Environmental Funding Programs

EcoAction Community Funding Program

Applicant's Guide
2022/2023

About the *Applicant's Guide*

The *Applicant's Guide* is designed to assist eligible organizations in applying to the EcoAction Community Funding Program. You are welcome to contact your Environment and Climate Change Canada (ECCC) Regional Office if you require clarification on the information contained in this guide.

TABLE OF CONTENTS

EcoAction Community Funding Program

ECCC's EcoAction Community Funding Program provides financial support to community groups for action-based projects that have measurable, positive impacts on the environment. Projects must address EcoAction's Fresh Water Priority Result as listed in the Call for Proposals. Funding support may be requested for projects that have an action focus to improve the environment and increase environmental awareness and capacity in the community.

Program requirements

Core requirements

All projects must clearly demonstrate that activities are measurable and will result in positive environmental impacts. All projects **must include**:

- activities that will lead to tangible environmental results within the timeframe of the project;
- opportunities for community members to take action;
- at least one (1) **environmental** indicator AND one (1) **capacity building** indicator as per the list of performance indicators listed in Annex A; and,
- a description of how project results and engagement will be sustained after the completion of EcoAction funding.

Funding Requirements

At least 50% of the total value of your project must come from sources **other than the Government of Canada**. An exception to this requirement are funds from programs for Indigenous Peoples within Indigenous Services Canada. These funds may be included as matching funding for the project.

Please note: Funding from employment support programs within Employment and Social Development Canada are also exempt from this requirement; however, they **cannot** be used as matching funding for the project.

Please contact your Regional Office for more information.

Contributions to your project from sources other than the Government of Canada may be in the form of cash, in-kind support, or a combination of both. In-kind support may include donations of:

- equipment, materials and/or office space;
- volunteer time for project activities, coordination or professional services;

- expertise from consultants, Elders or academics;
- incentives, e.g., discounts offered on purchased items and services; and,
- any other donated goods or services that contribute to covering the costs of the project.

For example, a company may donate $500 worth of native perennial plants or members of a local community group may volunteer 400 hours of their time to work on your project. These are considered in-kind contributions toward your project and are attributed a fair market monetary value.

Please Note: The value of the land on which work will be completed and/or the purchase of land cannot be considered as part of the matched funding requirement for the Program.

Community support and involvement requirements

Project proposals must demonstrate the support and involvement of community members. The EcoAction Community Funding Program is designed to provide Canadians with a way to become involved in the creation of more sustainable communities through the delivery of action-based projects that yield measurable, positive environmental results. Through funded projects, Canadians are equipped with the tools they need to act on their knowledge and values as individuals and members of communities in support of environmental sustainability.

For example, an applicant submitting a community project aimed at improving watershed health and water quality by engaging landowners and volunteers is encouraged to submit, along with their application, letters demonstrating support including cash and/or in-kind contributions from the community and their project partners.

Applicants are encouraged to include a Knowledge Transfer component to their project. Knowledge Transfer is "a process of sharing information, experience or knowledge, during an EcoAction funded project, which encourages sustainable behaviour changes for the protection of fresh water in Canada."

General Applicant and Application Information

Who may apply?

Non-profit and non-governmental groups and organizations are **eligible** to receive funding through the EcoAction Community Funding Program. Examples of **eligible** groups include:

- environmental groups;
- community groups;
- youth and seniors groups;
- community-based associations;
- service clubs; and,
- Indigenous organizations.

The following groups are **not eligible** but are encouraged to partner with eligible organizations to support a project proposal:

- businesses;
- educational institutions;
- C3 organizations;
- Crown corporations;
- individuals; and,
- municipal, provincial, and territorial governments.

What projects may be funded?

Your project must address the following **<u>FRESH WATER</u>** Priority Result:

> **Canadians contribute to improving freshwater quality through actions that reduce harmful substances in freshwater and/or restore and protect freshwater ecosystem health.**

Projects focused on brackish water and saltwater activities will not be considered for funding.

The EcoAction Community Funding Program funds projects that have a local, regional or national scope.

What are the maximum and minimum of EcoAction contributions?

EcoAction can provide a funding contribution of up to 50% of eligible project expenditures up to a maximum of $100,000. The minimum funding request is $25,000.

For every dollar you receive from the Government of Canada, including the EcoAction Community Funding Program, you must obtain at least the same amount from non-federal government partners. This includes cash contributions and in-kind support.

Requests for EcoAction funding that exceed $100,000 or are less than $25,000 will be deemed ineligible and not considered for funding.

What is the maximum length of a project?

The maximum length of EcoAction funding to a project is 36 consecutive months. Applications for EcoAction funding in excess of 36 months will be deemed ineligible. At the end of the 36 month timeframe, projects will be required to report on their project outcomes and results associated with EcoAction indicators. Please ensure that your target project indicators included in your application are achievable within the timeframe of EcoAction funding. When completing your application in GCEMS, you will be asked to explain how targets were calculated.

We anticipate that EcoAction funding will not start before summer 2022; however the project may start earlier than this time using funds from other contributors.

What project costs are eligible?

The following project costs are **eligible** under EcoAction:
- human resource costs, including salaries and benefits;
- contractors
- Management and professional service costs (e.g., accounting, audit, liability insurance costs directly attributed to carrying out the project, monitoring, legal or other professional fees, translation);
- travel and field costs (based on Government of Canada rates: link);
- materials and supplies costs;
- communication, production, distribution and printing costs;
- equipment purchase or rental costs;
- vehicle rental and operation costs; and,
- a reasonable share of overhead and/or administrative costs (e.g., office supplies, rent) directly attributed to project delivery.

For examples of expenditures for each of the above listed categories, please see Annex A.

What projects, activities and costs cannot be funded?

The following projects, activities, and costs are **not eligible** for EcoAction funding:

- projects already under way;
- continuation of projects previously funded by EcoAction (if the project is a subsequent phase of a previously completed project, it must be clear how this phase has a different set of project goals, objectives, indicators, costs and activities);
- ongoing programs and activities offered by your organization;
- activities required by law and/or mandated by any levels of government;
- projects related to the enforcement of or compliance with by-laws in effect;
- projects designed only to beautify an area;
- project activities that fall under the mandate of other government funding programs, including other ECCC funding programs;
- lobbying, advocacy or fundraising activities (or those activities that may be perceived as such);
- purchase of a vehicle (can however be used as matching funding from other contributors for the portion used for project activities as stated in the application);
- incentives and rebates (can however be used as matching funding from other contributors);
- further disbursement of funds to a third party recipient (i.e., micro grants) (can however be used as matching funding from other contributors);
- projects outside of Canada; and,
- Projects primarily focused on and/or expenses associated with:
  - the purchase of capital assets (i.e., a tangible asset costing $10,000 or more and has a useful life of more than one year);
  - studies, research and monitoring activities (environmental issues to be addressed via project activities should already be known and researched and the applicant ready to take measurable and positive actions);
  - planning;
  - the preparation of formal curriculum materials;
  - core organizational functions (e.g., meetings, maintenance and administration);
  - annual or regular organizational events/campaigns;
  - attending general conferences;
  - recreational purposes;
  - the construction of infrastructure (e.g., buildings, roads and bridges) with the exception of projects related to natural infrastructure (wetlands, publically accessible rain gardens, etc.);
  - the decontamination of sites; and,

- land acquisition (the value of the land on which work will be completed and/or the purchase of land cannot be considered as part of the matched funding requirement for the Program).

If you are unsure about the eligibility of your project, project activities or related costs, please contact your ECCC Regional Office. See Annex B of this guide for contact information.

How do you apply?

You are encouraged to submit your application in the official language of your choice. All applications must be submitted using the Grants and Contributions Enterprise Management System (GCEMS). Should you be unable to submit your application using this platform, or if you are experiencing challenges using GCEMS please contact your ECCC Regional Office for alternative submission options.

STEP 1   **Prepare your ONLINE application package**

The application form must be completed using GCEMS which includes a technical guide to assist you when using this tool. Please ensure you provide yourself with enough time to enter all of the project information into the system before the application deadline. Please also refer to Annex A for detailed instructions on information to include in your application.

For examples of previously funded projects, we encourage you to refer to the EcoAction Map on our Website.

STEP 2   **Submit your completed application VIA GCEMS**

Applications will **ONLY** be accepted through the ECCC online application system, GCEMS*.

*Note:

- **All** applications **must** be completed and submitted via GCEMS, unless otherwise discussed with an ECCC Regional Office.
- Packages will **not** be accepted via email, mail, and fax or by building security, unless otherwise discussed with an ECCC Regional Office.
- Additional information received after the application deadline will NOT be taken into consideration; however, letters confirming support and partnerships may be submitted via email to your ECCC Regional Office.

For any questions, please consult with your ECCC Regional Office.

What makes for a strong application?

A strong application includes the following elements:
- enhances, restores, conserves and/or protects the environment;
- includes objectives that are realistic, achievable and measurable;
- clearly demonstrates the linkage of the funding request and associated activities to the Fresh Water Priority Result;
- demonstrates direct and measurable environmental benefit and describes how that benefit will be sustained beyond EcoAction funding completion;

- provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues;
- clearly demonstrates that the group has the ability to carry out the project;
- demonstrates good value for money;
- includes information related to permits and technical information to ensure reviewers are able to evaluate the feasibility of the project, its technical merit, environmental benefits, and compliance with jurisdictional requirements;
- if applicable, includes supporting documentation to adequately evaluate project activities or information to conduct an environmental screening;
- has a strong community engagement and education component including the methodology to measure the extent to which behavioural change will be achieved within the timeframe of the project, e.g., pre- and post-project surveys; and,
- includes a Knowledge Transfer component. Knowledge Transfer is described as "a process of sharing information, experience or knowledge, during an EcoAction funded project, which encourages sustainable behaviour changes for the protection of fresh water in Canada."

Application Checklist

Before submitting your application, check to make sure it is complete and eligible by using the following checklist:

- applicant is eligible;
- request is a minimum of $25,000 up to a maximum of $100,000 in ECCC EcoAction funding;
- at least 50% of the total project value comes from sources other than the Government of Canada;
- project is 36 consecutive months or less in duration;
- at least one (1) environmental indicator <u>AND</u> one (1) capacity building indicator has been selected;
- project addresses EcoAction's Fresh Water Priority Result as listed in the Call for Proposals;
- complete and electronically signed application in GCEMS* form which includes a detailed budget, work plan, communications and evaluation plan with measurable key performance indicators; and,
- project activities are not listed in the section: "what projects, activities and costs cannot be funded."

*Unless other submission arrangements have been made with an ECCC Regional Office.

What will happen next?

Review

EcoAction project funding decisions are based on an annual open Call for Proposal process. If received by the deadline, your completed application will go through a three-stage review process:

STAGE 1 - Administrative review by program staff to confirm eligibility. Projects that are deemed <u>not eligible</u> will be notified at the end of this stage.

Some criteria that may deem a project ineligible include:

- eligibility of the applicant;
- duration of project;
- minimum/maximum funding amount requested:
- at least one environmental indicator and one capacity building indicator has been selected;
- matching funding requirements; and,
- project location.

STAGE 2 - Technical review by subject-matter experts to confirm scientific and technical feasibility of your project.

STAGE 3 - Regional review and assessment of eligible projects by program staff. Projects are assessed against, but are not limited to, the following criteria:

- relevance of the project to the achievement of the program Priority Result and how realistic it is for the project to achieve that Priority Result;
- demonstration of the feasibility of achieving positive environmental impact at the end of the project (e.g., demonstrates clear environmental benefits and, where applicable, social, economic and health benefits);
- demonstration of how the project will respond to clearly defined and demonstrable environmental needs and benefits;
- evidence of community involvement and support;
- inclusion of a Knowledge Transfer strategy that encourages sustainable behaviour changes;
- feasibility and quality of the work plan and budget for the proposed activities including a description of the issue(s) or problem(s), approach to be taken, attainable expected results and scope;
- description of evaluation and performance measures to be implemented (e.g., a clear set of expected, measurable results);

- explanation of the potential for self-sustaining continuity of the project and how benefits to the environment and community will be sustained after the project is completed; and,
- demonstration of strong partnerships and engagement with EcoAction priority groups: Indigenous, Youth, and Small Businesses.

Notification

Once departmental conditional approvals have been confirmed, all applicants (both successful and unsuccessful) will be notified in writing. If your project is approved in principle, you will be contacted to negotiate a Contribution Agreement, which outlines the terms and conditions of the funding. Please refer to the EcoAction website for more information. 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's name, project title, project description, project location, funding amounts and contact information.

Annex A – What information to include in the application

For technical support, please refer to the GCEMS Guide and/or email: sgesc-gcems-sgesc-gcems@ec.gc.ca

TOMBSTONE DATA

Provide your organization and contact information, including the full legal name, a brief description of your organization, your organization's mandate, years of operation, governance structure and management capacity. Provide the main project contact information; this individual must be knowledgeable of the content of the project proposal.

PROJECT SUMMARY

In this section, all project information is required, such as the title, expected start and end dates, location, goals/objectives, project description, human resources and project team experience.

Project Title

Provide a title for your project.

Start Date and End Date

Project start dates will vary. We anticipate that EcoAction funding will start no earlier than summer 2022.

Project Location

Longitude and Latitude: Enter the longitude and latitude of the location in which your project activities will take place. If your project activities will take place in multiple locations, enter the main project location or the headquarters of your organization.

Project Goals and Objectives

Clearly state the objective(s) and goal(s) of the project. Describe how the achievement of the goals will be measured.

Project Description

Provide a summary description of your project, showing the link between the project, the stated goals and the program objectives.

Project Team Experience

Describe any relevant qualifications and experience of the project team members to demonstrate the organization's skills, knowledge and capacity to carry out the proposed project.

Financial capacity

Describe your organization's financial capacity to undertake this project. This could include defining the other sources of funding for your project.

Project Management capacity

Describe your organization's experience in managing and delivering projects. Identify relevant qualifications and experience of the project team members to demonstrate the group's experience and capacity to carry out the project.

ECOACTION COMMUNITY FUNDING PROGRAM – 2022/2023

Complete this module to add more specific information about your project not already included in the Project Summary section.

Environmental Issue

Describe the environmental issue your project will address and its link to the 2022-2023 key environmental priority of Fresh Water (approximately 500 words).

Project Need

Describe why the project is needed within the local, regional and/or national context including any current actions that have been undertaken to address this environmental issue by your organization or others. (approximately 500 words)

- Add current and relevant baseline information that is informing your project need and supporting activities and key performance indicators. You may reference research, studies, regional plans developed by regional stakeholders, etc.

EcoAction Priority Result

Describe how the proposed project activities will deliver positive environmental results related to the Priority Result.

EcoAction Priority Groups

Preference will be given to proposals that engage Indigenous Peoples, youth (up to 24 years of age), or small businesses.

Identify the ECCC priority groups that your project engages by selecting Yes or No in the drop-down menu. For each selected priority group, provide in the text box one or two sentences describing how the proposed project activities would support collaboration, engagement and participation.

Project Purpose

Please complete the following sentence summarizing your project's purpose, "This freshwater project will…" (answer in 50 words or less).

Your sentence should include the project location and a clear summary of key project goals.

Example: This freshwater project will improve water quality through restoration and improvement of freshwater aquatic habitat in the _____ watershed by (list main activities).

Project Activity Work Plan

This section allows you to include all necessary activities related to the project work plan (approximately 8-15 activities). In addition to an activity title and describing the activity, provide the expected result of the activity (i.e., please include the reason you are conducting this activity, the desired outcome and the measureable result). For activity description and expected result entries, provide approximately 100 words per activity; no more than 250 words.

Lastly, for each activity, identify the general timeframe of the activity (start and end dates).

For recurring activities, please list that activity one time indicating the original activity start date and final activity end date. For these recurring activities, please list expected results per individual fiscal year.

Permits

It is your responsibility to verify requirements and obtain any permits and/or approvals from other federal, provincial/territorial and/or municipal governments prior to the commencement of activities. The required permits and authorizations for the projects must be identified in this section, if applicable. Start by confirming the requirement for any permits and authorizations by selecting "Yes" or "No" in the drop-down menu. If you select yes, list all permits and indicate whether they have been obtained. If not yet obtained, ensure the timeline for obtaining these approvals are included in your project's work plan.

Please identify if your project, or a portion of your project will take place on Federal Lands, as defined below by selecting "Yes" or "No". According to the *Impact Assessment Act*, **federal lands** is defined as:

(a) lands that belong to Her Majesty in right of Canada, or that Her Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;

(b) the following lands and areas:

      (i) the internal waters of Canada, in any area of the sea not within a province;

      (ii) the territorial sea of Canada, in any area of the sea not within a province;

      (iii) the exclusive economic zone of Canada;

      (iv) the continental shelf of Canada; and,

(c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands. (territoire domanial)

Project Communications Plan

Title and describe how the community will be informed of project activity results and/or be invited to participate in project activities (approximately five activities). Include a list of communication products that will be created and released (e.g., public events, news releases, publications, websites, social media, etc.). For activity description and expected result entries, provide approximately 100 words per activity; no more than 250 words.

For recurring activities, please list that activity one time indicating the original activity start date and final activity end date. For these recurring activities, please list expected results per individual fiscal year.

Applicants are encouraged to include a Knowledge Transfer component to their project. Knowledge Transfer is described as "a process of sharing information, experience or knowledge, during an EcoAction funded project, which encourages sustainable behaviour changes for the protection of fresh water in Canada." In the Communications Plan section describe the Knowledge Transfer component of your project; link to the Capacity Building indicators: # of participants and # of people reached.

Project Evaluation Plan

Title and outline the methodology that will be used to measure the project's expected results and key performance indicators (approximately five activities). For activity description and expected result entries, provide approximately 100 words per activity; no more than 250 words.

For recurring activities, please list that activity one time indicating the original activity start date and final activity end date. For these recurring activities, please list expected results per individual fiscal year.

Note: Projects that have strong community engagement and education components must include a methodology to measure the extent in which behavioural change will be achieved (e.g., before and after surveys).

Key Performance Indicators

Select all EcoAction Key Performance Indicators that apply to your project and present the target value as a **whole number** for each of the selected key performance indicators that the project will be measured against and describe how these estimates were calculated in the related text box. Please review the unit of measurement required by the Program. Please note Program indicators refer to hectares and not m^2. Please ensure that your target project indicators are achievable within the timeframe of EcoAction funding. **Your project must include at least one (1) environmental indicator AND one (1) capacity building indicator.**

Please Note: Should your project receive funding, it is expected that all indicators and measurements of indicators identified in your application will be included in the Contribution Agreement as expected achievements of your project. Should variances be identified in the negotiation, funding may be reduced. It is expected that you will be able to report on all estimated indicators at the conclusion of EcoAction funding.

ENVIRONMENTAL INDICATORS		
Performance Indicator	**Description**	**Unit Measure (for total project duration)**
Reduction or diversion of kilograms of toxic or harmful waste	Measured by weight (kilograms) of material sent to hazardous waste collection, items not used, items properly disposed of.	# of kilograms

ENVIRONMENTAL INDICATORS		
Performance Indicator	**Description**	**Unit Measure (for total project duration)**
Amount of water conserved	Measured as number of litres of water conserved.	# of litres
Area of shoreline protected, stabilized or improved	Converting linear kilometres to area (in hectares) by capturing the depth of work and not just the shoreline.	# of hectares
Percentage of recommendations from environmental management plans implemented	Only implemented recommendations will be captured.	% of recommendations
Area of habitat protected	Protected: to maintain the status or integrity of habitat (e.g., land secured through stewardship agreements). Protection noted if done within the timeframe of the project or if firm commitments provided.	# of hectares
Area of habitat in which management or restoration actions have been implemented through project activities	Includes improvement or restoration actions. Examples of types of actions taken: debris removal, vegetation plantings, erosion control. May include aquatic/terrestrial habitat. Converting linear kilometres to area.	# of hectares
Amount of indigenous plants, trees and shrubs planted	Projects will have built-in conditions to help ensure survival of plantings.	# of plants/trees/shrubs
Percentage of indigenous plants, trees and shrubs planted that survived	Number of total plantings / Number of plants surviving over at least one winter.	% of plants/trees/shrubs
Amount of installed structures used by wildlife	Total number of structures installed	# of structures
Reduction of greenhouse gas emissions (GHG)	Includes: Carbon Dioxide (CO2); Methane (CH4); Nitrous Oxide (N20); HGCs, PFCs and SF6	# of tonnes (C02 eq.)

CAPACITY BUILDING INDICATORS		
Performance Indicator	Description	Unit Measure (for total project duration)
Jobs created	Paid employment generated directly by funded projects. Jobs created include full-time, part-time, temporary, and contract employment generated by the project.	# of jobs created
Volunteers participating directly in project	Volunteers, **including youth**, are individuals with a role in implementing the project.	# of volunteers
Youth volunteers participating directly in project	**Youth volunteers only** are individuals with a role in implementing the project.	# of youth volunteers
Participants in activity(ies)	Total number of individuals, **including youth**, directly participating in a project activity (e.g., attendants to an information session, an outreach activity, etc.). They are engaged through project's activities, but as opposed to volunteering, they do not necessarily have a specific role in implementing the project.	# of participants
Youth participants in activity(ies)	Total **number of youth only**, directly participating in a project activity (e.g., attendants to an information session, an outreach activity, etc). They are engaged through project's activities, but as opposed to volunteers, they do not necessarily have a specific role in implementing the project.	# of youth participants
Youth participants in environmental clean-up activity(ies)	Total **number of youth only**, directly participating in environmental clean-up activities.	# of youth participants
People reached as a result of project communication activities.	Total number of people reached as a result of project communication activities, including conventional and social media, outreach events, ads, mailing distribution, newsletter, public events, new releases, publications, website visits, etc.	# of people

CAPACITY BUILDING INDICATORS		
Performance Indicator	**Description**	**Unit Measure (for total project duration)**
People reached who indicated they would modify their behaviour as a result of project activities	Assessed via pre- and post-project surveys as part of project.	# of people

Other Project Indicators

List any additional indicators which will/could result from your project activities (approximately 500 words).

Project Environmental Sustainability

Explain how benefits to the environment and your community will be maintained after the project is completed. Applicants are encouraged to include a knowledge transfer strategy, where appropriate, to encourage sustainable behaviour changes for the protection of fresh water in Canada (approximately 500 words).

COVID-19 Considerations

Explain how community engagement activities will be delivered to prevent the spread of COVID-19.

Secondary Project Contact

Contact must be knowledgeable on the content of the application. Contact should be different than the one listed Under Module 1 - Tombstone Data.

Other Information
Knowledge Transfer

Knowledge Transfer is a process of sharing information, experience or knowledge, during an EcoAction funded project, which encourages sustainable behaviour changes for the protection of fresh water in Canada.

There are many formal and informal methods that may be used for knowledge creation and knowledge transfer, please explain the way in which knowledge will be created and shared in your project.

Some methods used for knowledge creation could include: Traditional Indigenous Knowledge, surveys, community-level discussions and project data collection among others.

Knowledge may be transferred or shared with impacted groups. Some examples may include: storytelling, educational workshops, project reports and social media posts among others.

Materials produced in other languages

Some projects may work with populations who speak a language other than French or English. Translation costs are eligible expenditures for EcoAction projects and may be included within your project budget.

People with disability

Disability is an umbrella term, covering impairments (including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment), activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. For more information please refer to the Federal Disability Reference Guide and the Summary of the Accessible Canada Act.

If applicable to your project, please confirm if persons with disabilities will be able to contribute, participate and be involved in project activities.

PROJECT BUDGET

You must clearly state the total amount of ECCC funding that is being requested for your project. The maximum contribution per project for EcoAction is $100,000 and the minimum is $25,000. Requests for EcoAction funding that exceed $100,000 or are less than $25,000 will be deemed ineligible and not considered for funding.

The maximum length of EcoAction funding contribution to a project is 36 consecutive months. Applications for EcoAction contributions in excess of 36 months will not be considered.

We anticipate that EcoAction funding will not start before summer 2022; however the project may start earlier than this time using other contributors' funding.

At least 50% of the total value of your project must come from sources other than the Government of Canada.

Contributor

Present all sources of funding for the project, including funds requested from ECCC in this application. Include the contributor's name, the contributor's type and the funding amount (for both cash and in-Kind) per fiscal year.

EcoAction projects are normally non-revenue generating; however incidental production of revenue can be permitted provided that it is used to offset project costs.

Expenditures

Present your project expenditures for each fiscal year. You have the ability to describe the detailed expense in the "Expenditure Description" section. The "Expenditure Description" section should be used to include the following (but not limited to) details:

- an itemized expenditure description can include the number of unit(s), unit cost and total cost;

    - Example 1:
      Expenditure Type: Materials and Supplies
      Expenditure Description: Trees $X/unit, XX units in total

    - Example 2:
      Expenditure Type: Salaries & Wages
      Expenditure Description: Project Coordinator $XX/hour for XX hours, Technician $XX/hour for XX hours, Biologist $XX/hour for XX hours

- an estimate of all expenses and in-kind donations at fair market value (using the standard rate for a product or service in your area);
- a calculation of all volunteer time at fair market value as in-kind contribution;
- costs of employer contributions made on behalf of employees, such as benefits and Mandatory Employment Related Costs (MERCs);
- costs associated with Official Languages activities and/or products; and,
- costs associated with obtaining permits.

Eligible expenditures include any GST/HST that is not reimbursable by the Canada Revenue Agency and any PST not reimbursable by the provinces.

Expenditure Type	Expenditure Description
Communications and printing, production and distribution costs	Includes production and distribution of brochures, conventional and social media, outreach events, ads, mailing distribution, newsletters, public events, new releases, publications, as well as translation costs.
Contractors	Costs to hire contractors to undertake project activities such as general labourers or researchers.
Equipment rentals	Includes rental fees and insurance, if applicable.
Management and professional services	Costs such as accounting/monitoring, translation, and liability insurance.
Material & supplies costs	Includes personal safety equipment, tools (less than $10,000).
Overhead	A reasonable share of overhead and/or administrative costs. These costs must be directly attributable to the project. This includes rent, bookkeeping, telephone, internet, etc.
Purchase of Capital Assets	A capital asset is defined as a single item costing more than $10,000 with a useful life of more than one year.
Salaries and Wages	Salaries and wages of employees, including benefits and Mandatory Employment Related Costs (MERCs). The value of volunteer time can be included in salaries and wages, as in-kind.
Travel	Includes mileage, meals and accommodation; mileage/kilometer rates must be consistent with the Government of Canada rates or lower.
Vehicle rental and operation costs	Includes vehicle rental and insurance fees, fuel, etc.
Other expenditures	Please be sure to clearly indicate in the description what the expenditure is.

OTHER SUPPORTING INFORMATION

Other Relevant Information

The following information is **highly recommended,** but is not required at time of application:

- any additional information that will enhance a proposal (e.g., research, photos, sketches, maps);
- letters of commitment confirming cash or in-kind support from project contributors including amounts;
  - Should your project be selected for funding, letters confirming cash and in-kind support including amounts will be required before an agreement can be signed.
- letter of support from the Nation for project engaging, or involving Indigenous communities;
- landowner support letter(s) where restoration activities will occur on private property, confirming that the group has permission to undertake activities on the property; and,
- community organization support letter(s) endorsing the project.

OFFICIAL LANGUAGES

Under the *Official Languages Act of Canada (OLA)* the Government of Canada is committed to enhancing the vitality of the English and French linguistic minority communities in Canada, and fostering full recognition and use of both languages in Canadian Society. Under the *OLA* the two official languages in Canada are English and French. In accordance with the OLA, you may need to offer services to the public in both official languages, depending on the project location and/or the target audience.

To determine if your project will be delivered in a geographic area with an official language minority community, contact your ECCC regional office or consult the Official Languages Minority Communities map available through GCEMS. The EcoAction Community Funding Program funds eligible translation costs associated with this requirement as long as they are included in your project's budget. For more information on the requirements under the *OLA*, please contact your ECCC regional office.

CERTIFICATION

Ensure that the Certification/Electronic Signature module is completed by an authorized individual of your organization.

Annex B – Regional Office Contact Information

Environment and Climate Change Canada EcoAction Regional Offices

Atlantic & Québec Region
Newfoundland and Labrador, New Brunswick, Nova Scotia, Prince Edward Island and Québec
E-mail:
EcoAction.Quebec.Atlantic@ec.gc.ca

Ontario Region
E-mail: EcoAction.Ontario@ec.gc.ca

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