

Environmental Damages Fund (EDF)

Applicant Guide

REQUEST FOR PROPOSALS
JUNE 2020



Online Project Map: <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/environmental-damages-fund/map-projects.html>

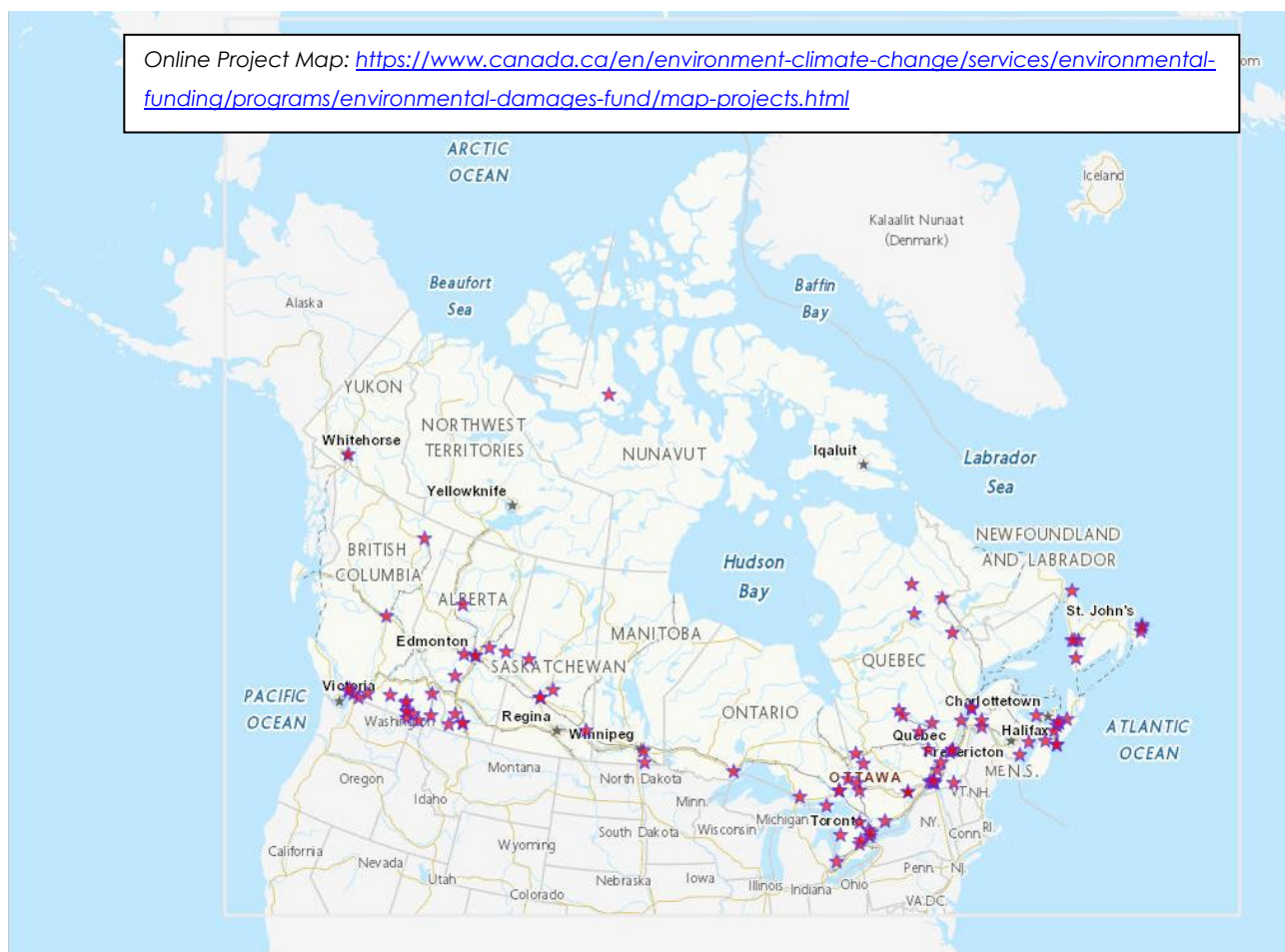


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WHAT IS THE ENVIRONMENTAL DAMAGES FUND?

The Environmental Damages Fund (EDF) is administered by Environment and Climate Change Canada (ECCC) to provide a mechanism for directing funds received as a result of fines, court orders, and voluntary payments to priority projects that will benefit Canada's natural environment. The EDF helps to ensure that environmental good follows environmental harm by supporting projects with measurable outcomes in Canadian communities. ECCC collaborates with the Department of Fisheries and Oceans Canada, Parks Canada and Transport Canada to deliver the program. ECCC and these federal departments are responsible for the enforcement of legislation that may be used to direct funds to the EDF such as, the *Fisheries Act*, the *Canadian Environmental Protection Act 1999*, the *Migratory Birds Convention Act 1994*, and the *Canada Shipping Act 2001*.

WHAT IS THE PURPOSE OF THIS GUIDE?

The EDF Applicant Guide is specific to the June 2020 RFP only. This updated guide provides detailed information on how to complete an online application for EDF funding under the current RFP only, and **should not** be retained for future funding opportunities. All inquiries related to the June 2020 RFP may be forwarded to the National EDF Office at: ec.fdenational-edfnational.ec@canada.ca

AVAILABLE FUNDING



The Environmental Damages Fund (EDF) has now opened its RFP for projects that will improve understanding of climate change for Kindergarten to Grade 12 (K-12; Maternelle-CEGEP in Quebec) youth across Canada. These projects will work with youth to teach them how their daily actions collectively make a meaningful contribution to the reduction of greenhouse gas (GHG) emissions and help address climate change. The EDF program is seeking project proposals that are scientifically, demographically and culturally appropriate and can inform and engage youth to help them take daily responsible actions and make a difference. We all need to do our part and our youth are best placed to be global leaders in the fight against climate change.

Fund Use Requirements:

Proposals received by the deadline must satisfy all Fund Use Requirements below in order to be eligible for funding. Proposals that do not satisfy all Fund Use Requirements will be deemed ineligible for EDF funding.

1. Funds are to be used for projects in Canada that improve understanding of climate change, specifically raising awareness of the significance of daily actions which collectively contribute to reduce greenhouse gas (GHG) emissions, and build knowledge capacity to increase climate actions that contribute to Canada's goal of net-zero GHG emissions by 2050.

2. Proposals must clearly identify knowledge and/or program gap(s) in the Kindergarten to Grade 12 (Maternelle-CEGEP in Quebec) demographic and how proposed funding will be used to clearly fill as many identified gaps as possible using evidence-based program design that is grounded in research.
3. Funding cannot be used for preparation of formal curriculum materials, defined as a planned program of objectives, content, learning experiences, resources and assessment offered by provincially/territorially funded schools, or privately funded schools. Applicants will be required to confirm that their project does not aim to produce formal curriculum materials in order for the proposal to be eligible for funding. The following example is provided for information only and is not intended to limit scope of project proposals. A potential eligible project could include a suite of experiential learning activities that are presented to youth in after-school programs and March Break/Summer camps. In order to increase visibility and uptake, these activities could be promoted and supported through targeted social media outreach throughout the school calendar year.
4. All final project materials must be produced in both official languages, as well as any additional Indigenous language that is most culturally appropriate for the intended Indigenous audience.
5. At a minimum, successful applicants must provide a final report on the following performance indicator: "Percentage of target audience that confirmed modification in behavior as a result of project activities". Applicants are encouraged to report on other provided indicators to show full scope of anticipated outcomes.
6. The maximum EDF funding request per project is \$6 million. There is a preference to fund high-impact projects that can deliver significant results related to Fund Use Requirements #1 and #2.
7. Projects must be completed within 5 years of the signed Funding Agreement. Successful applicants will have included specific deadlines for development and delivery of programs and/or products that will meet the required performance metrics. The successful applicants will be required to present progress reports on a negotiated frequency with emphasis on measurable action over the entire period of the proposal.
8. EDF funding is available for up to 100% of eligible project costs. The EDF does not require matching funds; however, evidence of other non-federal funding sources (i.e. matching contributions – cash and/or in-kind) and the respective amounts is highly encouraged and will be considered an asset. In addition, proposals that include matching funding of at least 1:1 from non-federal government sources (minimum \$1 confirmed matched funding for each \$1 of EDF funding requested) will be allocated the maximum score for that criteria. To provide evidence of matching funds, applicants can include

signed/dated letters of cash and/or in-kind support with their application (email confirmation is also acceptable).

9. Lead applicants must be not-for-profit non-governmental organizations and/or Indigenous organizations. Lead applicants **must partner with at least one other EDF eligible organization** which include non-governmental organizations, Indigenous organizations, university and academic institutions, and Provincial, Territorial and Municipal governments. Under these partnerships, tasking-out / sub-contracting is encouraged. Lead applicants will be required to substantiate how these partnerships will support the achievement of project goals, outcomes and performance metrics. EDF eligible organizations can partner with more than one lead applicant. A maximum score for this partnership criteria will be allocated when:
 - a) the partnering organization is engaged in project activities, decision-making, and governance;
 - b) the partnering organization is providing financial and/or in-kind support; and,
 - c) lead applicants effectively demonstrate that all project material developed will be culturally relevant and/or easily related to the geographic location in which the Kindergarten to Grade 12 (Maternelle to CEGEP) target audience is located.

An example: Learning materials provided to youth living in rural areas may directly relate GHG reduction activities to aspects of their rural lifestyle, whereas the learning materials provided to youth living in an urban environment may specifically refer to viable GHG reduction actions in their city. Organizations based/located outside of Canada are not eligible to apply for EDF funding.

WHO ARE THE ELIGIBLE FUNDING RECIPIENTS?

Eligible funding recipients are the Lead Applicants that will be responsible for negotiating and signing the Funding Agreement. Potential lead applicants are encouraged to closely review the following mandatory requirements in order to determine if they are an eligible funding recipient. Lead applicants are not-for-profit non-governmental organizations and Indigenous organizations that must meet the following criteria:

1. Lead applicants must provide documentation to demonstrate that they solely or in a collective partnership:
 - a) have a governance structure that assures accountability to a membership (includes Boards) and an appropriate project governance structure;
 - b) are capable of connecting with the Kindergarten to Grade 12 (Maternelle-CEGEP) demographic nationally beyond members of the organization itself; and,

- c) have the capacity to reach out to Canadians, including Indigenous peoples, and competently deliver high value programming specific to climate change issues.
- 2. Lead applicants will be required to provide a minimum of two (2) final project reports (must include performance indicator results) valued at more than \$1 million each that were completed within the past 5 years.
- 3. Lead applicants must also provide at least two (2) letters of support from recent project partners and/or sponsors external to their organization. Other supporting documents that could be submitted include a list of sponsors and final reports from completed projects for the last 5 years. Submitted documents must clearly explain the governance structure of your organization (i.e. Board of Directors). If the documents provided do not describe a clear governance structure, your organization will be deemed ineligible.
- 4. Lead applicants must pass a standard fiduciary risk check demonstrating their functional capacity to manage annual total cash flow of at least half of the requested amount. The fiduciary risk check, using financial statements (i.e. your Annual Financial Report or equivalent), will also allow the EDF to determine your functional capacity (e.g. include measuring financial capacity and human resource capacity). If the financial statements show that your organization could experience difficulty managing the amount of funding requested, your proposal may not be eligible for further assessment.

The ineligibility calculation is as follows:

"Is the annual total revenue equal or less than the funding requested divided by the number of years of the proposed project?"

This ratio is indicative of both burden on the applicant and risk for the management of EDF funds. Your financial statements may also be examined to determine if your organization holds sufficient funds to cash manage through the last 10% of your proposed project.

Directed Funding:

Funding will be mainly allocated through application-based processes; however, under limited circumstances, where partners are uniquely positioned, directed funding can be provided to Indigenous organizations for projects that satisfy Fund Use Requirements #1 to #8 (Fund Use Requirement #9 (i.e. partnering) does not apply to Directed Funding).

WHAT PROJECTS AND ACTIVITIES MAY BE FUNDED?

EDF Requests for proposals are a competitive process; please clearly explain how your proposal satisfies all Fund Use Requirements in your GCEMS application, and include all required documentation. The level of detail provided in your proposal must support the complexity of your project. **A strong EDF project proposal:**

- | | |
|--|---|
| <ul style="list-style-type: none">• satisfies all Fund Use Requirements• is scientifically sound and technically feasible• is cost-effective in achieving goals, objectives and results• measures results using EDF Performance Indicators• explains how project activities will meet project objectives and results• demonstrates that the applicant and/or their partners possess the necessary experience, | <ul style="list-style-type: none">• knowledge and skills required to undertake the project• includes objectives that are realistic, achievable and measurable• involves partners with experience and knowledge• includes all necessary information and supporting documentation required to evaluate project proposals• provides evidence of non-federal matching funds(asset; not mandatory) |
|--|---|

Eligible costs incurred in the course of conducting an EDF project could include:

- human resource costs, including salaries and benefits;
- travel costs not to exceed Treasury Board approved rates;
- material and supplies costs;
- printing and production costs;
- communications and distribution costs;
- equipment rental or purchase per Government of Canada omnibus stipulations;
- vehicle rentals and operational costs;
- translation costs;
- liability insurance costs that are directly attributed to carrying out the project;
- a reasonable share of overhead and/or administrative costs and rent that is directly attributed to carrying out the project, as negotiated with the Regional Community Programs Office;
- any GST/HST that is not reimbursable by Revenue Canada and any PST not reimbursable by the provinces.

Please refer to the National Joint Council's [website](#) for your provincial/territorial kilometric rates.

WHAT PROJECTS AND ACTIVITIES WILL NOT BE FUNDED?

Under the EDF, the following expenditures are ineligible:

- activities required by law and/or mandated by other levels of government
- containment and clean-up of environmental spills
- restoration of contaminated sites
- infrastructure, particularly related to municipal, provincial, and federal government program areas
- lobbying or advocacy activities
- recreation and tourism projects or beautification initiatives
- preparation of formal curriculum materials
- core organization functions and activities such as meetings, maintenance, and administration (however, project specific administrative support is eligible)
- annual or regular organization events/campaigns
- expenses to attend general conferences and workshops (project specific conferences and workshops are eligible)
- projects and activities already underway
- continuation of projects previously funded by the EDF
- projects outside of Canada
- bursaries or cash incentives

Please note that this is not a comprehensive list. If you are unsure about any of the examples listed above or the eligibility of your project and activities, please contact the National EDF Office.

WHAT IS THE MAXIMUM DURATION OF A PROJECT?

Projects must be completed within 5 years of the signed Funding Agreement.

In your proposal, make sure to include specific deadlines for development and delivery of programs and/or products that will meet the required performance metrics. Successful applicants will be required to present progress reports on a negotiated frequency with emphasis on measurable action over the entire period of the proposal.

WHEN IS THE APPLICATION DEADLINE?

The deadline for submitting a project under the June 2020 RFP is **11:59 pm Eastern Daylight Time (EDT)** on August 4, 2020.

Please note that on the application deadline, GCEMS technical support will only be available until 9:00 pm Eastern Daylight Time (EDT); **there will be no technical support available after 9:00 pm EDT.**

APPLICATION PROCESS

Step 1: Confirm available funds and project eligibility

Log into GCEMS to review the funding opportunity and associated Fund Use Requirements; ensure your project's activities satisfy those requirements.

Refer to the Applicant Guide in GCEMS to ensure all proposed project activities are eligible EDF expenditures. For questions or clarification, please contact the National EDF Office.

Step 2: Prepare your funding application using GCEMS

Visit the [GCEMS application instructions page](#) for technical assistance documents, tutorials, and support throughout your application preparation.

If desired, contact the National EDF Office prior to the application deadline to discuss your project application. The National EDF Office can also help provide advice/information on:

- the EDF program
- the funding process
- official languages requirements

Step 3: Submit your application

Once you have submitted your application, you will receive an acknowledgment of receipt email confirming successful submission.

Following the project review phase, you will receive notification on the status of your funding application.

APPLYING ONLINE

The following information will enable you to complete an online project application for the EDF. Note that the EDF Applicant Guide is not a technical guide for navigating GCEMS, but rather provides EDF program-specific information in order to ensure project proposals meet program criteria.

A) Tombstone Data

Tombstone Data is a summary of organizational and contact information which auto-populates various sections of your GCEMS application based on previous applications to the EDF. It is necessary to complete all fields:

- organization name, address, email and phone number

- contact information for the principal (Lead) applicant representative (individual representing the project, responsible and knowledgeable about the project and proposal details)
- select your organization type, provide organization identification number, and a brief description of your organization (including mandate)
- identify the funding experience your organization has had with ECCC, or other federal departments

PROJECT SUMMARY

This section provides an overview of your project. All information is mandatory.

Project Title: It is recommended that you use a short title to identify your project.

Project Start Date/End Date: When determining the project start date, please allow a minimum of 12 weeks following the funding deadline for project funding decisions and initiation of funding agreement negotiation with the EDF.

Project Location: Provide project location(s). Latitude and longitude coordinates are mandatory.

Project Goals/Objectives: Clearly state the project's goal(s) and objective(s). Provide a clear description of specific and measureable objectives (see performance indicators) that are achievable and realistic during the timeframe of the project.

Project Description: Provide a summary description of your project, showing the link between the project, partnerships, the stated goals, and the program criteria / Fund Use Requirements.

Explain how the project links to Fund Use Requirements #1 and #2:

- Funds are to be used for projects in Canada that improve understanding of climate change, specifically raising awareness of the significance of daily actions which collectively contribute to reduce greenhouse gas (GHG) emissions, and build knowledge capacity to increase climate actions that contribute to Canada's goal of net-zero GHG emissions by 2050.
- Proposals must clearly identify knowledge and/or program gap(s) in the Kindergarten to Grade 12 (Maternelle-CEGEP in Quebec) demographic and how proposed funding will be used to clearly fill as many identified gaps as possible using evidence-based program design that is grounded in research.

Identify the main purpose of your project by describing knowledge/program gaps the project will address and why it is important. It is important that your summary be concise and also include the key results (performance indicators) you expect to achieve with your project.

Project Team Experience: Please describe any relevant qualifications and experience of the project team members that could demonstrate the organization's experience and capacity to carry out the proposed project.

Project Delivery Experience:



Financial Capacity: Please describe your organization's financial capacity to manage this project. This should include outlining other sources of funding for the project as identified in the project budget.

Project Management Capacity: Please describe your organization's experience in managing and delivering projects. Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Who will work on the project (project coordinator, volunteers, consultants, technical experts, etc.) and what are their roles/qualifications? Identify relevant qualifications and experiences of the project team and the project's partners. This section is an opportunity to demonstrate your organization's experience and capacity to carry out the proposed project, as well as your partners.



B) RFP Specific Questions, Indicators, Environmental Responsibility, and Permits

EDF Funds Applied For:

In order for your project to be considered eligible for funding, your proposal must satisfy the Fund Use Requirements.

Lead Applicant Partnerships:

Lead applicants must be not-for-profit non-governmental organizations and/or Indigenous organizations. Lead applicants **must partner with at least one other EDF eligible organization** which include non-governmental organizations, Indigenous organizations, university and academic institutions, and Provincial, Territorial and Municipal governments. Under these partnerships, tasking-out / sub-contracting is encouraged. Lead applicants will be required to substantiate how these partnerships will support the achievement of project

goals, outcomes and performance metrics. EDF eligible organizations can partner with more than one lead applicant. A maximum score for this partnership criteria will be allocated when:

- a) the partnering organization is engaged in project activities, decision-making, and governance;
- b) the partnering organization is providing financial and/or in-kind support; and,
- c) lead applicants effectively demonstrate that all project material developed will be culturally relevant and/or easily related to the geographic location in which the Kindergarten to Grade 12 (Maternelle to CEGEP) target audience is located.

An example: Learning materials provided to youth living in rural areas may directly relate GHG reduction activities to aspects of their rural lifestyle, whereas the learning materials provided to youth living in an urban environment may specifically refer to viable GHG reduction actions in their city. Organizations based/located outside of Canada are not eligible to apply for EDF funding.

You will be asked to answer the following question: "As the Lead Applicant, are you applying on behalf of an Indigenous organization?"

If you answer No: In order for your project to be considered eligible for funding, you must explain how your project will satisfy this partnerships-related Fund Use Requirement.

If you answer Yes: The partnerships question is optional. While not mandatory for Indigenous organizations (see Directed Funding page 5), if applicable you may choose to explain how your project satisfies this partnerships-related Fund Use Requirement.

Eligible Funding Recipient Validation:

Please review this information section carefully. In order for your project to be considered eligible for funding, please ensure required information is added to the "Other Supporting Documents" section of the proposal (see page 5). Please check the box to certify that you are an eligible funding recipient.

Climate Education Experience:

Please describe your organization's previous experience in developing and delivering climate change education for the Kindergarten-Grade 12 (Maternelle-CEGEP in Quebec) demographic.

EDF Performance Indicators:

Performance indicators are measurable results that demonstrate which project objectives have been met.

Please select the EDF Performance Indicators that apply to your project and present a target value for each one.

Please refer to the following table to identify and learn about the EDF's Performance Indicators:

PERFORMANCE INDICATORS			
Performance Indicator	Description	Target	Units
1. Number of participants attending project activity(ies) related to learning	Total number of individuals in the K-12/Maternelle-CEGEP demographic reached via project activities, including those attending the workshops, training sessions and other events organized.		# of people
2. Percentage of target audience that confirmed a change in awareness as a result of project activities	The awareness and understanding related to reducing greenhouses gases is increased in the K-12/Maternelle-CEGEP demographic as a result of project activities. Pre and post surveys or other acceptable measurement methodologies are included as part of the project.		% of target audience
3. Percentage of target audience that confirmed modification in behavior as a result of project activities.	Target audiences have modified their behaviour or have an increased incentive to take action to reduce greenhouse gases.		% of target audience

NOTE: At a minimum, successful applicants must provide a final report on the following performance indicator: **“Percentage of target audience that confirmed modification in behavior as a result of project activities”**.

Applicants are encouraged to report on other provided indicators to show full scope of anticipated outcomes.

Formal Curriculum Certification:

Funding cannot be used for preparation of formal curriculum materials, defined as a planned program of objectives, content, learning experiences, resources and assessment offered by provincially/territorially funded schools, or privately funded schools.

The following example is provided for information only and is not intended to limit scope of project proposals.

A potential eligible project could include a suite of experiential learning activities that are presented to youth in after-school programs and March Break/Summer camps. In order to increase visibility and uptake, these activities could be promoted and supported through targeted social media outreach throughout the school calendar year.

This question asks you to certify proposal eligibility for this Fund Use Requirement.

Environmental Responsibility: In this section, explain what measures will be undertaken to ensure the natural environment will not be negatively affected by project activities (if applicable). Groups must conduct activities in a manner that does not harm the natural environment and explain how the natural environment will benefit from the project.

We may request additional information required for technical review and/or for an environmental assessment under the *Impact Assessment Act*.



Permits:

If applicable, explain the necessary permits and authorizations needed to carry out project activities. It is your responsibility to verify requirements and obtain any permits and/or approvals from other federal, provincial/territorial and/or municipal governments prior to the commencement of activities. Any potential required permits and authorizations for the project must be identified in this section.

Start by confirming the requirement for any permits and authorizations by selecting "Yes" or "No" in the drop-down menu. If you select "yes," list the permits and authorizations below and indicate whether they have been obtained. If not yet obtained, please ensure the timeline for obtaining approval is included in your project work plan. Activities undertaken on private land may also require a permit and/or approval. **Successful applicants will be asked to supply authorization or permit copies.**

C) Project Budget

This section will present the project's financial details. Please clearly state the total amount of EDF funding being requested for your project. Please note that you will not be able to proceed to the next section if the "Amount Requested" does not match what is stated in the project budget template. Prepare a budget using the budget tables provided in the online application. Please consider the following elements:

- fair market value represents the standard rate for a product or service in your area
- provide the best estimates of all expenses at fair market value
- volunteer time is valuable; calculate all volunteer time at fair market value and include it in your budget as an in-kind contribution
- expected revenue generated by the project must be included in the budget. Provide an approximate value of the expected revenue. Any revenue generated by the project is expected to be used toward project activities
- you must present a balanced budget
- if you indicate ECCC in-kind participation (e.g. professional advice, laboratory analysis, etc.), please provide letters confirming this support
 - the EDF does not provide in-kind services and should not be listed as an in-kind supporter
- EDF funding is available for up to 100% of eligible project costs. The EDF does not require matching funds; however, evidence of other non-federal funding sources (i.e. matching contributions – cash and/or in-kind) and the respective amounts is highly encouraged and will be considered an asset. In addition, proposals that include matching funding of at least 1:1 from non-federal government sources (minimum \$1 confirmed matched funding for each \$1 of EDF funding requested) will be allocated the maximum score for that criteria. To provide evidence of matching funds, applicants

can include signed/dated letters of cash and/or in-kind support within the Other Supporting Information section of the application (email confirmation is also acceptable).

Contributors: You must choose a Contributor Type; ECCC; Other Federal Department; Provincial Government; Municipal Government; or Other. For each contributor, indicate the annual cash, and in-kind support being requested per year.

Expenditures: Select an Expenditures Type from the following list, and the requested cash and in kind support being requested per year for each proposal expenditure type.

- Salaries and Wages;
- Management and professional services;
- Contractors;
- Travel;
- Material & supplies costs;
- Purchase of Capital Assets;
- Equipment rentals;
- Land acquisition – leases - easement, covenants – servitudes;
- Overhead - Communications and printing - production and distribution costs;
- Vehicle rental and operation costs; or
- Other expenditures.

Independently Verified Financial Audit

Funding recipients may be required to submit an Independently Verified Financial Audit upon completion of their project. The cost of the audit is an eligible expenditure if required by the program, and must be included in your budget. Please contact the National EDF Office if you have any questions regarding the audit.

You can contact the National EDF Office for any matter relating to this list or the eligibility of your project and activities.

D) Project Work Plan

Please complete the table to explain the activities that will be undertaken throughout the project. Indicate a title for each activity.

- **Ensure the proposed work plan demonstrates how your project plans to satisfy all Fund Use Requirements.**
- **Include specific deadlines for development and delivery of programs and/or products that will meet the required performance metrics.**

- The successful applicants will be required to present progress reports on a negotiated frequency with emphasis on measurable action over the entire period of the proposal.

Include an “activity category” to frame the description of each activity. Provide a description of the activities to be undertaken, timelines, techniques, tools, or methods, and the goals/expected results for each activity.

The work plan must include specific information on project activities, schedules, timelines (start and end dates), etc. You may consider organizing activities and targets into fiscal quarters according to the following breakdown:

- **April - June;**
- **July – September;**
- **October – December; and**
- **January - March.**

Remember that you need to clearly describe the link between your activities and the budget in your project proposal. Identify your project's communication activities and how the public will be informed of project activities/results achieved. Communications material may include news releases, public events, posters, and social media. Any possible risks to health and safety must be outlined, as well as the mitigation measures put in place.

E) Evaluation Plan and Performance Measures

Please describe how you will evaluate and measure the expected results and successes of your proposed project. It is important to clearly demonstrate how overall project results will be captured.

Identify a specific evaluation plan to measure the progress and success of your project and the methodology that will be used to capture results.

The evaluation plan must include the methodology used to measure results based on the EDF Performance Indicators (see page 12).

F) Other Supporting and Required Information

Please provide any additional information that could enhance your proposal.

REQUIRED INFORMATION:

For your proposal to be considered eligible for funding, eligible funding recipients are required to provide the following documentation:

- a minimum of two (2) final project reports (must include performance indicator results) valued at more than \$1 million each that were completed within the past 5 years.

- at least two (2) letters of support from recent project partners and/or sponsors external to their organization. *Submitted documents must clearly explain the governance structure of your organization (i.e. Board of Directors).* If the documents provided do not describe a clear governance structure, your organization will be deemed ineligible.
- financial statements (i.e. your Annual Financial Report or equivalent), will also allow the EDF to determine your functional capacity (e.g. include measuring financial capacity and human resource capacity). If the financial statements show that your organization could experience difficulty managing the amount of funding requested, your proposal may not be eligible for further assessment.
- Other supporting documents that **could** be submitted include a list of sponsors and final reports from completed projects for the last 5 years.

Please upload files and provide a brief description of the file in the comments box.

File Upload may take up to a minute to process. To upload your document, please click Upload file.

- **Allowed file types:** Microsoft Excel (.xls, .xlsx), Microsoft Word (.doc, .docx), PDF (.pdf), JPG (.jpg), GIF (.GIF), KMZ (.kmz).
- **A maximum size of 10MB per file is accepted.**

The following supporting proposal information is highly recommended but not required. It may be required at a later date:

- dated and signed letters from other funding sources/partners confirming cash and in-kind contributions
- community support letters endorsing the project; these letters are different from partner letters confirming their cash and/or in-kind contribution
- any additional information you think could enhance your proposal
- if applicable, copies of permits or approvals, etc.

Letters confirming other funding (both cash and in-kind) will be required from successful applicants before a funding agreement can be signed and funds are provided. **Any information submitted after the deadline will NOT be considered in the proposal evaluation process.**

G) Official Languages

For this EDF RFP, all final project materials must be produced in both official languages, as well as any additional Indigenous language that is most culturally appropriate for the intended Indigenous audience.

Please complete the Official Languages section of the application, as it is a mandatory requirement for all applications to ECCC funding programs. If your project is approved this section will form the basis of the Official Languages Clauses to add to Section 14 in Appendix A of the funding agreement. Each question is yes or no,

and all applying organizations must respond to the questions.

Information Required :
Is the organization international, national, provincial or territorial in scope?
Is the project international, national, provincial, or territorial in scope?
Is the project delivered in a geographic area with official language minority communities (OLMCs)?
Is the project's target audience composed of individuals or groups belonging to both official language communities?
Is the target audience composed of individuals or groups belonging exclusively to an OLMC?
Do the project activities include any public events, signage, promotional or other communication activities?
Is there an opportunity for involvement of OLMCs to participate?

Please ensure any associated costs (e.g. translation) pertaining to project delivery and/or promotion is included in the budget.

H) Certification

Certification that the information stated in the application is complete and accurate is required.

- Once you complete your application, submit online.

Please note that the EDF will **not** accept project applications by email, fax, or mail.

WHAT WILL HAPPEN AFTER YOU SUBMIT A PROJECT APPLICATION?

Acknowledgment of Receipt

Acknowledgment of receipt is automatically generated by GCEMS. If you do not receive an acknowledgment of receipt, we recommend that you contact the National EDF Office to make sure that your proposal was received.

Review

Your proposal and supporting information is reviewed to verify eligibility and to assess merit. All project

proposals are subject to the same evaluation criteria. Project proposals are reviewed to confirm:

- the project is eligible for funding
- the proposal provides a target for required EDF performance indicators
- the proposal demonstrates how the project satisfies all Fund Use Requirements
- the proposal describes realistic and eligible activities; and
- the proposal has been submitted by an eligible funding recipient

Following administrative assessment, your project proposal is examined by a technical review team, which is made up of experts from ECCC and other government departments in order to evaluate your proposal for its merit. Proposals will then be reviewed by a Selection Committee who will evaluate each proposal and provide comprehensive reviews to make final recommendations for funding.

If your project proposal is approved in principle, you will be contacted through a notification letter to negotiate a funding agreement that outlines the terms and conditions of the funding. Federal MPs and/or their team may be advised about the approval in principle of a project and may be provided with information provided in the application including applicant's name, project title, project description, project location, funding amounts and contact information.

If your proposal is not approved, you will also be informed of this decision in writing.

Any questions or comments may be directed to the National EDF Office. Good luck!



CONTACT US

Inquiries may be forwarded to the National EDF Office.

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