorizing the submission of the project for the Program confirming the applicant's commitment to pay its share of the costs and designating a person to sign all project-related documents, such as the financial assistance agreement	4_Resolution
Optional appendices	Studies and analyses already carried out	5_Study_author_year
	Any other supporting documents for the project (analyses, studies, additional documentation, etc.)	XX_xxxx

Separate all elements of the title of a document with underscores and avoid using spaces, accents and special characters.

## 9. Useful information

Please refer to this section of the form to find out how to submit your request.

# Project selection

Below are the stages in the analysis of projects submitted under component 1 of the Program:

- Eligibility: Validation of the applicants' eligibility and the admissibility of the application using Appendix 1
- Evaluation: The Program management team, in collaboration with external experts and the MELCCFP, will evaluate the projects deemed eligible in stage 1 using Appendix 2. If an application can be improved due to certain evaluation criteria not being met, recommendations will be sent to the applicants.
- Ministerial approval: The Minister ratifies the financial assistance agreement granted and the disbursement terms for each project, then notifies the applicant by letter to confirm the agreement.

### Project handling under component 1

The following table illustrates the steps in the project handling process, from sending in the project submission form to the final payment of financial assistance.

Project phase	Applicant body	MELCCFP
Submission of the project	Submission of the project to the MELCCFP	Validation of admissibility
Analysis of the project	Adjustments to the project, if necessary	Analysis and request for adjustments, if necessary
		Preparation and sending of award letter for ministerial approval
Initiation of the project	Receipt of award letter	
	Approval of the financial assistance agreement	
	Signing of the financial assistance agreement	
		First payment of financial assistance
	Development of the project monitoring and evaluation plan	Approval
	Project implementation	Project follow-up and support
Interim reporting (for projects spanning more than 15 months)	Preparation and submission of annual progress report	Analysis and approval of report
		Second payment of financial assistance
Final reporting	Conclusion of project activities	
	Preparation and transmission of final report	Analysis and approval of final report
		Final payment of financial assistance

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# Reporting and project follow-up

Financial assistance recipients must submit information to the MELCCFP for reporting purposes. Bodies whose projects are accepted must assess the progress of their activities according to the indicators. They must periodically submit progress reports for approval.

Bodies whose projects are accepted under component 1 must submit the following documents to the MELCCFP:

## Monitoring plan

A monitoring and evaluation plan for the project must be submitted within 75 days of signing the agreement, and must be approved in accordance with the established procedures. A template will be provided for this purpose.

## Year-end reports

In February of each year, a year-end report is required. This report must show the expenses incurred during the previous year. A letter to this effect, along with the document to be completed, will be sent to recipients.

## Progress reports

Depending on the duration of the project, a mid-project progress report will be required. This report will show the expenses incurred during the previous year and will include the following:

- A progress report on planned activities and an outlook for achieving the project's expected results
- A financial statement for the project
- Adjustments to be made to the activity schedule, if necessary
- An overview of public communications

## Final report

A final report must be submitted. This report will show the expenses incurred during the previous year and will include the following:

- Activities carried out and results achieved
- A copy of the analyses and studies carried out
- The final financial statement
- Conclusions and lessons learned from the project

Additional information regarding the content of the progress report and final report will be provided in the financial assistance agreement.

Please note that the project may be audited by the Ministère des Affaires municipales et de l'Habitation as part of the Plan d'action gouvernemental pour alléger le fardeau administratif des municipalités (Government action plan to lighten the administrative burden on municipalities). You do not need to budget for this.

Other requests may also be made during the year to ensure the sound management of public finances. The Program management team will support you every step of the way.

# Appendix 1 – Eligibility and admissibility criteria

Component 1	
<b>Admissibility of the application</b>	<p>The financial assistance file contains all the requested documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Letters of support from partners</li> <li><input type="checkbox"/> Resolution confirming that the council authorizes the submission of the application, agrees to pay its share of the costs, and designates a person to sign the memorandum of understanding</li> <li><input type="checkbox"/> If the project seeks to complete a process that has already begun, supporting documents should be provided to demonstrate the steps that have already been taken:               <ul style="list-style-type: none"> <li>- Risk analysis</li> <li>- Integrated planning of adaptation solutions</li> <li>- Drawings and specifications, including vegetation planting plans</li> </ul> </li> </ul>
<b>Applicant eligibility</b>	<p>The applicant is one of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agglomeration</li> <li><input type="checkbox"/> Metropolitan community</li> <li><input type="checkbox"/> Indigenous community</li> <li><input type="checkbox"/> Local municipality</li> <li><input type="checkbox"/> Regional county municipality (RCM)</li> </ul>
<b>Project eligibility</b>	<p>The project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is entirely carried out in Québec</li> <li><input type="checkbox"/> Is carried out within two years</li> <li><input type="checkbox"/> Does not seek to create a foundation or search for sponsors</li> <li><input type="checkbox"/> Is not funded by another program under the IP of the 2030 PGE</li> <li><input type="checkbox"/> Does not replace the responsibilities or duties that Québec government departments and bodies confer on municipal bodies or Indigenous communities</li> <li><input type="checkbox"/> Did not incur expenses prior to approval</li> </ul>
<b>MELCCFP recommendation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The file is eligible and admissible.</li> <li><input type="checkbox"/> The file is eligible and admissible, under certain conditions. _____</li> <li><input type="checkbox"/> The applicant is ineligible. The application is rejected.</li> </ul>

## Appendix 2 - Project evaluation criteria

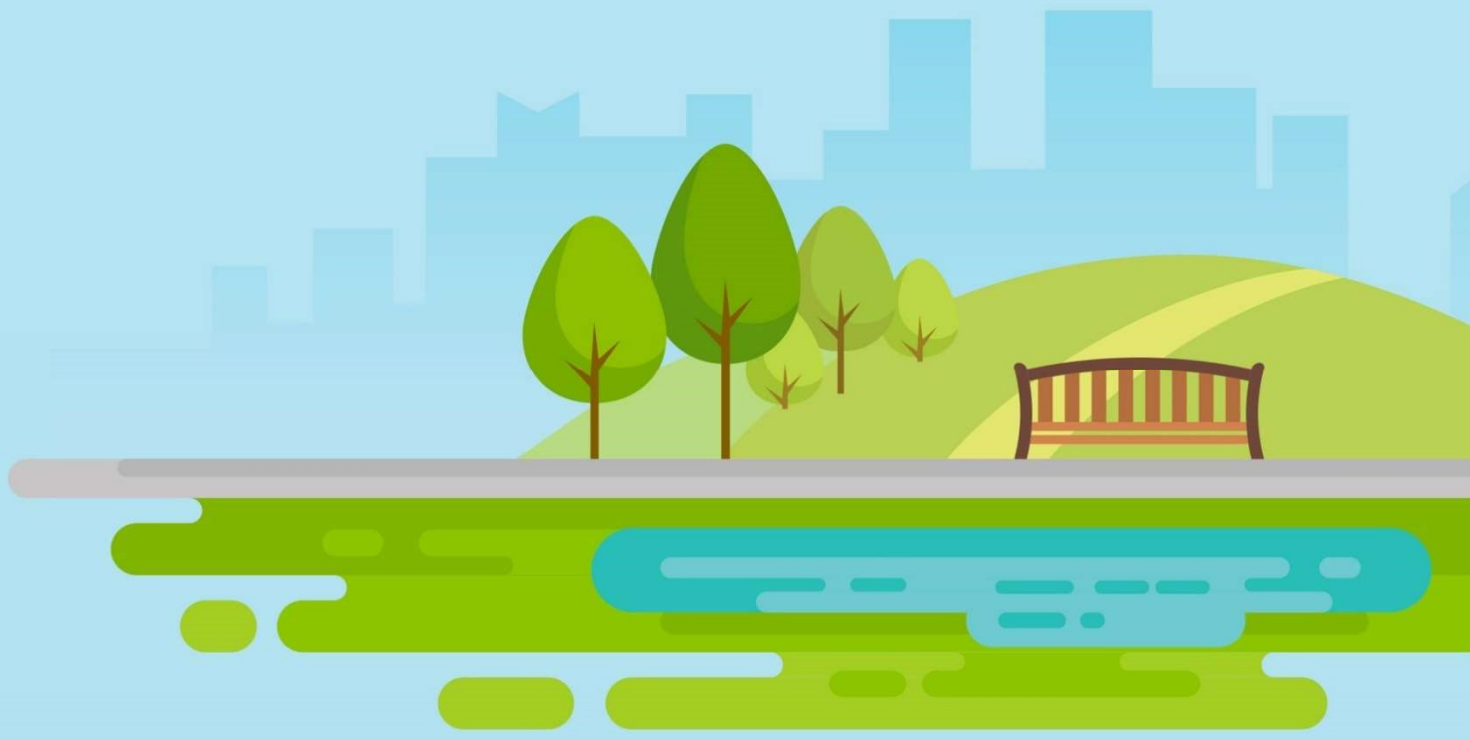
Description of the project, the anticipated outcomes and the applicant's capacity to carry out the project			
Criteria	Yes	No	N/A
<p>The application focuses on one or more of the following elements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A spatial analysis of risks related to heat waves and intense precipitation throughout the applicant's territory, which takes into consideration the current and future climate as well as vulnerable populations</li> <li><input type="checkbox"/> Integrated planning of adaptation solutions, including physical initiatives (e.g. green infrastructure) and other measures contemplated (e.g. regulatory amendments) to prevent and mitigate the impacts and risks identified related to climate change impacts</li> <li><input type="checkbox"/> A cost-benefit analysis of the adaptation solutions contemplated</li> <li><input type="checkbox"/> Analysis of the resilience of the green infrastructure contemplated</li> <li><input type="checkbox"/> Consultation and consensus-building activities for the prioritization and development of the solutions contemplated with stakeholders, i.e., the public, community-based organizations, municipal employees, internal teams and businesses</li> <li><input type="checkbox"/> Drawings and specifications, including vegetation planting plans</li> </ul> <p>If the application does not cover risk analysis or the integrated planning of adaptation solutions, the applicant must show that these elements have already been evaluated and that they have submitted the relevant documents in this respect.</p>			
The applicant must consider the data available on the future climate to foster the resilience of the adaptation solutions.			
The applicant body has the capacity to ensure the project's success and the achievement of the anticipated outcomes, in particular through its financial capacity to carry out the project.			
The internal entities of the municipal body or Indigenous community and, where applicable, the partners and subcontractors have the requisite expertise and experience to ensure the project's success.			
The quality of the application and the planned activities seem appropriate to enable the project's objectives to be met.			
The budget is sufficient and realistic with respect to the activities stipulated.			

Yes: The project complies with the Program criteria.

No: The project does not comply with the Program criteria.

N/A: Not applicable based on the type of analysis that the project covers.

**All applicable criteria must be met for financial assistance to be recommended to MELCCFP officials.**



**Environnement,  
Lutte contre  
les changements  
climatiques,  
Faune et Parcs**

**Québec**    
 