

CLIMATE ACTION AND AWARENESS FUND

Advancing Climate Change Science
and Technology Request for Proposals

Applicant Guide

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Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada

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Background & Objectives

The **Advancing Change Climate Science and Technology** Request for Proposals (RFP) at Environment and Climate Change Canada (ECCC) is a new funding opportunity available in spring 2021.

The objective of this RFP is to support projects that will strengthen Canada's science capacity to identify, accelerate, and evaluate mitigation actions towards achieving net-zero greenhouse gas (GHG) emissions by 2050 in Canada.

Climate change science and technology projects could include activities related to monitoring, data collection, model development, application of novel technologies, and/or knowledge synthesis aimed at building knowledge at the national, provincial, territorial, regional, or local scales, including findings specific to Indigenous communities and actions.

You are encouraged to review the following information as context to inform your proposal development.

The Climate Action and Awareness Fund

The Climate Action and Awareness Fund will invest up to \$206 million over five years to support Canadian-made projects that help reduce Canada's GHG emissions. The Climate Action and Awareness Fund is designed to support projects that can create middle class jobs for Canadians who work in science and technology, academia, and at the grassroots community level. These projects are critical as Canada continues to build a sustainable net-zero emissions economy by 2050. The Climate Action and Awareness Fund was created with contributions from the [Climate Action Fund](#), as well as a significant investment from the [Environmental Damages Fund](#).

Climate Science 2050: Advancing Science and Knowledge on Climate Change

[Climate Science 2050: Advancing Science and Knowledge on Climate Change](#) is a national synthesis that was undertaken to better understand the breadth of climate change science and knowledge needs that exist in Canada. It represents an important first step in bringing the Canadian climate change science and knowledge community together to accelerate work in key areas that will ultimately inform progress toward a climate-resilient, net-zero Canada. The Advancing Climate Change Science and Technology RFP will contribute to implementing the principles and addressing the knowledge gaps identified in *Climate Science 2050*.

A Strengthened Climate Plan

Released in December 2020, [A Healthy Environment and a Healthy Economy](#) is Canada's Strengthened Climate Plan. It builds on the work done to date and underway through the Pan-Canadian Framework to exceed Canada's current 2030 GHG reduction target. It will establish the building blocks to build a cleaner, more competitive, and resilient economy and get Canada to net-zero emissions by 2050. The Advancing Climate Change Science and Technology RFP is part of building the foundational science to inform effective action.

Overview

This Applicant Guide provides detailed information on how to submit an application to the Advancing Climate Change Science and Technology RFP. It is not a technical guide for navigating the application platform¹, but rather provides program-specific information to guide proposal development and ensure project proposals meet the objectives of the program.

The RFP involves a two-step application process, consisting of a Letter of Intent (LOI) phase open to all eligible applicants, followed by an invitation-only full proposal phase. This is intended to facilitate the development of a broad range of innovative proposals relevant to program objectives.

Eligible Applicants

For this RFP, all applicants (lead, supporting, partners) must be Canadian. **Lead applicants must be organizations, not individuals.** Lead applicants must fall under one of the following categories:

- not-for-profit non-government organizations (NGO, e.g., environmental community groups),
- Indigenous organizations, or
- universities and academic institutions.

It is the responsibility of the applicant to provide evidence of their organizational status for verification purposes. The CAAF defines not-for-profit organizations as those that exist not to make a profit; this definition includes charities. Not-for-profit NGOs will be required to provide an identification number for their organization, such as a Charitable Number or a Non-Profit Registration Number.

In addition to the lead applicant, each application may identify additional applicants and partners.

- **Supporting applicants:** An organization that will receive a portion of the funds contributed to the lead applicant, be involved in some portion of project implementation, and contribute to the success of the project. To be eligible for funding, supporting applicants must also fall under one of the categories identified above for lead applicants.
- **Partner:** An organization that will not receive a portion of the funds contributed to the applicant, but will contribute to the success of the project by providing funding and/or in-kind contributions. Partners can include ineligible organizations, such as for-profit

¹ For any technical issues related to platform functionality and access (e.g., GCKey and SWIM), technical support can be reached at ec.sgesc-gcems-sgesc-gcems.ec@canada.ca.

organizations, associations, and municipal, provincial/territorial, and federal government.

The lead applicant will be the primary point of contact with ECCC, and will receive funds, report on progress and findings, and provide any other required correspondence. If the project is funded, the lead applicant will be responsible for transmitting funds to the supporting applicants named in the proposal. In using ECCC funds, supporting applicants must adhere to the same criteria outlined in this Applicant Guide. The supporting applicant is responsible for ensuring that there is oversight, accountability, reporting, and performance measurement on the ECCC funds to the lead applicant.

While supporting applicants or partners are not required as part of the proposal, their participation will be treated as an asset, or additional strength, as it reflects the opportunity and potential for knowledge transfer.

Research Themes and Eligible Projects

Projects must align with one of the following research themes:

Theme 1: Informing Carbon Sink Enhancements: Nature-Based Climate Solutions

Proposals should advance the quantification of and reduce uncertainties in our understanding of Canada's carbon sinks to inform opportunities to employ Nature-Based Solutions to achieve net-zero GHG emissions in Canada. The results should inform the development of integrated estimates of GHG emissions and removals from Canadian ecosystems, our understanding of how direct land management actions impact ecosystem carbon cycles, or our understanding of the potential role of carbon sinks in Canada's GHG mitigation strategy. Also of interest are proposals that will inform Canada's reporting on efforts to enhance natural carbon sinks, including the quantification of those actions, and will improve reliability and consistency in reporting methodologies for managed and unmanaged lands, wetland restoration, forestry and agricultural practices. Additionally, proposals could also address direct and/or indirect impacts on climate, air quality, ecosystem function, and biodiversity.

Theme 2: Understanding the Potential for, and Implications of, Negative Emission Technologies

Proposals should advance our understanding of the extent to which technologies to remove carbon from the atmosphere—such as Direct Air Capture and Carbon Capture and Sequestration—may contribute to the net-zero goal. Proposals could explore the efficacy of different technologies and practices (including the development and testing of measurement tools), their economic viability, the risks associated with their use, and optimal policies for scaling up these technologies/practices (e.g., carbon price, tax credits). Also of interest are proposals that advance our understanding of potential environmental trade-offs and ecological or atmospheric parameters for validating large-scale quantitative assessments of emissions and removals resulting from intentional enhancement.

Theme 3: Understanding City- and Municipal Level GHG Emissions and Mitigation Effectiveness

Proposals should contribute to improving the quantification of GHG emissions and short-lived climate forcers at the city and municipal level, and enable the application of methods to

identify mitigation opportunities and evaluate their effectiveness to augment national reporting processes (e.g., advancing the use of top-down atmospheric observations or bottom-up inventory-based approaches). Proposals could advance work related to atmospheric monitoring and modelling aimed at identifying emission reduction opportunities by source type and tracking changes in emissions (i.e., top-down approaches), as well as work to evaluate these top-down estimates against bottom-up emissions estimates. Proposals could also explore methodologies and protocols for using in-situ low-cost medium-precision GHG sensor technology to inform mitigation actions and evaluate effectiveness in a way that enables consistent application across Canada and aligns with international approaches.

Theme 4: Understanding Multiple Benefits of Integrated Mitigation Approaches for Greenhouse Gases and Air Pollutants

Proposals should improve understanding of how greenhouse gas and air pollutant mitigation strategies impact both climate and air quality, recognizing that climate forcers and air pollutants frequently share common sources and climate forcers are often air pollutants themselves. This could include work to develop and apply new joint climate and air quality models and analysis frameworks to evaluate emission pathways for achieving net-zero GHG emissions and air quality objectives. Proposals aimed at quantifying the potential multiple benefits (e.g., reduced impact on human health and sensitive ecosystems) would also be valuable. This could include multidisciplinary studies across climate, air quality, health, and agriculture to understand the integrated impact of GHG and air pollutant mitigation.

Theme 5: Understanding and Quantifying Transportation Sector Emissions in Canada

Proposals should improve the characterization of travel behaviour in Canada (e.g., on-road public and private, including cars, trucks, buses, etc.) and inform improved inventory reporting and targeted policies to reduce GHG and air pollutant emissions, leveraging big data analytics, telematics, and other techniques. While there is high confidence in total transport emissions and some of the key drivers (e.g., total fuel consumption) and correlated variables (e.g., total number of vehicles), proposals are sought to address critical knowledge gaps in the more refined and geospatially resolved understanding of transportation emissions, such as use patterns of where, when, and what types of vehicles are driven over what distances or modal preferences. Proposals could also examine how travel patterns respond to significant changes, such as pandemics, socio-economic shocks, or extreme events, to quantify changes in travel patterns over time and modal shifts.

Project Funding & Partnerships

The maximum funding request from ECCC for this RFP is \$6,000,000 per project for the total project duration (up to 5 years from the negotiated start date, anticipating start dates January 2022). Funding for this RFP is available for up to 100% of eligible project costs. Matching funds are not required; however, evidence of other non-federal funding sources (i.e., partner contributions, cash and/or in-kind) will be considered an asset in proposal evaluation.

Proposals from networks of academics across universities/academic institutions are encouraged to build scientific capacity across Canada. Supporting applicants and/or

partners are also encouraged to facilitate the transfer of knowledge and the integration of new knowledge in mitigation planning, implementation, and evaluation.

Smaller proposals (i.e., less than or equal to \$500,000) are encouraged in order to nurture innovations that may be advanced through this scale of project.

Eligible Expenses

ECCC will cover the following categories of expenses:

- Salaries and wages
- Management and professional services
- Contractors
- Travel
- Materials and supplies costs
- Purchase of capital assets
- Equipment rentals
- Overhead
- Communications and printing - production and distribution costs
- Vehicle rental and operation costs
- Other expenditures, as may be determined and/or pre-approved by ECCC

More details on expenses, eligible and ineligible, can be found under [Expenditure Types and Eligibility](#).

Application Period

The RFP consists of a two-phase evaluation process with an LOI phase followed by a full proposal phase. Only high-scoring LOIs will be invited to submit full proposals.

- The application period for LOIs will be April 14 – June 10, 2021.
- Successful LOI applicants will be invited to submit a full proposal in July 2021.

Key Dates

Here are some key dates to remember when planning your project:

Date	Milestone
April 14, 2021	Advancing climate science and technology RFP launches. Phase 1 (Letters of Intent) opens.
April 2021	Public webinars (English and French) held. Webinars will present an overview of the RFP, including timelines, deliverables, and frequently asked questions. Details will be posted on the CAAF webpage .
June 10, 2021	Phase 1 (Letters of Intent) RFP closes at 3:00pm Eastern Daylight Time (EDT).
July 2021	Phase 1 (Letters of Intent) decisions announced. Phase 2 (Full Proposal) RFP invitations sent.

Early September 2021	Phase 2 (Full Proposal) RFP closes at 3:00pm Eastern Daylight Time (EDT).
Autumn 2021	Phase 2 decisions announced. This is the earliest date ECCC would notify successful applicants that their projects have been approved in principle and begin negotiations of a funding agreement.
January 2022	Anticipated project start date, for completion within 5 years.

How to apply

Step 1: Confirm eligibility and alignment with research themes

Thoroughly review all information and criteria in this Applicant Guide, to ensure your project satisfies all requirements.

Applications need to be submitted on an online portal called the [Grants and Contributions Enterprise Management System \(GCEMS\)](#). Accessing GCEMS requires applicants to create a GCKey and access the Single Window Information Manager (SWIM).

Step 2: Prepare your LOI

You will be responsible for providing all the information below, formatted as specified, and submitted into the application portal. Guidelines and details can be found in the [Phase 1: Letter of Intent](#) section.

Step 3: Submit your LOI

Once you, as Lead Applicant, have submitted your proposal, you will receive an email acknowledging receipt.

Following the LOI review phase, you will receive notification on the decision of your LOI. If you are successful in the LOI stage, you will be invited to submit a full proposal (steps 4 and on).

Step 4: Prepare and submit your full proposal

If you are invited to submit a full proposal, you will be required to submit it through the GCEMS application portal. You are strongly advised to save your draft proposal frequently or to copy and paste content from an external document to avoid losing your work, as the website will automatically log applicants out after 15 minutes of inactivity. Guidelines and details can be found in the [Phase 2: Full Proposal](#) section.

Contact Us

To help ensure transparency and fairness, and given our limited capacity to answer all requests for information, ECCC will refrain from individually assisting applicants with their applications. We encourage you to refer to our [Frequently Asked Questions](#). Look for updates to these, as additional information will be added to this page based on queries received during the application period.

For general information regarding eligibility criteria and program parameters, you may contact the Climate Action and Awareness Fund inbox at: ec.fasc-caaf.ec@canada.ca.

For any technical issues related to website functionality and access (e.g., GCKey and SWIM), GCEMS technical support can be reached at ec.sgesc-gcems-sgesc-gcems.ec@canada.ca.

Phase 1: Letter of Intent (LOI)

All interested applicants must submit an LOI. The fillable pdf LOI form can be found on the funding opportunity information page in GCEMS. An overview of the evaluation criteria that will be used to evaluate LOIs can be found in [Annex A](#) to this Applicant Guide. Unless stated otherwise, all sections of the application are mandatory. Incomplete applications will be not be evaluated.

Completed LOIs, along with any supplementary documents, can be uploaded to the [GCEMS application portal](#) for submission. Accessing the GCEMS system requires each individual applicant to create a GCKey and access the Single Window Information Manager (SWIM).

You will be asked to provide information according to the prompts outlined below. Note that the input fields are character limited (limits include spaces), please be concise.

LOI Application

Section 1: Project Information

- Project title
- Primary theme that the project falls under (see list of themes under [Eligible Projects](#)) – if your project falls under two or more themes, choose the theme that best aligns with your proposal
- Project location - identify all lead applicant and project locations that apply
- Anticipated project start date (not before January 2022)
- Anticipated project end date (maximum project length is 5 years)

Section 2: Lead Applicant

- Organization name, type (see: [Eligible Applicants](#)), description (500 characters), website, and (if applicable) your organization's identification number and type of identification number
- Name, email, and phone numbers of all participants from the lead applicant's organization

Section 3: Supporting Applicants

Supporting applicants are organizations that will receive a portion of the funds contributed to the lead applicant, be involved in some portion of project implementation, and contribute to the success of the project. To be eligible for funding, supporting applicants must also fall under one of the categories identified for lead applicants (see: [Eligible Applicants](#)).

- Names and organization types of supporting applicants

- Names and emails of participants involved with supporting applicant organizations

Section 4: Partners

Partners are organizations that will not receive a portion of the funds contributed to the applicant, but will contribute to the success of the project by providing funding and/or in-kind contributions. Partners can include ineligible organizations, such as for-profit organizations, associations, and municipal, provincial/territorial, and federal government (see: [Eligible Applicants](#)).

- Names of partners
- Names and emails of participants involved with partner organizations

Section 5: Project Budget

The budget information should include the funds being requested from ECCC CAAF by project year, separated into the following categories:

- **Salary** (all costs related to the [expenditure category](#) of: salaries and wages)
- **Operations and Maintenance (O&M)** (all costs related to the [expenditure category](#) of: management and professional services, contractors, travel, materials and supplies costs, equipment rentals, overhead, communications and printing, vehicle rental and operation costs, others)
- **Capital** (all costs related to the [expenditure category](#) of: purchase of capital assets)

Similarly, you will also be asked to provide a year-by-year breakdown of any project funding from non-ECCC sources (cash and/or in-kind contributions), which would include any project funding provided by the lead applicant, supporting applicants, or partners.

Section 6: Project Overview

Project synopsis to briefly describe the project, the objectives, and how it will advance the state of knowledge within the research theme. (1200 characters)

Section 7: Research Proposal

This section should provide sufficient detail to enable a thorough evaluation of the project's scientific and technical merit, demonstrating how the project will be implemented to achieve its objectives. More detail about the information required in each element below can be found in the LOI form itself.

- Expanded project description and alignment with chosen research theme (2250 characters)
- Context – how the proposal aligns with the broader relevant research and policy landscape (1500 characters)
- Project methodologies and approaches (2500 characters)
- Your team's project management expertise (1500 characters)
- Equity, diversity, and inclusion in your project and project team (1000 characters)
- Knowledge mobilization plan (1500 characters)

Section 8: Attestation

The Lead Applicant (or their authorized organization's delegated authority) must provide attestation to the terms of the application. The application cannot be submitted without checking this step.

LOI Supporting Documents

Required supporting documents are listed below. Applicants are asked to list the submitted documents in the text field according to their content (e.g., LOI – Short Title; CV – Name; Letter of Support – Organization X, etc.) to facilitate the review stage. Applicants are asked to limit the number of supporting documents to 10 or fewer.

- **Curriculum vitae** (CV) for the Lead Applicant and key project co-leads and Supporting Applicants are required (those listed in Sections 2 and 3).
- **Letters of support**, noting briefly the commitment of identified supporting applicants and/or partners to meet their obligations as laid out in the proposal, including explicitly their financial and/or in-kind contributions consistent with the budget information. All letters of support must be submitted at the same time as the proposal, before the deadline. Should your proposal be successful in Phase 1, additional letters of support will be required detailing the substantive commitments of supporting applicants and/or partners in Phase 2 (full proposal).
- If you are a not-for-profit NGO, please include documentation of **proof of governance** demonstrating that the Lead Applicant organization solely or in a collective partnership has a governance structure that assures accountability to a membership (includes Boards). Submitted documents must clearly explain the governance structure of the lead organization (e.g., Board of Directors). Governance documents can vary widely in terms of level of detail and structure; these can include by-law documents and legislative documents, as long as they describe the overall governing structure of the lead applicant. Names of individuals do not need to be included.

Submission

Completed LOIs, along with any supporting documents, can be uploaded to the [GCEMS application portal](#) for submission. The online application portal will send an automatic message upon receipt of your proposal. If you do not receive an acknowledgement of receipt you can contact ec.fasc-caaf.ec@canada.ca for confirmation.

To help ensure transparency and fairness, and given our limited capacity to answer all requests for information, ECCC will refrain from individually assisting applicants with their applications.

ECCC will notify all applicants about the decision for their LOI proposal. Decisions are final; there is no appeal process and, due to expected volume, no feedback will be provided on applications.

Phase 2: Full Proposal

If you are successful in Phase 1, you will be invited to submit a full proposal. There are nine sections to complete in the GCEMS application form.

Section 1. Biographical Information

All fields in this first section of the application form are necessary. These questions will provide details about your organization and the funding experience your organization has with ECCC or other federal departments.

Section 2. Project Information

The second section of the application form will provide an overview of your project and your organization's experience. It is mandatory to answer all fields in this section.

Project Title

A short title is required to identify your project.

Start Date

Provide a tentative start date for project activities. Projects can anticipate starting in the winter 2022 timeframe to allow for project funding decisions and for negotiations with ECCC to develop the funding agreement.

End Date

Provide a tentative end date for project activities. Projects must be completed within 5 years of the signed funding agreement.

Project Location

Identify the jurisdiction of the lead applicant organization. Projects must be undertaken within Canada.

As applicable, also identify the geographic region of interest for the proposal (national, province or territory, region or city).

Project Description

Provide an overview of the project goals and outcomes as they relate to the identified research theme and to strengthening Canada's science capacity to identify, accelerate, and evaluate mitigation actions towards achieving net-zero emissions by 2050 in Canada.

Project Team Experience

Demonstrate your organization's ability to carry out the project, commensurate with the size or scope of the proposed work, by outlining how you will satisfy the necessary staffing needs and the expertise your organization brings to the project, including relevant qualifications and the experience of your team members.

Financial Capacity

Provide a description of your project team's financial ability to deliver the project. If your proposal has supporting applicants or partners, please describe how these collaborations contribute (either financially and/or in-kind) to the achievement of your project goals, outcomes, and performance metrics. If appropriate, tasking out or sub-contracting under these collaborators is possible.

Project Management Capacity

Describe how you and/or your project team have experience delivering research endeavours of a similar magnitude (scope, complexity, partnerships, budget, timeframe) or how you have identified suitable management approaches to maximize successful delivery of the proposal.

Section 3: Project Details

Project Theme

Identify the theme for which you are applying. A list of themes can be found in the [Eligible Projects](#) section.

Supporting Applicants

Supporting applicants are organizations that will receive a portion of the funds contributed to the lead applicant, be involved in some portion of project implementation, and contribute to the success of the project. To be eligible for funding, supporting applicants must also fall under one of the categories identified for lead applicants (see: [Eligible Applicants](#)).

- Names and organization types of supporting applicants
- Names and emails of participants involved with supporting applicant organizations

Partners

Partners are organizations that will not receive a portion of the funds contributed to the applicant, but will contribute to the success of the project by providing funding and/or in-kind contributions. Partners can include ineligible organizations, such as for-profit organizations, associations, and municipal, provincial/territorial, and federal government (see: [Eligible Applicants](#)).

- Names of partners
- Names and emails of participants involved with partner organizations

Elevator Pitch

Provide a plain-language (i.e., non-technical) summary of your project. Your elevator pitch should be brief and include a description of the project, high-level objectives, how funding will be spent, and the risks that arise from not funding the project.

Multidisciplinarity

For the purposes of this funding program, *multidisciplinarity* refers to projects that involve discrete contributions from multiple disciplines at specific points in the project development, implementation, and/or communication cycle.

For this response, provide a description of how your project team has experience working in multidisciplinary project development, and/or has incorporated a multidisciplinary approach into your project planning.

Project Risks

Provide a brief summary of the main risks that your project may encounter, and how you will mitigate the likelihood or impact of these risks. Focus your response on non-environmental and non-COVID-19-related risks.

Environmental Risks

Briefly describe any potential risks to the environment (the atmosphere, aquatic or terrestrial ecosystems) that your project may pose (e.g., sample collection, contamination), and how you will mitigate the likelihood or impact of these risks.

COVID-19 Risks

Provide a brief summary of how your project may be impacted by COVID-19 pandemic measures (e.g., lockdowns, restricted access to work places, ability to convene project participants), how timelines could be impacted, and how you plan on mitigating these risks.

Value for Money

Describe how your proposal addresses any of the following:

- incorporates diverse expertise and skills;
- leverages pre-existing infrastructure, data, and relationships; or
- otherwise provides value-added to Canada's climate change science landscape.

Training and Development

If applicable, please describe how your proposal plans to train highly qualified personnel (HQP) and/or enhance Canadian expert scientific capacity.

Federal, Provincial, Territorial, and/or Municipal Involvement

If applicable, describe how your proposal leverages government expertise, resources, data, and/or science infrastructure.

Knowledge Mobilization

Provide a summary of how your project will provide data, information, or insight to knowledge users and/or decision makers. In your response, please address the following:

- Which audience(s) your project intends to reach.
- What will be communicated both during the project and once it has been completed.

- How you plan on leveraging or creating knowledge mobilization infrastructure/relationships (e.g., networks, working groups, expert workshops, targeted briefings, seminars, or conferences) to communicate results.

Equity, Diversity, and Inclusion

Explain how your project will promote the principles of *equity, diversity, and inclusion*, particularly in the context of the research environment you will establish and being responsible for leading, training, and mentoring team members, according to:

1. team composition and recruitment processes;
2. training and development opportunities; and
3. inclusion.

For each area above, you must identify a minimum of one concrete practice that will be implemented. A non-exhaustive list of examples is provided below.

- Supporting equitable access to funding opportunities for all researchers and trainees.
- Promoting the integration of equity, diversity, and inclusion-related considerations in research design and practices.
- Increasing equitable and inclusive participation in the research system, including on research teams.
- Collecting the data and conducting the analyses needed to include equity, diversity, and inclusion considerations in decision-making.

Definitions of equity, diversity, and inclusion, provided by the [Social Sciences and Humanities Research Council](#), are available for consideration in development of the full proposal.

Section 4: Budget

The fourth section of the application requires the detailed financial information for the project. There are four components to the Project Budget Table. Provide the most accurate estimate for expenditures rounded to the nearest dollar.

Step 1: Contributor Types

You will be asked to provide a Contributor Type in the Project Budget Table, including your funding request from ECCC through this RFP and your own organization's contribution to the project. Other optional contributor types include any other ECCC support for your project, Other Federal Department, Provincial/Territorial Government, Municipal Government, or Other.

Under each Contributor Type, provide a "contributor name" in the text field.

Important: For this RFP under ECCC, the contributor name would be "Climate Action and Awareness Fund" and the contributor type would be "Environment and Climate Change Canada (including CAAF)". Applicants would then indicate the amount of funding support requested per year.

Step 2: Expenditures Timeframe

You must break out your funding request from this RFP based on Government of Canada fiscal years in your Project Budget Table (starting on April 1 and ending on March 31 the following year). For all projects, funding should not be requested earlier than January 2022.

Step 3: Expenditures Types and Eligibility

Select and provide the cash and in-kind support requested per year based on the Expenditures Type from the following list. You may then manually input the Eligible Expenditure(s) under each Expenditure Type into the Project Budget Table.

Eligible expenditures include:

Expense Category	Details
Salaries and wages	Salaries and wages (including students), plus the mandatory employment-related costs required by law (federal, provincial, or territorial), such as CPP/QPP, EI, and WCB. These human resource costs may pertain to supporting applicants, partners, and their contractors, if they are working on the project and there is supporting evidence of their contribution. Stipends/honorariums, however, are traditionally paid to people outside the organization who do not have a formal contract or employment agreement with the organization being funded. These expenditures are ineligible .
Management and professional services	Costs associated with management and professional services required to support a project, such as accounting, monitoring, and translation. Consultants are an eligible expense if they contribute to project activities. Taking a course or training for an individual to receive a certification would not be considered an eligible expense.
Contractors	Costs associated with contractors engaged to undertake the project activities, such as general labourers, or researchers.
Travel	Travel expenses must be necessary, in that without support for these travel costs, the ability to undertake the project activities and ultimate success of the project would be in jeopardy. Travel and hospitality are based on Government of Canada rates available at njc-cnm.gc.ca . Please refer to the National Joint Council's website for your provincial/territorial kilometric rates.
Materials and supplies costs	Costs of materials and supplies related to undertaking project activities (e.g., general office supplies, tools, and equipment).
Purchase of capital assets	Capital assets are defined as those tangible assets costing more than \$10,000 each, with a useful life of more than one year. Any assets acquired that cost less than \$10,000 each may be included under "Material and Supplies Costs" if appropriate.

Equipment rentals	Cost of renting equipment used to undertake or support the project activities, and costs of equipment rental includes any related and necessary costs, such as fuel for machinery or paper/ink for printers and photocopiers. Each piece of equipment is defined as less than \$10,000 in order to be acceptable as an eligible purchase or rental. For example, purchase/rental of 20 equipment items valued at \$9,500 each would be eligible.
Overhead	Indirect costs necessary to support the achievement of the project objectives that cannot normally be obviously traced to a specific project activity and/or that are not material enough to be detailed under their specific cost category.
Communications and printing - production and distribution costs	This category relates only to items and/or products that are directly related to the project ECCC is funding. This may include, for example: journal page charges, the preparation and distribution of brochures, fact sheets, news releases, public reports, and other promotional material. This also includes public events and media relations. Translation costs fall under the “Management and professional services” expense category.
Vehicle rental and operation costs	For purposes of an ECCC agreement a “vehicle” is generally considered to be a motorized device used chiefly for the transportation of people. Rental of other devices, such as to move equipment and supplies, are better placed under the “Equipment rentals” cost category. The cost of vehicle rental includes related costs, such as insurance and fuel.
Other expenditures	Liability insurance costs that are directly attributed to carrying out the project or any GST/HST that is not reimbursable by Revenue Canada and any PST not reimbursable by the provinces. Additionally, if your expenditures are not explicitly prohibited in the list of ineligible expenses below, please contact us .

Ineligible Expenditures

- 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 fundraising activities, including annual or regular organization events/campaigns.
- Recreation and tourism projects or beautification initiatives.
- Preparation of formal curriculum materials for Kindergarten to Grade 12.
- 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. Funding is available for **new projects**. Ongoing projects or the continuation of existing projects are not eligible for funding. Proposed projects with expanded scope and performance indicators may be framed as a new project phase and would be considered eligible. The new phase would have a new beginning and end date. The proposed project must be able to track the performance indicators specifically from this new phase's activities.
- Continuation of projects previously funded by the Environmental Damages Fund.
- Projects outside of Canada.
- Land acquisition and property fees.
- Leasing, financing charges, legal fees, and loan interest payments, including those related to easements (e.g., surveys).
- Any goods and service costs that are received through donations or in-kind bursaries or cash incentives.
- For this request for proposals, further disbursement of funds in the form of grants is not an eligible expenditure, and funds from the Climate Action and Awareness Fund cannot be further dispersed to federal departments or agencies.

If you have questions regarding the eligibility or ineligibility of expenses, please [contact us](#).

Section 5: Project Work Plan

The fifth section of the GCEMS application form requires detailing the activities you plan to undertake for your project. Each activity should be assigned a category to describe it. Start and end dates and other specific details, such as the tools or methods, and the goals and expected results of each activity, should be included.

Lead Applicants are provided the opportunity to determine how project milestones will be defined, and are responsible for ensuring that assessors have a clear and accurate understanding of the project, including how much time will be allocated to each project activity. These should demonstrate how the project meets all of the eligibility criteria and what program milestones will be reached that support achieving the RFP objective.

Successful applicants will be required to present progress reports on key activities and milestones on a negotiated frequency. The progress reports will detail measurable actions over the entire period of the proposal. Successful applicants will likely be required to report on:

- milestones for implementing the program objective, such as delivering eligible activities, engaging with the audience, undertaking communications activities/informing the public of your project and its results², and securing finances, either financially or in-kind, and
- specific deadlines for meeting and reporting on the mandatory Key Performance Indicators (outlined below), and any other indicators as applicable. The indicators

² Branding and acknowledgement guidelines to communicate results will be made available to successful applicants. Details will also be included in the funding agreement.

provided at the proposal stage should inform the development and delivery of the project objectives.

It is important to describe clearly the link between your activities, milestones, and indicators and the expenditures in your Project Budget. You may consider organizing activities and targets into fiscal quarters according to the following breakdown, and as they relate to key dates, including as outlined in the “What are the key dates for project implementation?” section of this Guide:

- January – March
- April – June
- July – September
- October – December

Activity Name

Ensure that all project activities are directly referenced in the Project Description.

Activity Description

Describe the activity, including protocols, methodologies, workflows, and considerations.

Activity Expected Results

Describe the reason you are conducting the activity. Please ensure that you are providing a measurable result. Describe how the activity will advance knowledge, data, and/or tools development.

Activity Start and End Date

If no set dates can be determined, provide your best estimate of a start or end date, ensuring your project does not exceed 5 years from the planned start date. If your proposal is successful, exact start and end dates will be determined during funding agreement negotiation.

Activity Total Estimated Cost

Please identify the percentage of the total project budget allocated to this activity. Total budget refers to the full project cost, and is inclusive of any funding requested from CAAF and any cash or in-kind contributions from other funding sources.

Section 6. Key Performance Indicators

Project indicators have a role in project monitoring and evaluation over the lifetime of the project. They are what ECCC uses to evaluate the progress of each project and, for multi-year projects, see if applicants are eligible for funding in the subsequent fiscal year, and to evaluate the annual progress.

At a minimum, applicants will provide a target in their proposal for the following indicators *verbatim* (proposals that do not contain values for the two mandatory performance indicators will be deemed ineligible):

Mandatory Performance Indicators	Description	Target	Unit
Number of communication activities or products delivered to knowledge users.	These can include publications (including scientific journal publications, conference or other presentations, seminars with knowledge users, publication in professional magazines, etc.).		# of activities
Number or evidence of tools, data sets, technologies, models, and/or methodologies developed as a result of project activities.	In lieu of a discrete number of items developed, evidence of progress will need to be provided during required reporting cycles.		# of items developed

In addition to the mandatory performance indicators above, applicants are encouraged to add other relevant and meaningful indicators (see examples below). Please ensure that additional performance indicators are supported by details on how participants will be involved or engaged in the Project Goals/Objectives section of the application.

Performance Indicator	Description	Target	Unit
Number of cities/regions that benefit from an increased understanding of emissions as a result of project activities.	Municipalities and regions.		# of cities benefitting
Number of identified industries or sectors that benefit from an increased understanding of emissions as a result of project activities.	Of particular interest are industries and sectors with significant impact on GHG emissions as defined by the National Inventory Report (NIR) . Sectors include: oil and gas, electricity, transportation, heavy industry, buildings, agriculture, waste, and others.		# of sectors benefitting
Number of knowledge-sharing events/discussions hosted that develop and/or grow the critical mass of expertise in Canada as a result of the project's activities.	May include information dissemination, workshops, conferences, interactive activities, digital engagement, online platforms, etc.		# of events or discussions hosted
Percentage of data generated by the project that conforms to FAIR data principles and/or is machine readable.	FAIR principles are defined as data that is findable by peers, accessible to peers, interoperable across multiple applications, and reusable in future initiatives.		% of data generated

Section 7. Supporting Documents

You **must** provide:

- Current *curriculum vitae* of the lead applicant and key participants from the lead organization, supporting applicants, and/or partner organizations.
- Letters of support from supporting applicants and/or partners detailing the human resources, cash, and/or in-kind contributions (as applicable), and their commitment and ability to contribute to the project if successful.

You can provide other supplementary information to support your application. However, your proposal will be primarily evaluated based on the content of your application.

Section 8. Official Languages

The requirements for providing materials and communications in both official languages will be based on responses to questions in the official languages section of the GCEMS application. This section is a mandatory requirement for all applications to ECCC for funding opportunities. If the project is approved, it will form the basis of the official languages clauses in the funding agreement. Each question is yes or no (and will determine the level of translation required depending on the scope of the project). Any associated costs (e.g., translation, hiring of bilingual staff) pertaining to project delivery and/or promotion should be included in the budget.

Section 9. Certification

Once you complete your application, submit it online including with this certification section. This will ensure that the information stated in the application is complete and accurate. It is the responsibility of the lead applicant to ensure that ECCC has a clear and accurate understanding of your project.

Proposal Next Steps

The online application portal will send you an automatic message upon receipt of your proposal indicating your proposal's 4-digit identification number (which you should reference in any and all correspondence with ECCC/CAAF). If you do not receive an acknowledgement of receipt you can contact us for confirmation. Full proposal evaluation criteria can be found in [Annex B](#) to this Applicant Guide.

ECCC will notify all applicants about the decision for their proposal. Decisions are final; there is no appeal process and, due to expected volume, no feedback will be provided on applications.

If your project is approved in principle and subject to any conditions identified by ECCC, you will receive a notification letter that invites you to proceed to the next stage: the completion of a funding agreement with ECCC. The agreement will outline the terms and conditions under which you will be eligible to receive funding. Funding is conditional on the successful finalization of the funding agreement.

Annex A: Letter of Intent Review Criteria

Administrative Review

Reviewers will score for eligibility on a pass-fail basis and award points for additional strengths in applications. Receiving a score of fail on any of the eligibility criteria will result in the project being disqualified. Points from additional strengths will factor into decisions at the strategic review stage.

Eligibility Screen

- Lead applicant is an eligible applicant category and is Canadian
- Supporting applicant(s), if included, is(are) an eligible applicant category and is Canadian
- Funding requested does not exceed \$6,000,000 over 5 years
- Project takes place in Canada
- Project start and end date align with Applicant Guide guidance
- Project activities fall within at least one of the RFP themes
- The application describes concrete actions taken to enable equitable, diverse, and inclusive participation in the project's development and implementation
- Application is complete, and supplementary documents are provided as applicable

Additional Strengths

- Application has other sources of funding, including from the lead applicant
- Matching or leveraged funding from partners
- Supporting applicants/partners contribute to the project commensurate with their role and involvement in project implementation
- At least one of the supporting applicants is a government organization, and makes substantive contributions to the project, commensurate with their role and responsibility in project implementation

Technical Review

An evaluation based on scientific merit will be undertaken for each proposal by federal government expert reviewers. They will independently score each criteria within each proposal, provide comments (i.e., rationale) for each score, and recommend which projects should be invited to submit full proposals.

Ranked Evaluation

Technical reviewers will independently assign scores from 0 (low score) to 5 (high score) for each of the criteria, taking into account the criteria-specific statement sets provided in the review template. Each proposal will be evaluated by at least two technical reviewers.

Criteria

1. Proposal addresses thematic priorities, addresses a relevant knowledge gap, and/or represents a novel or innovative or multidisciplinary approach that will advance

knowledge in that theme, relative to informing and/or evaluating effective climate mitigation action.

2. Proposal effectively leverages existing and/or international research knowledge, experience, and expertise for the Canadian context.
3. Proposal's methodologies and approaches are feasible given the budgetary ask and the expertise of the proposal team, and are scientifically sound.
4. Proposal lead applicant has experience delivering research endeavours of a similar magnitude (scope, partnerships, budget, timeframe) or has identified suitable management approaches to maximize successful delivery of the proposal within the identified budget and timeframe.
5. Proposal incorporates equity, diversity, and inclusion principles into its design, implementation, and communication activities.
6. Proposal's knowledge mobilization activities are likely to be effective in facilitating the uptake and implementation of new knowledge, tools, and models by knowledge users and/or decision-makers.

Recommendations

Following technical review, a strategic review will confirm the recommendations for which LOIs will be invited to submit full proposals, taking into consideration the scientific merit of the proposal, as well as the thematic and geographic distribution of proposals.

Annex B: Full Proposal Review Criteria

Technical Review

Ranked Evaluation

Reviewers will independently assign scores from 0 (low score) to 5 (high score) for each of the criteria, taking into account the criteria-specific statement sets provided in the review template.

Criteria

Criteria	Description
Results	<ul style="list-style-type: none"> Proposal addresses one or more of the knowledge gaps or areas for exploration identified in the theme selected. Proposal provides data, information, or insight to support knowledge users and/or decision makers.
Project Management	<ul style="list-style-type: none"> Proposal team has the expertise and capacity to complete this project. Proposal team has the project management expertise to deliver on the proposal's activities, and demonstrated an effective approach to project implementation. Proposal team has access to financial resources to cash-manage project activities if necessary. Proposal team has identified alternative plans to adapt to consequences related to COVID-19 or other unforeseen delays. Proposal identifies appropriate and feasible project and monitoring indicator(s) suitable to evaluating and monitoring progress over duration of the project.
Timeline and Budget	<ul style="list-style-type: none"> Proposal timeline is detailed, well-developed, and allows for adequate time to complete project activities within 5 years from the project start date. Proposal activities provide an estimate of how much of the budget will be spent on each activity. Proposal budget is detailed, well-costed, and adequate to complete deliverables. Proposal leverages cash or in-kind contributions by partners.
Merit	<ul style="list-style-type: none"> Proposal has the potential to contribute to and advance knowledge, data, and/or tools in noted theme. Proposal activities, including protocols, methodologies, and workflows, are scientifically sound. Previous experience in multidisciplinary (research partners contributing from multiple disciplines) research, or demonstration of an effective approach to implementing the multidisciplinary project is identified.
Value	<ul style="list-style-type: none"> Proposal provides good value for money by incorporating diverse expertise and skills, leveraging pre-existing infrastructure, data, and relationships. Proposal includes the training of highly qualified personnel (HQP) or trained personnel, which will enhance Canadian expert capacity. Proposal leverages federal expertise, resources, data, and/or infrastructure.

<p>Knowledge Mobilization</p>	<ul style="list-style-type: none"> • Proposal demonstrates a clear and well-defined knowledge mobilization plan beyond standard scientific communication activities (e.g., Open Access data and publications, conferences). • Proposal identifies audiences that may be interested in the knowledge generated, and crafts messaging or approaches to meet the audience’s needs. • Proposal aims to leverage knowledge mobilization infrastructure/relationships (e.g., networks, working groups, social media, recurring seminars or conferences) to communicate results.
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Recommendations

An evaluation based on scientific merit will be undertaken for each proposal by federal government expert reviewers. They will independently score each criteria within each proposal, provide comments (i.e., rationale) for each score, and recommend which projects should be considered for funding. A strategic review committee will confirm the recommendations, taking into consideration the scientific merit of the proposal, as well as the thematic and geographic distribution of proposals, equity, diversity, and inclusion, and value-added characteristics (e.g., partnerships, leveraged funds, etc.).