



PROTECTED B when completed

Climate Action and Awareness Fund (CAAF) Advancing Climate Change Science and Technology Request for Proposals Letter of Intent Form

Before completing this Letter of Intent (LOI) application form, it is **highly** recommended that the applicant refer to the following webpages and documents:

- [Climate Action and Awareness Fund webpage](#)
- Applicant Guide (via the Grants and Contributions Enterprise Management System – Funding Opportunity platform)
- [Frequently Asked Questions](#)

Please upload any supporting documents to the same portal with your completed LOI submission. Required documents include:

- *Curriculum vitae* (CV) for Lead Applicant and key project co-leads and Supporting Applicant organizations (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.
- Documentation of proof of governance and non-profit organization registration number for not-for-profits and NGOs.

Submissions are due via the **Grants and Contributions Enterprise Management System (GCEMS)** no later than **3:00pm Eastern Daylight Time, on Thursday June 10th, 2021**. Details on how to access GCEMS can be found here: <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/application-instructions.html>

Unless stated otherwise, all sections of the application are mandatory. Incomplete applications will be not be evaluated.

Questions? Please contact ec.fasc-caaf.ec@canada.ca.

SECTION 1: PROJECT INFORMATION			
Project Title			
Project Theme			
Project Location <i>Check all lead applicant and project locations that apply</i>	<input type="checkbox"/> Alberta <input type="checkbox"/> British Columbia <input type="checkbox"/> Manitoba <input type="checkbox"/> New Brunswick <input type="checkbox"/> Newfoundland and Labrador <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Nova Scotia	<input type="checkbox"/> Nunavut <input type="checkbox"/> Ontario <input type="checkbox"/> Prince Edward Island <input type="checkbox"/> Quebec <input type="checkbox"/> Saskatchewan <input type="checkbox"/> Yukon	
Anticipated start date (YYYY-MM-DD) <i>Projects can start as early as January 2022</i>		Anticipated end date (YYYY-MM-DD) <i>Project must be completed within 5 years of start date</i>	

SECTION 2: LEAD APPLICANT			
Organization Name <i>Full legal name of organization</i>			
Organization Type			
Organization description <i>Please provide a brief description of your organization, including your organization's mandate (500 character limit, including spaces)</i>			
Organization Website			
Identification number (if applicable)		Type of identification number (if applicable)	

Please list all participants affiliated with the Lead Applicant (organization) that will be working on the project. Participants outside of the Lead Applicant (organization) can be identified in Section 3 and Section 4. Please list participants in decreasing order of contact priority.		
Participant name	Participant email	Participant phone number

SECTION 3: SUPPORTING APPLICANTS

Supporting Applicants are organizations that will receive a portion of the funds awarded through the Lead Applicant, be responsible for project implementation, and substantially contribute to the success of the project. Supporting Applicants must be eligible for funding as outlined in the Applicant Guide.

Organization name	Organization type	Participant name	Participant email

SECTION 4: PARTNERS

Partners are organizations that will not receive a portion of the funds awarded, but will substantially contribute to the success of the project by providing funding and/or in-kind contributions. Partners can include ineligible organizations as outlined in the Applicant Guide.

Organization name	Participant name	Participant email

SECTION 5: PROJECT BUDGET

Fiscal Year April 1 to March 31 st the next year	CAAF funding breakdown				Contributions from lead applicant, supporting applicants, and/or partners	
	Salary	O&M Operations and Maintenance	Capital	Total CAAF Funding Request	Cash contribution	In-kind contribution
1						
2						
3						
4						
5						
6						
Total						

SECTION 6: PROJECT OVERVIEW

Project Synopsis
Provide a project synopsis that briefly describes the project, the objectives and how it will advance the state of knowledge within the research theme (1200 character limit, including spaces).

SECTION 7: RESEARCH PROPOSAL

Project Description
Expanding on Section 6 above, provide a more in-depth overview of your project, including how its objectives relate to the project theme selected in Section 1 and, more broadly, to strengthening Canada's science capacity to identify, accelerate, and evaluate mitigation actions towards achieving net-zero emissions by 2050 in Canada. (2250 character limit, including spaces).

Context

How will this project leverage or build upon current knowledge and expertise, in Canada or internationally, to deliver results in the context of achieving net-zero emissions by 2050? (1500 character limit, including spaces).

Methodologies and approaches

Please describe the methodologies and approaches that you will be using to achieve the project objectives. (2500 character limit, including spaces)

Project Management

Please describe project team experience in delivering research endeavours of a similar magnitude (scope, partnerships, budget, timeframe) or how you have identified suitable management approaches to maximize successful delivery of the proposal. (1500 character limit, including spaces).

Equity, Diversity and Inclusion

How will this project enable equitable, diverse, and inclusive participation in its development and implementation? (1000 character limit, including spaces).

Knowledge mobilization

Provide a summary of how your project will provide data, information, or insight to support knowledge users and/or decision makers, as well as how you will be communicating the interim and final results of your project. In your response, please answer the following questions (1500 character limit, including spaces):

- Who are you focused on reaching through project and communications activities?
- What will be communicated both during the project and once it has concluded?

SECTION 8 : ATTESTATION

Lead Applicant Representative

Title

By submitting this Application, I (the Lead Applicant Representative) or I (on behalf of the Lead Applicant), have read and understand that:

- All records provided by a Lead Applicant to ECCC in a proposal and in communications in relation to a proposal is collected, retained and used by ECCC for the purposes of reviewing, evaluating and selecting project proposals under grants and contribution funding programs administered and managed by ECCC or for a use consistent with these purposes;
- Federal MPs and/or their team may be advised about the approval in principle of a project and may be provided with information provided in this Application including applicant name(s), project title, project description, project location, funding amounts and contact information.
- Federal government institutions, including ECCC, are bound by the requirements of the *Access to Information Act*, the *Privacy Act*, the *Canada Evidence Act* as well as the *Library and Archives Canada Act*. These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions;
- ECCC may at any time contact me or other representatives of the Lead Applicant to request additional information regarding this Application;
- Any personal, confidential or other information provided as part of this Application is provided with the consent of the party to whom the information relates or who owns the information; and
- I am authorized to submit this Application and this attestation, on behalf of the Lead Applicant.

By checking this box, you agree and consent to the above assertions

I agree