Environment and Climate Change Canada

Environnement et Changement climatique Canada

Environmental Damages Fund

Application Form Information Session
February 20, 2018

Canada

Objectives and Format of today's Workshop

Canada

Environmental Damages Fund Eligibility Requirements

Application Details and Requirements

Details
- EDF Available funding: $2.85 million
- EDF Minimum funding per project: $200,000
- Project timeframe: End date no later than March 31, 2022
- Application submission deadline: April 6, 2018 | 11:59pm PST

Requirements
- Adhere to the details noted above
- Satisfy the court-ordered use restriction
- Identify one EDF Priority Area and at least one indicator
- Identify how proposal aligns with result statement

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End Date: Projects can continue past this date, but the agreement signed between ECCC and an organization must end no later than March 31, 2022.
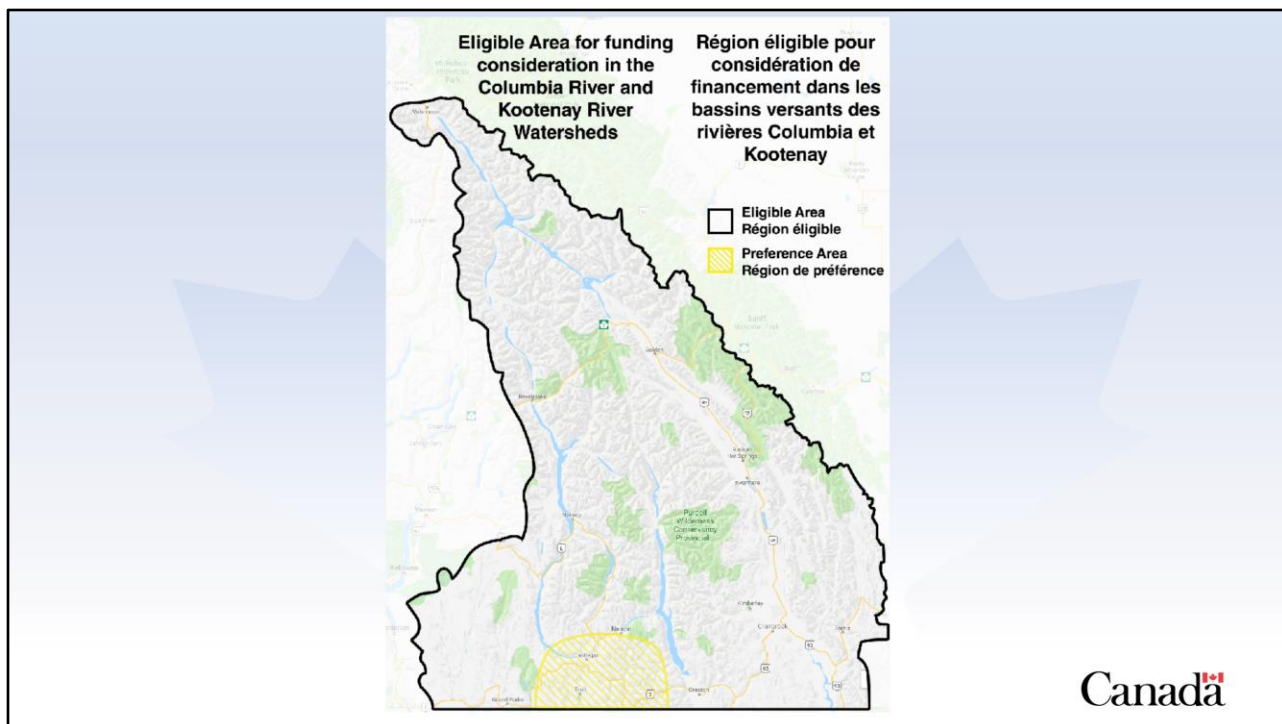
Eligible groups include:
- non-governmental organizations
- universities and academic institutions
- Indigenous groups
- provincial, territorial and municipal governments

Court-ordered Use Restriction

"for the purposes of the conservation and protection of fish and fish habitat, or the restoration of fish habitat in the Kootenay River or Columbia River watersheds, with a preference for projects in the lower Columbia region (south from Nelson, British Columbia)".

Eligible applications must propose projects that satisfy this use restriction.

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Eligible Area for funding consideration in the Columbia River and Kootenay River Watersheds

Région éligible pour considération de financement dans les bassins versants des rivières Columbia et Kootenay

Eligible Area
Région éligible

Preference Area
Région de préférence

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For the original document, please refer to the Call for Proposals (CFP) package that was emailed out.

Result Statement Specific to this Funding

Fish habitat in the Columbia River and/or Kootenay River watersheds is restored, improved, and/or protected.

Indicators:
- Number of m^2 of fish habitat in the Columbia River watershed are restored, protected, and/or improved.
- Number of m^2 of fish habitat in the Kootenay River watershed are restored, protected, and/or improved.

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This result can be found in the word document that was included in the CFP email package.
Submitting this document along with the application form **is an eligibility requirement.**

Application Form Walkthrough

Canada

EDF Application Form

Page 1

Environmental Damages Fund
Application Form

For Office Use Only
Project No. [Project number]

Group Information

Name: [Organization]

Address: [Address]
[City] [Province or Territory]   [Postal Code]

Phone: [Phone]   **Fax:** [Fax]
Email: [Email]

Group Type *(select one)*
Choose an item.

Website Address *(if available)* [Website]

Charitable/Non-Profit Organization Registration No. *(if available)* [Charitable/Non-Profit Organization Registration No.]

Briefly describe your group's mandate *(approximately 200 words)*

[Organization Background]

Canada

EDF Application Form

Page 2

Project Contacts
Primary contact will be the main point of contact for the EDF regarding all matters related to this application.
2nd contacts will be used in the event the primary contact is out-of-the office or Cc'd on a reminder email if we've not heard from the primary.
Both contacts should be knowledgeable of the project.
These are not necessarily those with signing authority, but people who can answer questions.

Project Location is the geographic location where the proposed work is expected to occur.

Start date can be no earlier than the date an application is approved for funding.
Please factor in an estimated 4 months from the deadline for the CFP and assessment process.

End Date can be no later than March 31, 2022

Project Summary is similar to an Executive level summary of the proposed project.
Speaking concisely to 'who, what, where, why, when, and how' is a good foundation.

Relating to the use restriction: Please be very straightforward in how the project will

address the court-ordered use restriction. There is space in later sections to get into specific details.

Applicants can apply for all of the funding allocation, but must apply for at least $200,000

EDF Application Form

Page 3

Prior History with Environment and Climate Change Canada
Identify if your group is a new or returning applicant/recipient of funding from Environment and Climate Change Canada.

☐ First time applying for funding   ☐ Previously applied but did not receive funding
☐ Past recipient of funding

Have you applied to other Environment and Climate Change Canada funding programs for this project?
Yes ☐   No ☐
If yes, please specify which program(s):

If you are a past successful recipient of funding from Environment and Climate Change Canada, please provide the funding program name, the past project number and, if applicable, in one or two sentences, explain how this project is different from **similar** previously funded project(s).

Click here to enter text.

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This is not specific to EDF funding. This is relevant to any ECCC funding your organization may have received in the past.

EDF Application Form

Page 4

BUDGET Part 1 – Human Resources

Human Resources	Costs				Funding Sources		
Service	No. of People	Rate	Time (each)	Total Cost	EDF	Other Cash	In-kind
e.g., volunteer planters	10	$9/hr	40 hrs	$3200			$3200
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here	Click here
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Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here	Click here
Sub-total Budget Part 1 – Human Resources				Click here	EDF(Human Resources)	[Cash (Human Resources)]	[In Kind (Human Resources)]

BUDGET Part 2 – Materials, Supplies and Equipment

Material, Supplies and Equipment	Costs			Funding Sources		
Item	No. of Units	Unit Cost	Total Cost	EDF	Other Cash	In-kind
e.g., native plant seedlings	500	$1	$500	$250	$250	
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
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Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Sub-total Budget Part 2 – Materials, Supplies and Equipment			Click here	EDF(Material Supplies and Equipment)	[Cash (Material Supplies and Equipment)]	[In Kind (Material Supplies and Equipment)]

Canada

Costs:
No. of units – 1 person, 10,000 trees, 10 fish ladders
Unit cost – the cost per individual unit of the item
Total cost – multiply no. of units figure by Unit cost
PLEASE double check your figures to ensure they are correct and add up.

Funding Sources
A line item breakdown of how the associated cost will be paid for as part of the project. Funding may come from the EDF, any other cash source, or in-kind contributions.
In-kind contributions are any transfer of assets other than cash (staff hours, equipment, supplies, materials, advertising, printing, discounts on materials)
EDF, CASH and IN-KIND should add up to the Total cost listed to the left of these numbers
PLEASE double check your math.

EDF Application Form

Page 5

BUDGET Part 3 – Other Expenditures

Other Expenditures	Costs			Funding Sources		
Item	No. of Units	Unit Cost	Total Cost	EDF	Other Cash	Other In-kind
e.g., newspaper ad	2	$150	$300			$300
e.g., translation services	100	$20/hr	$2000	$1000	$1000	
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Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here	Click here	Click here
Sub-total Budget Part 3 – Other Expenditures			Click here	EDF (Other)	[Cash (Other)]	[In Kind (Other)]

Revenue *Identify if the project will generate revenue.*   Yes ☐ No ☐
If yes, include an approximate value of revenues in the Total cash contribution from other sources *row below.*

Funding Summary

Total contribution requested from the **Environmental Damages Fund**	$ [Requested Funding Program Contribution]
Total cash contribution from other sources (including revenues)	+ $ Total cash from other sources
Total in-kind contribution from other sources	+ $ Total in-kind from other sources
Total project value	= $ [Requested Project Value]

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Revenue box – be sure to check Yes or No.

Funding Summary – a breakdown of the three categories of possible funding for this application. EDF (monies being requested – this figure should match your total request from ECCC), cash from other sources and in-kind from other sources (these two figures should match the totals from Budget parts 1, 2, and 3)

EDF Application Form

Page 6

Fiscal Year Breakdown

If your project takes place over more than one fiscal year, **April 1 to March 31**, please provide your best estimate of the funds required from the Environmental Damages Fund per fiscal year.

Fiscal Year 1 (April 1 to March 31)	[Select Fiscal Year 1]	$ [Requested Expenditure (Year 1)]
Fiscal Year 2 (April 1 to March 31)	[Select Fiscal Year 2]	$ [Requested Expenditure (Year 2)]
Fiscal Year 3 (April 1 to March 31)	[Select Fiscal Year 3]	$ [Requested Expenditure (Year 3)]
Fiscal Year 4 (April 1 to March 31)	[Select Fiscal Year 4]	$ [Requested Expenditure (Year 4)]
	Total =	$ Click here to enter text.

} Amount Requested From Environmental Damages Fund

Other Funding Sources

Please list all cash contributions and in-kind support from other funding sources, including **ALL Government of Canada sources**. For example, in-kind support may include: donations of equipment; materials; office space; volunteer time; and professional services.

Please note: You must provide partner support letter(s) from all funding sources to indicate the cash or fair market value of the contribution being made. If letter(s) are not available at the time a completed application is submitted, they may be sent at a later date

Group Name	Description	Cash	Value of In-kind	Letter Included
e.g., ABC Nursery	Cash donation	$250		Yes
e.g., ABC Community Newspaper	Printing services		$300	No
Click here to enter text.	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here
Click here to enter text.	Click here	Click here	Click here	Click here
Total		Click here	Click here	

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Fiscal Year Breakdown.
2018-2019 to a maximum of 2021-2022. These breakdowns will be used to allocate approved funds per fiscal year. Amendments can be made, but it is best to provide as accurate a breakdown as possible. Please keep in mind your start date and how much you anticipate spending between the start date and the following ECCC Fiscal Year-End(March 31).

Other Funding Sources:
This list should provide all current known partners contributing to the proposed work either by cash or in-kind contributions. If an organization is mentioned somewhere in the application as a partner, it is good to include it in this section. Furthermore, while Letters of Support are not required until the signing of a Contribution Agreement, they are strongly encouraged as they strengthen an application. Even a letter that details the intent to support (but terms on cash/in-kind are TBC) is better than no letter at all.
The totals in the Cash and Value of In-kind columns should match their respective columns in the Funding Summary on the previous page.

EDF Application Form

Page 7

Project Description

Environmental Priorities
Identify the primary Environmental Damages Fund priority the project addresses (select one)

Select one.

Project Purpose
Describe the environment issue your project addresses and explain the need for the project (approximately 500 words)

Click here to enter text.

Project Goals and Objectives
Identify project goals and objectives that will be achieved within the timeframe of the project and the expected measurable results. Explain how you will accomplish these goals and objectives and how you will measure your results.

Click here to enter text.

Human Resources and Project Team Experience
a) Provide details about the duties and responsibilities of the position(s) identifies in the Human Resources section of the budget, i.e. who will work on the project (project coordinator, volunteers, consultants, technical experts, etc.) (approximately 500 words).
b) Describe the qualifications and relevant experience of the members of the project team in order to demonstrate the group's experience and capacity to deliver the proposed project (approximately 500 words).

Click here to enter text.

Project Work Plan
Identify planned activities that will be carried out to meet the stated goals and objectives, including the techniques and/or methods that will be used. You may consider organizing activities in fiscal year quarters according to the following breakdown: April to June, July to September, October to December, and January to March.

Click here to enter text.

Communication Plan
Identify the project's communication activities and how the community will be informed about the project and its results (e.g., public events, news releases, publications, and websites) (approximately 250 words)

Click here to enter text.

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Environmental Priorities:
Select one of the priorities from the drop-down.
Proposals must identify which of the following priority areas the project will focus on and at least one related indicator. Indicators are found in the pages that follow. Please note that these are in order of priority.

1. Restoration
2. Environmental Quality Improvement
3. Education & Awareness
4. Research & Development

Project Purpose:
Why is this proposed project a priority for the environment at this time?
This would be a good place to align the purpose with the priority aquatic ecosystem issues of:
• Reintroduction of anadromous salmon;
• Recovery of white sturgeon and its habitat;
• Suppression of invasive species (e.g. northern pike, Eurasian watermilfoil, curly-leaf pondweed);
• Recovery of other native fish species that may be in decline, including those identified in the Species At Risk Act and/or of cultural significance to Indigenous peoples.

15

Goals and Objectives:
Aim to frame this section in relation to the court-ordered use restriction and the EDF result specific to this funding.
EDF specific result: Fish habitat in the Columbia River and/or Kootenay River watersheds is restored, improved, and/or protected.

HR:
Who is working on the project? What relevant experience do they have? What expertise, qualifications, or certifications do they have that are applicable to the project work?

Project Work Plan:
Please be as detailed as possible when breaking down the project work by fiscal year quarter.

Communications Plan:
How will you communicate about your project taking place, and the results it achieves?
Who will you be communicating to?
What methods of communication will be used?

EDF Application Form

Page 8

Official Languages
Depending on your target audience, and in accordance with the *Official Languages Act*, you may need to offer products and/or services to the public in both official languages. Please ensure any associated costs (e.g. translation) pertaining to project delivery and/or promotion are included in BUDGET Part 3 – Other Expenditures (as applicable). If you have any questions, or for more information, please contact your Environment and Climate Change Canada regional office.

Evaluation: Indicators

Performance Indicators: What indicators will be used to evaluate project success? All projects **must include** at least one (1) __EDF__ indicator as per the list of performance indicators and must include a target value. Proposals without this information will be considered ineligible.

Indicators: Restoration

Performance Indicator	Description	Target	Unit
Number of hectares where restoration activities have been implemented	Total Area (in hectares) of natural environment where restoration of natural resources of similar ecological function to those affected has been implemented. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.	Target Value.	# of hectares

Indicators: Environmental Quality Improvement

Performance Indicator	Description	Target	Unit
Number of hectares where environmental quality activities have been implemented.	Total Area (in hectares) of natural environment where the environmental quality of different natural resources than those affected is improved. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.	Target Value.	# of hectares
Number of kilograms of toxic or harmful substances diverted or reduced.	Measured by weight (in kilograms) of material sent to hazardous waste collection, items not used, and/or items properly disposed of. A substance is toxic if it is entering or may enter the environment in a quantity or concentration or	Target Value.	# of kilograms

Official Language Requirements:
If the proposed work is taking place in a listed Official Languages Minority Community, or the proposed communications, awareness, and marketing is taking place in an OLMC, then all communications products will need to be bilingual. Translation is an eligible project expense and applicants should strongly consider including translations costs in their budgets.

Eligible projects must indicate at least 1 performance indicator (EDF measuring of results includes # of hectares, #of kilograms, # of participants, # of Canadians engaged, etc.)
Projects are not limited to just one, but an indicator associated with the environmental priority selected on page 7 must be used as well.
Indicators do not have to be limited to the priority you select earlier in the application, multiple indicators are welcome if the proposed work aligns with those performance indicators.

		under conditions that: 1. Have or may have an immediate or long-term harmful effect on the environment or its biological diversity; 2. Constitute or may constitute a danger to the environment on which life depends; or 3. Constitute or may constitute a danger in Canada to human life or health.		
Number of tonnes reduced of greenhouse gas emissions.	Calculated per year in CO_2 equivalent using department approved GHG/Air Pollutant calculator. Includes: Carbon Dioxide (CO_2); Methane (CH_4); Nitrous Oxide (N_2O); HFCs, PFCs and SF_6.	Target Value.	# of tonnes
Number of tonnes reduced of emissions of Air Pollutants	Calculated per year using department approved GHG/Air Pollutant calculator. Includes: Sulphur Oxides (SOx); Nitrogen Oxides (NOx); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and, Ammonia (NH3)	Target Value.	# of tonnes

Indicators: Research and Development

Performance Indicator	Description	Target	Unit
Number of methods, tools, and/or techniques **developed** to **restore** environmental damage.	Total number of methods, tools, and/or techniques **developed** that **restore** environmental damage.	Target Value.	#methods/tools /techniques
Number of methods, tools, and/or techniques **developed** to **assess** environmental damage.	Total number of methods, tools, and/or techniques **developed** that can be used to **assess** environmental damage	Target Value.	#methods/tools/ techniques
Number of methods, tools, and/or techniques **applied** to **restore** environmental damage.	Total number of methods, tools, and/or techniques **applied** to **restore** environmental damage.	Target Value.	#methods/tools /techniques
Number of methods, tools, and/or techniques **applied** to **assess** environmental damage.	Total number of methods, tools, and/or techniques **applied** to **assess** environmental damage.	Target Value.	#methods/tools /techniques
Area of habitat where monitoring/assessments	Total Area (in hectares) of natural environment where monitoring/assessments/studies have	Target Value.	# of hectares

Canada

17

/studies have been undertaken.	been undertaken. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		
Number of studies/reports/plans/ publications developed and distributed.	Studies, reports, management plans or publications must be related to the development of methods or improved techniques for the assessment and measurement of environmental damage and the means to restore it.	Target Value.	# of studies/reports/ plans/ publications
Number of recommendations from studies, reports or management plans implemented	Studies, reports or management plans must relate to the use of methods or improved techniques for the assessment and measurement of environmental damage and means to restore it. Proponents must provide a copy of the study/report/plan and report on what is being implemented.	Target Value.	# of recommendations implemented
Number of partners engaged.	Includes partnerships with various levels of government, individual researchers, non-profits, academia and industry to build capacity for restoration and improved environmental quality.	Target Value.	# of partners

Indicators: Education and Awareness

Performance Indicator	Description	Target	Unit
Percentage of target audience that confirmed modification in behavior as a result of project activities.	Target audience's awareness and understanding related to preventing or restoring environmental damage is increased as a result of project activities. Pre and post surveys or other acceptable measurement methodologies are included as part of the project.	Target Value.	% of target audience
Number of participants attending project activity(ies).	Total number of individuals reached via project activities, including people attending the workshops, training sessions and other events organize	Target Value.	# of people

Additional Information

Environmental Responsibility
Explain what measures will be undertaken to ensure the environment will not be negatively affected by the project. Additional information may be required for technical review and/or for Environment and Climate Change Canada to complete an environmental assessment under the *Canadian Environmental Assessment Act*, if applicable.

Canada

18

EDF Application Form

Page 11

> Provide information **as required** in the space below and/or use this space to list additional information that will be attached to the Application Form. *The Applicant's Guide includes examples of additional information that may be required. For more information, please contact an Environment and Climate Change Canada regional office.*

Click here to enter text.

Are permits required to complete this project? ☐ Yes ☒ No
Have you begun the process to obtain the permits? ☐ Yes ☐ No ☐ Not Applicable

If permits are required for your project, please list the necessary permits below

Click here to enter text.

If required, this space is provided for inclusion of any other relevant project information that was not captured in other sections.

Click here to enter text.

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Please list all additional forms that are being submitted as part of the application package. Submitting maps and supporting documents(i.e., letters of support) strengthens your application.

Please select whether permits are required for the proposed project, whether the process has begun and what permits (and from whom) are required.

This final section is to include any and all other information you wish to add that was not previously captured in the application. This would be content you deem relevant to strengthening your application.

EDF Application Form

Page 12

Application Checklist

Applications will be accepted by an Environmental and Climate Change Canada regional office **on or before** the posted application deadline.

☐ A completed *Application Form*, including all budget and funding source information **which must be submitted by email in a Microsoft Word format (example: .doc or .docx).**

☐ A signed Certification form.

☐ Letters of confirmation from other funding sources, cash and in-kind. It is highly recommended that all letters be forwarded with the *Application Form* (if unavailable at the time of submission, letters may follow at a later date). (Note: all letters are to be dated and signed.)

☐ Copies of any required permits (or a list of all permits that will be submitted prior to signing a Funding Agreement) from federal, provincial/territorial or municipal governments, or other regulating organizations.

☐ Other supporting information (if applicable) such as site maps; species lists; and general letters of support.

No additional information received after the application deadline will be taken into consideration. For any questions, please contact an Environmental and Climate Change Canada regional office.

Certification

We certify that the information provided in this application, including all enclosures, is accurate to the best of our knowledge and that we are authorized to sign on behalf of the group.

Name: Print Full Name.

Title: Title of Applicant.

Signature: Digital Signature.

Date: Date of Signature.

Reminder: If you have not received a submission acknowledgement within 15 working days of the application deadline, please contact an Environment and Climate Change Canada regional office to confirm that your proposal was received.

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Application Checklist – to ensure you have completed all sections of the application.

Certification – Certification is required to be considered a complete and eligible application.
If you unable to complete it within this form, please attach a separate document to complete the certification.

EDF Application Form

Additional Result

Result and Performance Indicators specific to the $2.85 million in available funding

All projects must achieve the following Result and include at least one indicator with a target value as per the list below. This form must be submitted along with the standard Environmental Damages Fund application form.

Organization Name: Click here to enter text.

Project Title: Click here to enter text.

Priority Aquatic Ecosystem: Choose an item.

Other: Click here to enter text.

Result
Fish habitat in the Columbia River and/or Kootenay River watersheds is restored, improved, and/or protected.
Priority activities are: Conserving, protecting, and restoring aquatic habitat quality and connectivity in the relevant watershed areas to restore and maintain healthy fish populations and the biodiversity of aquatic ecosystems. This includes, but is not limited to, riparian vegetation (planting and/or management), improvements to water quality, enhancement of aquatic habitats that support critical life functions for native fish (e.g. spawning areas, etc.), habitat surveys/mapping, fish passage improvements (e.g. fishways, fish ladders), etc.

Indicator	Target	Unit
Number of m^2 of fish habitat in the Columbia River watershed are restored, protected and/or improved.	Click here to enter text.	# of m^2
Number of m^2 of fish habitat in the Kootenay River watershed are restored, protected and/or improved.	Click here to enter text.	# of m^2

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This is the additional result specific to this $2.85 million in available funding. This form **must be completed and submitted with the application to be deemed eligible for funding consideration**.

Please note this document is not actually found in the application form. It is a separate word document that would have been attached to the CFP email along with the Guide, application PDF and eligible area map.

Moving Forward

- Project Officers are available for questions and to discuss proposal ideas

- Draft proposals may be submitted for review prior to the deadline

- Deadline is 11:59pm PST on Friday, April 6, 2018 – No applications, revisions, or additions will be accepted after this time.

- After the deadline, the EDF team will begin the three stage assessment of

  1. Eligibility Review
  2. Technical Review
  3. Final Review

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Questions should be sent to the EDF general inbox for two main reasons.
1. This is a method we use to track how many enquiries we receive.
2. It allows the team to respond in a timely manner in case a Program Officer you've been speaking with happens to be out of the office.

This is a hard deadline. Applications received by the Program after this time will not be eligible. That includes 12:00am PST on April 7. It is suggested that applicants consider 10:00pm (or the day before) as the deadline to avoid any technical delays that may occur.

Assessment Process

- Eligibility Review: confirm that the proposals are in line with the conditions of the Court, the Call for Proposals, the eligibility criteria

- Technical Review: completed by subject matter experts in fields relevant to the proposed work. Technical Reviews assess if projects are technically feasible and scientifically sound.

- Final Review: overall assessment of project proposals that includes reviewing for a clear link to the court-ordered use restriction and Call for Proposals, the achievement of desirable results, level of community partnerships, and thoroughness of the overall proposal.

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Questions
&
Answers

Please visit the website
https://www.canada.ca/en/environment-climate-change/services/environmental-funding/damages-fund.html

OR

Contact our program enquiry account
1-800-567-1570
ec.fdeouestnord-edfwestnorth.ec@canada.ca

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