

Natural Resources Canada Climate Change Adaptation Call for Proposals

August 31th, 2017

Background

Canada's Climate Change Adaptation Platform, chaired by Natural Resources Canada (NRCan), brings together representatives from industry, Indigenous, municipal, professional and not-for-profit organizations, federal, provincial and territorial governments, and research institutions to address shared adaptation priorities. To support the objectives identified by Adaptation Platform working groups, Natural Resources Canada is soliciting proposals for cost-shared projects that address climate change adaptation in the areas of coastal management, energy, mining, economics, infrastructure, forestry and training.

Funding for this Call comes from NRCan's Climate Change Adaptation Program, which facilitates the development, sharing and use of knowledge, tools and practices to enhance practical action on adaptation.

Scope of Work to be Funded

See Annex 1 for the scope of work to be funded for each topic. Please note that each topic has specific requirements for supporting information that must be included in addition to the material requested in the proposal template.

Project Duration

Projects should have a start date no earlier than March 1, 2018. The duration of the project should be based on the scope of the work. Unless an earlier date is specifically indicated in Annex 1, projects must be completed no later than November 30, 2020.

Project Funding

Up to \$8.25 million in funding may be awarded through this process. Funds will be awarded on the merits of proposals, and it is possible that not all of the available funding will be allocated. Subsequent calls for proposals may be issued to address emerging government priorities.

This call for proposals is focused on projects that can achieve results with broad impact. The federal government may fund up to 50% of the total cost of a project. Projects are expected to provide matching support, either cash or well documented in-kind contributions from sources **other than** the federal government. Letters of support from these sources that confirm the nature, amount and timing of their contributions **must** be included with the proposal. Projects requesting less than \$100,000 of NRCan funding will not be considered.

For projects led by Indigenous organizations or governments, or by territorial governments, where the requirement for matching funding would preclude supporting a proposal that is strong with respect to the other evaluation criteria, NRCan may be able to fund up to 100% of the total project costs. For such proposals, impact will be assessed in the context of Indigenous or territorial priorities.

A full list of eligible expenditures can be found in Annex 3. Costs that **cannot** be covered with NRCan funding include those for capital items, hospitality (provision of food and beverages) and overhead in excess of 15% of NRCan's contribution to project costs. Projects cannot be or contribute to profit-making initiatives.

Successful proponents will be required to enter into a Contribution Agreement. A template is available on request.

Collaboration with the Adaptation Platform Working Groups

Successful project proponents will be asked to collaborate with the relevant Working Groups of the Adaptation Platform as appropriate. The specific nature of this collaboration will be determined after the projects are awarded. At a minimum, proponents will be required to give presentations to the relevant Adaptation Platform Working Groups.

Intellectual Property

All intellectual property developed in the project will remain the property of the proponent. However, the results of all projects must be readily and publicly available at no cost. CCIAD will also receive copies of, and free use of, any/all of the intellectual property created with funds from Natural Resources Canada in order to further enhance the availability of information about adaptation in Canada.

Eligible Recipients

Eligible recipients include individuals and legal entities validly incorporated or registered in Canada including for-profit and not-for-profit organizations such as: academic and research institutions; non-governmental organizations; industry and professional associations; companies and businesses; community, regional and national Indigenous organizations and governments; and provincial, territorial, regional and municipal governments and their departments and agencies. Proponents must demonstrate that their organization has the expertise and financial capacity necessary to deliver the project.

Process

Proponents may submit more than one proposal to this call. Proponents are requested to submit a separate proposal for each project proposed. Proposals should identify which topic in the call for proposals is being addressed.

Review Criteria

This is a competitive process. The proposals will be evaluated by Natural Resources Canada against the following criteria:

- Criteria 1:** Objective and outputs: the proposal addresses the topics as described in Annex 1 of this Call for Proposals. The outputs are appropriate and help enable the end-user to take adaptation action.
- Criteria 2:** Methodology and work plan: the methodology and work plan will achieve the project objectives and include the early involvement of, and collaboration with, end users. Projects must include a knowledge transfer plan for the identified target audience(s) and deliver knowledge mobilization activities as appropriate.
- Criteria 3:** Capacity to deliver the project: relevant technical and knowledge transfer expertise, and financial capacity are clearly demonstrated and substantiated.
- Criteria 4:** Project budget: costs are eligible, reasonable, and matching contributions are supported with letters of support.
- Criteria 5:** Proposed partnering/stakeholder involvement: appropriate partners or stakeholders are identified and involved throughout the work.

Format of Proposals

Applicants are requested to use the template found in Annex 2. The proposal should be no longer than 8 pages in length not including the (short) CVs for the proponent and the letters of support. Please use 1-inch margins, single spacing, and a font no smaller than Times New Roman size 11 font.

Submission Deadline

Completed proposals must be submitted to nrcan.adaptation.rncan@canada.ca by **Monday, November 27, 2017** at midnight Eastern Time.

All proponents will be notified of the status of their proposal by email within twelve weeks of the closing date for this call.

Please submit questions concerning this call process by email to:
nrcan.adaptation.rncan@canada.ca

Annex 1: Topics for the Call for Proposals

Topic 1 : Coastal Management (Up to \$2M available; up to 7 projects to be funded)

This call addresses some priority needs to advance adaptation and increase resilience to climate change impacts (e.g. flooding, storm surges, changing water levels) along Canada's marine coasts, Great Lakes and St. Lawrence River. Proposals should promote climate resilience through innovative adaptation solutions and analysis of policy drivers and instruments to accelerate adaptation action. As appropriate, proposals should highlight how the results are applicable and transferable to other coastal regions across Canada. Proposals promoting integrated approaches are encouraged.

Subtopics:

1.1 Alternative and Innovative Options to Hard Protection Infrastructure Solutions

While infrastructure solutions such as seawalls, bulkheads and dikes, are common strategies for addressing coastal erosion and flooding, alternative approaches that incorporate other measures, such as planned retreat, accommodation and/or nature-based features, can be more cost-efficient, environmentally sustainable and yield co-benefits such as aesthetic and recreational values.

This call is seeking projects that:

- *Strengthen knowledge and develop guidance on how to apply and manage alternative coastal adaptation solutions such as accommodation¹, retreat², nature-based infrastructure and ecosystem-based approaches. Examples of activities include: economic analysis of costs and benefits, identification of approaches and measures, assessment of barriers and drivers (may include social, cultural, environmental and economic), development of case studies to document Canadian and/or international experiences of innovative options, and capacity-building targeted to increasing uptake of innovative approaches.*

1.2 Expanded or Innovative Policy Instruments

Many activities to support coastal adaptation to date have focused on voluntary action through information provision and planning support. Tackling persistent barriers to adaptation requires expanding the use of policy and economic instruments. Experience demonstrates that the best solutions to mobilize actions may involve a mix of information, incentives, market mechanisms, disincentives, and regulations to help achieve a desired outcome. In this regard, a variety of policy instruments need to be considered to help achieve various outcomes in coastal adaptation. Examples include: amending building codes to regulate building design in the flood plain; offering tax credits for property owners in high risk areas to undertake improvements to increase the climate resilience of their property; promoting building specifications and land use planning measures that increase climate resilience (e.g. Build Back Better); and promoting the construction of alternative "soft" flood protection by property owners with a combination of incentives, disincentives (financial and non-financial) and regulations.

This call is seeking projects that do one or more of the following:

^{1,2}See Canada's Marine Coasts in a Changing Climate ([Chapter 3 pp 88-91](#)) for more information on these approaches.

- *Strengthen knowledge and provide guidance on the potential benefits, limitations and application of an expanded or innovative set of policy instruments. This could involve identifying and analysing innovative policy instruments that hold the most promise for supporting resilience and adaptation on Canadian coasts.*
- *Undertake a systematic assessment of the adequacy, impact and effectiveness of coastal adaptation policy and economic instruments, regulations and measures that have been implemented in Canada and other jurisdictions.*
- *Case studies to test assumptions and analyse public acceptance, barriers to implementation, or unintended consequences of specific policy instruments.*

1.3 Integrated Adaptation Initiatives

Studies and adaptation initiatives related to adaptation in coastal management have tended to focus locally on communities and largely on the coastal environment. However, local coastal adaptation involves many sectors and is nested within action that spans other geographic scales or jurisdictional limits. Moving from local risk assessment and adaptation planning to implementation could benefit from multi-scale, multi-sectoral coordinated and integrated approaches. Failure to recognize the interdependencies across sectors can lead to unintended consequences or missed opportunities. At the same time, many adaptation measures have other co-benefits that benefit a community's health, environment, economy and resilience.

This call is seeking projects that do one or more of the following:

- *Undertake regional, integrated coastal assessments to strengthen implementation of adaptation measures that cross-cut multiple sectors. The assessments could include, but not be limited to, different dimensions of climate change (e.g. sea-level change, extreme weather events and storms, storm surge flooding) and the influence of non-climatic environmental and socio-economic factors.*
- *Apply an integrated approach, including case studies, which is multi-sectoral, multi-jurisdictional (e.g., local, provincial and/or federal government, Canada-US) and collaborative to enable implementation of adaptation actions as part of coastal management.*

Topic 2 : Energy

(up to \$1.5M available; up to 7 projects to be funded)

This call addresses emerging adaptation needs in Canada's energy sector to increase resilience to climate change impacts. Projects are sought that will assist with the planning, prioritization and implementation of adaptation actions. Projects should use integrated approaches, considering cross-sectoral impacts and interdependencies, and results should be transferable broadly beyond a specific location.

Subtopics:

2.1 Economic Decision-Making

To prioritize and support adaptation, decision-making resources and tools are needed for robust risk-based economic analysis. However, this type of analysis in adaptation can be challenging. A lack of tools

as well as gaps in inputs for existing tools (e.g., no estimates for the value of lost load² in electricity demand), coupled with the uncertainty in climate change projections, and other non-climate related stressors (e.g., fluctuating oil prices) present challenges for decision-making by stakeholders.

This call is seeking projects that:

- *Advance economic decision-making tools and enablers for adaptation action in the energy sector. This could include projects that create guidance for conducting cost-benefit analysis of climate change adaptation or estimating the financial risks from climate change for disclosure purposes. Projects are encouraged to examine the largest gaps and provide options for addressing these gaps.*

2.2 Adaptation Measures and Options

There is a need to increase the knowledge and awareness of various adaptation measures available to address climate change risks in the energy sector including infrastructure options. Relevant information on options could include effectiveness in reducing risks, estimated costs and life cycles. Such information can promote the consideration and implementation of different measures as well as support innovative solutions.

This call is seeking projects that:

- *Provide resources and guidance to promote the use of adaptation measures in the energy sector including:*
 - *Technologies. Identify and analyse new and emerging technologies as well as new applications of existing technologies for their ability to reduce climate risks. Projects are encouraged to include the estimated costs and benefits, the barriers/drivers for implementation, and examples of where technologies have been implemented. Projects could also identify opportunities for the development of new technologies to address specific climate change impacts.*
 - *Operations. Identify and analyse changes to operational processes and procedures that improve adaptation, such as updating capital and maintenance programs for equipment and infrastructure. Projects should outline the issues addressed and any added benefits of the operational changes.*
 - *Management and Planning. Review different adaptation strategies to assess the most effective management and planning measures for adaptation. An example could include changing the management structure to a dedicated team and pool of resources specifically for adaptation implementation or integrating adaptation into enterprise risk management. Projects should include several examples, case studies and an analysis of the various options.*

2.3 Building Capacity in the Energy Sector

Over the past 5 years, there have been new developments in approaches to assess and manage the risks to the energy sector arising from a changing climate. While there are still gaps, a significant amount of information relevant to adaptation decision-making already exists in Canada. Decision-support tools, reports and other products have been developed through previous NRCan programs and other initiatives. However, there remains a need to better disseminate this information to the energy sector

² The Value of Lost Load (VoLL) is a monetary indicator expressing the costs associated with an interruption of electricity supply.

and to train public and private decision-makers in the tools and approaches that have been developed, especially for small-to-medium size organizations.

This call is seeking projects that:

- *Enhance capacity to apply information and decision-making tools on climate change risk and adaptation solutions. These may include the organization of events (or sessions at existing events), training materials, or other approaches to promote capacity building, dissemination of knowledge or information sharing around climate change adaptation in the energy sector. Proposals must describe the dissemination activity, subject, target audience, language, as well as the planned outcomes and criteria to evaluate the effectiveness of the activity.*

2.4 Interdependencies

Climate change impacts are often multi-sectoral or have a ripple effect for communities and larger systems. Energy is a significant sector when assessing these types of impacts since many systems rely on energy to function. Energy systems also often span large areas requiring collaboration over different jurisdictions to ensure that adaptation efforts in one area are supported by actions in another area. At the same time, many adaptation measures that can work to improve the resiliency of the energy sector have many other co-benefits for communities such as climate change mitigation, energy efficiency and improved energy reliability and security. These examples demonstrate the need for multi-sectoral, integrated and collaborative approaches for resilient energy systems and effective adaptation plans.

This call is seeking projects that:

- *Apply a multi-sectoral, multi-jurisdictional (e.g., local, provincial, federal government, or US) and collaborative approach to address climate change adaptation in the energy sector and enable or support concrete action in a defined geographic location. This could include conducting case studies, assessing risks, developing plans, evaluating measures and/or considering social, environmental and economic factors.*

Topic 3 : Mining

(Up to \$750K available in total; up to 5 projects to be funded)

This call addresses needs identified to facilitate a more resilient and sustainable Canadian mining sector in a changing climate. Projects are sought at local, regional and national scales that will assist with mainstreaming of adaptation throughout the mining life cycle.

Subtopics:

3.1 Building Awareness and Capacity to Address Climate Change Risks and Adaptation

Over the past 5 years, there have been new developments in approaches to assess and manage the risks arising from a changing climate. However, there remains a need to better disseminate this information and build capacity in mining companies, policy makers, regulators, communities, and civil society and encourage collaboration.

This call is seeking projects that:

- *Enhance the dissemination of information about climate change risk and adaptation solutions in the mining sector. These may include the organization of events (or sessions at existing events), development of training materials, or other approaches to promote capacity building, dissemination of knowledge and information sharing around climate change adaptation in the mining sector. Proposals must describe the activity, subject, location, target audience, language, planned outputs and outcomes as well as the criteria to evaluate the effectiveness of the activity.*

3.2 Canadian and International “Best” Climate Change Adaptation Practices in Mining

Planning enables mining companies, governments, and others to set priorities and targets, implement adaptation actions, and develop ways to evaluate performance. However, the inclusion of climate change risk and adaptation planning in existing mining processes continues to be an area requiring attention, in particular during the closure and reclamation stage.

This call is seeking projects that do one or more of the following:

- *Document best practices and use that information to develop and disseminate guidance on the integration of climate change adaptation in risk management during mine operation and closure and reclamation plans, including technologies and designs. Projects may build on the results of existing work, policy tools, or voluntary guidance to develop appropriate policy approaches, guidance and tools for addressing climate change risk and adaptation.*
- *Identify best practices in assessing the combined effects of changing climate conditions (temperature, precipitation, etc.) on the landscape and ecosystems and how to address this in mine closure and reclamation plans.*
- *Document international best practices in incorporating climate change adaptation in environmental assessment (related to natural resources industry and, more specifically, to the mining sector.)*

3.3 Risk Assessment on Existing Orphaned or Abandoned Mines

Abandoned mines exist within all mining jurisdictions in Canada. Existing infrastructure, such as tailings ponds or stacks, may not have been designed for the full range of the climatic conditions in the future. Sites that were abandoned without adequate closure activities could represent risks to ecosystems and surrounding communities, especially in light of the changing climate.

This call is seeking projects that:

- *Undertake a climate change risk assessment using existing data available for an orphaned or abandoned mine site in Canada. The assessment should examine issues related to mine waste management (geochemical and physical stability of the mine waste) and site remediation options in a changing climate, and any other relevant topics. The assessment should also include recommendations on how to monitor and/or retrofit these sites in a changing climate.*

NOTE: Please see other Topics in this call for opportunities for projects related to mining (e.g. 4.1 Economic Analysis of Costs and Benefits of Climate Change Adaptation.)

TOPIC 4 : Economics

(Up to \$1.75M available in total; up to 8 projects to be funded)

This topic focusses on advancing economic analysis of climate change impacts and adaptation while building capacity and encouraging the use of economic information in adaptation decision-making processes. In addition, it addresses a need to improve the use of climate change information in investment analysis and disclosure in both the private and public sectors.

Subtopics:

4.1 Economic Analysis of Costs and Benefits of Climate Change Adaptation

Economic analysis can be undertaken to put a monetary value on the impacts of a changing climate and possible adaptation actions to address them. Economic analysis can also provide a framework for assessing the cost-effectiveness of various adaptation options and inform the business case for adaptation.

This call is seeking projects that:

- *Examine the economic impacts of a changing climate as well as the costs and benefits of adaptation actions to address the impacts. Projects may focus on:*
 - *Cost-benefit analysis in the following sectors: Forestry, Energy, Mining, Infrastructure, or Water Management; or*
 - *Local to regional scale economic studies that integrate economic information from many sectors; or*
 - *The economic risks and benefits to governments at all levels due to sectoral and/or regional climate change impacts and related adaptation options.*

Where possible, projects should examine the economic implications of the timing of the implementation of an adaptation action (early adaptation versus late adaptation). These studies may include research to monetize social and ecological impacts of climate change and adaptation actions when it contributes to the overall analysis. The economic analysis should be clearly documented in the report in order to help build understanding of analytical approaches available.

If the project is being proposed by an organization other than the one whose data will be used in the study, a letter of support from that organization supplying the data will be required with the proposal, along with an explanation of how they will be engaged in the project. Please note that the final reports from these projects will be made public. However, if desired, information identifying the company or site studied can be removed from the public report.

Once the projects have been selected and the applicants notified, leaders from all projects in this topic will be asked to participate in an exercise to agree on parameters that will be used consistently across the projects. Examples of such parameters include the base and end year, as well as the discount rate(s). This will contribute to greater comparability across economic studies.

4.2 Economic Instruments

This call is seeking projects that do one or more of the following:

- *Assess economic instruments currently in use in Canada and/or in other countries, and determine how they could be modified, as necessary, to incent and/or finance the implementation of adaptation measures. Case studies may be conducted to test assumptions and analyse public acceptance, barriers to implementation, or unintended consequences. Projects are encouraged to include more than one instrument in their analysis and should include a review of the literature related to the design and implementation of the economic instruments and how they differ from other instruments.*
- *Design innovative economic instruments to enrich the inventory of existing ones. A careful and detailed analysis of the instruments developed should be provided along with their potential impact on climate change and adaptation.*

The scope of instruments that projects can identify and analyze include:

- (1) financial (e.g. price signals, tax credits/allowances, bonds, risk sharing, public-private partnerships, R&D incentives, etc.);
- (2) behavioral (e.g. nudging through default rules, or communications techniques, etc.); and
- (3) informational (e.g. reporting requirements, disclosure initiatives, etc.).

Projects analyzing public sector instruments should consider the roles and responsibilities of each level of government in the application of the instrument.

4.3 Investment Analysis and Disclosure

There is a need to improve and promote the incorporation of climate change and adaptation information into analysis and decision-making in a consistent manner in both private and public sectors

This call is seeking projects that:

- *Investigate best practices in the financial assessment and disclosure of climate change risks, whether physical or other, and opportunities to apply them in the Canadian context. Guidance to support these best practices may also be developed and tested as part of the project. Proponents are encouraged to work with national industry associations who have an interest in this topic.*

TOPIC 5 : Infrastructure

(Up to \$750K available in total; up to 4 projects to be funded)

Subtopics:

5.1 Nature-based infrastructure solutions in a changing climate:

This call is seeking projects that:

- *Develop guidance on the design and integration of nature-based components in infrastructure systems. The guidance should include assessment of the contribution to service delivery, costs of installation and maintenance, co-benefits, as well information on how to document impacts, all in the context of a changing climate. The goal is to provide information that will help users integrate nature-based or natural infrastructure approaches into the delivery of infrastructure*

services. Priority will be given to coastal infrastructure (e.g. sea-level change), measures to improve urban heat islands and protect health, and water management.

5.2. Infrastructure Interdependencies - Impacts and Adaptation Opportunities

Most infrastructure systems are dependent on other systems for service delivery (e.g. energy, telecommunications, stormwater management) and function within a larger systems (e.g. land use planning, population change). It is important to take these linkages into account when assessing climate change risks and planning adaptation actions. The most cost-effective actions to increase resilience to climate change in one system may be in related systems. At the same time, decisions made today in a community may limit opportunities for cost-effective adaptation in the future.

This call is seeking projects that:

- *Develop Canadian case studies of infrastructure interdependencies demonstrating both assessment of climate change risk and potential adaptation solutions.*

TOPIC 6 : Forestry

(Up to \$500K available in total; up to 3 projects to be funded)

This call addresses emerging adaptation needs in Canada's forest sector to adapt and build resilience to climate change impacts. The expected outcome is the development and application of tools and knowledge that will support local and regional efforts to adapt to climate change.

This call is seeking projects that:

- *Undertake integrated assessments with significant relevance to forestry and the forest sector; multiple landscape issues can be integrated into the scope of the work, including other resource sector activities, regulatory and/or certification issues, concerns about species at risk, and other local forest values and uses. The proposed work should inform adaptation decision-making at a local to regional level, and stakeholder collaborations and partnerships should be central. Both biophysical and socioeconomic information should be used and integrated. Approaches could involve improving model integration, reducing regional forecasting uncertainty, addressing data gaps, integrating adaptation measures into forestry planning, linking with local and Indigenous knowledge, and improving end-user engagement, education and outreach.*

TOPIC 7: Adaptation Training

(up to \$1M available in total; up to 5 projects to be funded)

While there are still gaps in climate information and decision-making tools, a significant amount of relevant information already exists in Canada. Additional focus and effort is now needed to ensure that practitioners have the capacity and skills to apply the information and tools.

This call is seeking projects that:

- *Build the capacity of professionals at the national or regional-scale to apply existing information and products to adaptation decisions. Projects could include, but are not limited to:*

- *Development and full-scale or pilot implementation of on-line or other types of modules for use by targeted professional groups at a national or regional scale;*
- *Development and implementation of peer-to-peer or train-the-trainer material, activities, and knowledge exchange mechanisms, which could include tailoring of existing information.*

Specific topics that could be covered include, but are not limited to, nature-based infrastructures, cost-benefit analysis, use of tools to integrate adaptation into investment planning etc.

Proposals must describe:

- the targeted professional group, the specific training need (subject matter and delivery method) that will enable enhanced adaptation action and how this proposed project will address that need, and the intended outcome;
- how many individuals within the targeted professional group(s) will be reached;
- planned collaboration with end-users (collaboration in the project design phase is strongly encouraged); and
- actions that will be taken to evaluate the effectiveness of the proposed activities, including through the development of indicators of success for the medium- and long-term.

The following activities will not be supported:

- creation of websites (unless part of a larger suite of activities and will not duplicate existing websites)
- one-off workshops (i.e. those that are not part of a larger suite of activities)
- stand-alone webinars (i.e. those that are not part of a larger suite of activities)
- research projects

If the project uses existing information, tools and protocols from other organizations (i.e. PIEVC protocol), an explanation of how the originating organization will be engaged in the project (if appropriate) along with a letter of support from that organization will be required.

Annex 2: Climate Change Impacts and Adaptation Division Proposal Template

1. Sub-Topic Number

2. Project Title

3. Project Lead

- Name and all contact information including phone and email for the person leading the project.

4. Names, Affiliations and Roles of other key people working on the project

- Provide a list of the project team members, their organization (affiliation), and their roles in the project. The team should include members with expertise for all activities.
- Include the names and organizations potential advisory committee members where applicable.

5. Purpose/Objective of the Project (Criteria 1)

- Identify the purpose or objective of the project, and how it will help enable the intended audience to undertake adaptation action.

6. Outputs (Criteria 1)

- Include a list of the expected products (or outputs) of the project.
- Identify the target audience(s) for the expected products (or outputs) of the project.
- If you plan to undertake activities that will be conducted nationally, or within an officially bilingual region, please ensure that you include the cost of translation in your budget.

7. Methodology (Criteria 2)

- There must be sufficient detail to allow a detailed review of all activities in the project.
- The methodology must identify how and when end-users will be involved in the project.
- The methodology should also explain how the proposed activity(ies) will better enable action.
- Describe how you will monitor and evaluate the success of the project, including indicators of success. It is expected that project leaders will continue to monitor the effectiveness of the project for a period of 3 years beyond the term of activities funded through this call.

8. Work plan (Criteria 2)

- Please break out your work plan by month and include major milestones.

9. Capacity of the Team to Deliver the Project (Criteria 3)

- Please include a short (2 page) CV of the project leader and each key team member.
- Focus on providing information that demonstrates expertise in the project topic and project management.

10. Capacity of the Organization to deliver the project (Criteria 3)

- This section is meant to explain the capacity of the organization to host and manage the resources for the project.
- Include one paragraph about the organization and why it is well suited to leading/hosting a project in this topic area.
- Include one paragraph about the organization's experience in managing external funding for projects and the internal financial controls of the organization (e.g. accounting practices, audited financial statements).

11. Budget (Criteria 4)

- Please include a proposed budget by type of expenditure (meeting costs, travel, salaries, etc.) showing the total cost and the proposed NRCan contribution for each type of expenditure. Funding from all federal government sources is limited to 50% of the total. Please provide subtotals for your budget based on the federal fiscal year (April 1 to March 31). See Annex 3 for a sample budget.
- Federal funding must be matched by other sources of funding (either cash or in-kind). You should indicate the amounts and sources in this section. Eligible in-kind contributions are described in Annex 3.
- All other sources of funding except for that from NRCan should be documented in a letter of support or email from the supporting organization that clearly states the nature of the support, the amount and the period when support will be made available. For in-kind salary contributions, the number of hours or days per person along with the hourly rate will also have to be estimated.

12. Partnering/stakeholder involvement and Letters of Support (Criteria 5)

- Identify how the relevant partners and stakeholders, including end users are involved in the project.
- In the Proposal, please list the letters of support for matching contributions that will be sent along with the proposal.
- Project leaders should request that Letters of Support be addressed to themselves, not CCIAD. The proponent should email the letters along with the proposal when it is submitted to CCIAD. All letters of support need to be provided before the proposal deadline.

Annex 3: Sample Budget

Year 1: March 1, 2018- March 31, 2018

Item	Requested from NRCan	From other Sources		Total Cost
		Cash	In-Kind	
Salaries and benefits				
i) project lead (150 hours X \$100/hour)	10,000	-	5,000	15,000
ii) assistant (150 hours X \$65/hour)	3,750	6,000	-	9,750
Professional, scientific, contracted services	-	-	-	-
Travel including meals and accommodation				
i) stakeholder meeting - Saskatoon				
- airfare for project team	1,500	500	-	2,000
- accommodations	500	-	-	500
- meals	-	360	-	360
ii) transportation support for stakeholders	-	3,000	-	3,000
Conference fees				
i) ABC Conference	1,000	-	-	1,000
Materials, supplies and equipment				
i) office supplies	-	1,000	-	1,000
Licence Fees				
i) XYZ licence	500	-	-	500
Other Expenses				
i) administration/overhead (max 15%)	-	-	-	-
Subtotal Year1 (March 1, 2018 - March 31, 2018)	17,250	10,860	5,000	33,110

Year 2: April 1, 2018 - March 31, 2019

Item	Requested from NRCan	From other Sources		Total Cost
		Cash	In-Kind	
Salaries and benefits				
i) project lead (700 hours X \$100/hour)	45,000	10,000	15,000	70,000
ii) assistant X (550 hours X \$65/hour)	17,500	10,000	8,250	35,750
iii) assistant Y (450 hours X \$65/hour)	-	15,000	12,900	27,900
Professional, scientific, contracted services				
i) translation	3,000	-	3,000	6,000
ii) printing	500	-	-	500
iii) survey company	10,000	10,000	-	20,000
Travel including meals and accommodation				
i) stakeholder meeting - Saskatoon				
- airfare for project team	500	1,500	-	2,000

- accommodations	500	-	-	500
- meals	-	360	-	360
ii) transportation support for stakeholders	-	1,000	-	1,000
Conference fees				
i) ABC Conference	1,000	1,000	-	2,000
Materials, supplies and equipment				
i) office supplies	-	1,500	-	1,500
Licence Fees				
i) XYZ licence	1,000	-	-	1,000
Other Expenses				
i) administration/overhead (max 15%)	5,000	-	-	5,000
Subtotal Year 2 (April 1, 2018 - March 31, 2019)	84,000	50,360	39,150	173,510
Projet Total (Year 1 & 2)	101,250	61,220	44,150	206,620

Sources of Funding (Must be included)

Requested from Natural Resources Canada: \$100,250 (49% of the total project cost)

Cash from other sources:

- i) Stakeholder X (cash to pay assistants): \$41,000
 - ii) Provincial agency Y (survey, travel): \$16,720
 - iii) Stakeholder Z (office supplies, conference): \$3,500
- Total cash from other sources: \$61,220

In-kind contributions from other sources:

- i) Agency staff (project leader and project assistants' time) Value: \$41,150
 - ii) Provincial government (translation) Value: \$3,000
- Total in-kind from other sources: \$44,150

Important Note Regarding In-kind Contributions

In-kind contributions must be specifically related to the project and can include documented time of presenters, staff time paid from non-federal sources, free use of meeting space, etc. Time of participants to attend webinars, conference and meetings will NOT be considered for matching in-kind contributions.

All sources of funding except for that from Natural Resources of Canada must also be documented in a letter of support or an email from the supporting organization. The letter must include: source of support, the nature of the support (cash, time of staff, etc.), period over which it will be supplied, and the amount (\$).

Eligible Expenditures must be directly related to the approved projects and will include:

- *Salaries and benefits;*
- *Professional, scientific and contracted services (including the following: design and printing services; data collection services including processing, analysis and management; computer support services; audio visual services, interpretation, teleconference and webinar services and other costs associated with the delivery of meetings, workshops and training; and rental of*

facilities);

- *Travel, including meals and accommodation, up to the National Joint Council rates;*
- *Conference fees approved on a case by case basis;*
- *Materials, supplies and equipment (including the following: laptop and desktop computers approved on a case by case basis; computer software; and library and bibliographic expenses);*
- *Overhead expenditures approved by NRCan to a maximum of 15% of NRCan's contribution could include the following: administrative support provided directly to the project by the proponent's employees (valued as number of hours by hourly rate), heat, hydro, telecommunications expenditures, and other operating expenditures provided they are directly related to the project.*
- *Licence fees; and*
- *Reimbursement of the Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax net of any tax rebate to which the Recipient is entitled.*

The following items are not eligible for NRCan funding:

- *Hospitality (meals and beverages offered at meetings); and*
- *Purchase of capital equipment.*