



APPLICATION FORM

for Climate Action Fund

Fields marked with an asterisk () are mandatory.*

STEP 1 - CHECK YOUR ELIGIBILITY

Before applying, complete the eligibility checklist below to ensure that you meet the eligibility criteria for funding. If you answer “No” to any of the following questions, your project is ineligible for funding under the Climate Action Fund. Please review the details on eligibility criteria outlined in the Climate Action Fund Applicant Guide.

Yes No

Are you an eligible recipient?

Is your project an eligible activity?

Will your project be driven by or support the target groups

(i.e. students, youth, Indigenous peoples/organizations, and/or small and medium enterprises)?

Does your project contribute to at least one of the program outcomes?

Will your project be completed within two fiscal years (i.e. before March 31, 2020)?

Are you requesting an amount from Environment and Climate Change Canada

that is equal to or less than \$500,000? If you are a for-profit entity, are you

requesting an amount that is equal to or less than \$200,000?

STEP 2 - COMPLETE THE APPLICATION

SECTION A: APPLICANT CONTACT INFORMATION

Applicant name*: _____

Street address (include city, province/territory, postal code)*: _____

Mailing address (if different from street address): _____

Email address*: _____

Applicant category (select one)*:

Canadian student

Canadian youth between the ages of 15 and 30 (inclusive)

Research, academic and educational institution

Indigenous individual or organization

For-profit organization (e.g. small and medium sized enterprises with less than 500 employees, companies, corporations, or industry associations)

Canadian not-for-profit organization (e.g. professional, industry, community and student/youth clubs or associations)

If Canadian not-for-profit, provide:

Charitable Non-Profit Organization Registration Number*: _____

Organization name (if applicable): _____

Organization website (if applicable): _____

Mandate (describe your group's mandate using 250 words or less)*: _____

Has your organization applied for or received funding from Environment and Climate Change Canada (ECCC) in the past (select one)?*

First time applying for funding

Previously applied but did not receive funding

Past recipient of funding

If you have previously received funding from ECCC, provide the following information:

Program name(s): _____

Past project number(s): _____

Provide a brief description of how this project is different from previously funded project(s) using 500 words or less:

Have you applied to other ECCC funding programs for this project (select one)?*

Yes

No

If you applied to other ECCC funding programs for this project, specify:

Program name(s): _____

Amount of funding requested: _____

SECTION B: PROJECT INFORMATION

Project title*: _____

Eligible activities (select one)*:

Education, training and tools

Outreach and promotion

Networking and partnering

Project location*:

National

or

Select all regions that apply.

(Your project may have multiple locations or involve travel. In that case, select the location(s) where the project activities will take place):

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland and Labrador

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

If other, indicate location: _____

Proposed start date (see number 1 of annex for further details)*: _____

Proposed end date (see number 1 of annex for further details)*: _____

Which group(s) does this project support (select all that apply)?*:

Students

Youth

Indigenous peoples/organizations

Small and medium-sized enterprises

Project description*:

Provide a concise objective of your project using 2000 words or less. Describe how your project will support climate action and/or increase awareness on climate change. Incorporate how your project will achieve the expected program outcomes, including key activities and the outputs you expect to produce (see number 2 of annex for further details).

Events**Does your project involve participation in national or international events?***

Yes

No

If yes, provide a clear and concise description of how your participation will benefit Canadians, using 500 words or less. Include details on how you will use knowledge and information gained at these events to inform and/or engage Canadians. The key element is that the objective of your project should emphasize the actions you will take following the event rather than the event itself.

Co-benefits*:

Using 500 words or less provide relevant details on any co-benefits between the groups or individuals supported by this project and any of the other groups (i.e. students, youth, Indigenous peoples/organizations, and/or small and medium-sized enterprises), if applicable.

Innovation*:

Using 500 words or less highlight any unique, innovative and/or novel concepts or delivery approaches that will be undertaken by, or will result from, your project (see number 3 of annex for further details).

SECTION C: PROJECT WORK PLAN

Work plan*:

Provide sufficient details on the project's key activities (see number 4 of annex for further details).

TIMELINE	KEY PROJECT ACTIVITY	MILESTONE(S)	ASSOCIATED COSTS	PERSONNEL RESPONSIBLE
Year 1				
Q1: April 1 to June 30				
Q2: July 1 to September 30				
Q3: October 1 to December 31				
Q4: January 1 to March 31				
Year 2 (if applicable)				
Q1: April 1 to June 30				
Q2: July 1 to September 30				
Q3: October 1 to December 31				
Q4: January 1 to March 31				

SECTION D: PERFORMANCE MEASUREMENT

Program outcomes*:

Your project must contribute to increasing awareness on climate change through at least one of the project outcomes. Please select the outcome(s) supported by your project.

Canadians are more aware of action towards climate change

Indigenous peoples and organizations are engaged on clean growth and climate change initiatives

Youth and students are engaged on clean growth and climate change initiatives

Increased awareness and engagement on climate change advances, and increased capacity and action to reduce greenhouse gas emissions

Increased awareness and engagement on climate change advances, and increased capacity and action on climate change adaptation

Performance measurement indicators*:

Identify the specific indicators and targets that will measure the project's performance in achieving the program outcome(s). Projects may contribute to more than one program outcome and must identify a minimum of one indicator outlined in the list per program outcome selected.

You may also identify alternative project-specific indicators once a minimum of one pre-determined indicator and target has been selected.

Describe how results will be gathered and used to measure the achievement of the goals and objectives of the project.

PROGRAM OUTCOME	INDICATOR(S)	TARGET	SOURCE OF DATA	DATA COLLECTION FREQUENCY
Canadians are more aware of action towards climate change	Number of people participating in climate action (e.g. number of event participants)			
	Number of people reached (e.g. for social media, can be measured by number of shares, reactions, retweets)			
	Number of media distributions (e.g. articles, publications, newspapers, and other publicly available content)			
	Percentage of survey respondents indicating increased awareness on climate change			
Indigenous peoples and organizations are engaged on clean growth and climate change initiatives	Number of Indigenous peoples and/or organizations participating in the initiatives			
Youth and students are engaged on clean growth and climate change initiatives	Number of youth and/or students reached			
	Number of youth groups, schools or academic institutions reached			
	Number of youth and/or students participating in the initiative			

Increased awareness and engagement on climate change advances, and increased capacity and action to reduce greenhouse gas emissions	Percentage of participants indicating increased awareness and engagement on climate change will lead to action to reduce greenhouse gas emissions in their business/organization within the next year			
	Number of individuals trained to better understand greenhouse gas impacts associated with their business/organization, and/or trained to implement greenhouse gas emission reduction measures			
	Number of greenhouse gas emission reduction measures implemented			
Increased awareness and engagement on climate change advances, and increased capacity and action on climate change adaptation	Percentage of participants indicating increased awareness and engagement on climate change will lead to climate change adaptation action in their business/organization within the next year			
	Number of individuals trained to better understand climate change impacts and risks associated with their business/organization, and/or trained to integrate identified risks into planning and decision-making			
	Number of climate adaptation measures implemented			

Additional indicators:

SECTION E: PROJECT COSTS

Identify the total project cost and funding requested from Environment and Climate Change Canada*

For projects that span two consecutive fiscal years, a minimum of 80% of funding must be allocated for the first fiscal year. A fiscal year begins on April 1 and ends on March 31.

FUNDING REQUESTED FROM ENVIRONMENT AND CLIMATE CHANGE CANADA	
(+) FUNDING FROM OTHER SOURCES, IF APPLICABLE	
(+) IN-KIND CONTRIBUTION, IF APPLICABLE	
(=) TOTAL PROJECT COST	

Detailed budget*

Identify all cost elements included in the budget for which funding is being sought from Environment and Climate Change Canada. Complete each of the following sections:

- Cost Element: indicate the type of cost and a brief description.
 - For example: salaries for project staff, cost of press release, venue rental fees, publishing and printing costs for training session material.
- Cost Category: indicate, from the drop-down list, the associated eligible cost category from the eligible costs listed in the Applicant Guide.
- Amounts: indicate the amount (cash or in-kind) required from Environment and Climate Change Canada per cost element, per applicable year. Costs must be reasonable and necessary and based on sound assumptions.
- Justification: include the applicable assumptions and provide supporting justification for each cost element to demonstrate how the estimated costs were derived.
 - For example: estimated costs could be based on historical costs, comparable market values, estimated hours required, quotes provided by potential contractors, or other relevant factors.

[illegible]

Other federal programs (if applicable)

ECCC will consider cost sharing options with other federal programs where applicable. Using 500 words or less please list any other federal programs that you have applied for in the context of this project, or are considering applying for.

SECTION F: PROJECT MANAGEMENT

Project team experience and responsibilities (if applicable)

Identify and provide details on key personnel who will work on the project, including their qualifications, experience, and key duties and responsibilities. This section should demonstrate the group’s experience and capacity to carry out the project.

NAME AND TITLE	ROLE	QUALIFICATIONS AND EXPERIENCE	KEY RESPONSIBILITIES

Additional information:

SECTION G: PROJECT RISKS

Identify possible risks (see number 5 of annex for further details)*:

KEY RISK	RISK LEVEL	MITIGATION STRATEGY

Additional information:

SECTION H: COMMUNICATIONS PLAN

Using 500 words or less provide a detailed communications plan, including the following elements where applicable*:

- Method of information dissemination (e.g. internet, mail-outs, newspaper advertisement, workshops, etc.)
- If the internet is the main method for sharing information, how the website will be promoted and maintained
- Expected target audience
- Expected outreach (e.g. number of web site users, recipients of mail-out materials, number of participants at a workshop, etc.)

SECTION I: OTHER RELEVANT INFORMATION

If required, you may use this space to include any other relevant project information that was not captured in other sections. The Applicant Guide includes examples of additional information that is recommended but not required.

Permission to share*:

Can the information in this form be shared with other federal government departments for information purposes?

Yes

No

STEP 3 - GATHER YOUR SUPPORTING DOCUMENTATION

With the exception of letters confirming cash and in-kind support from other funding sources, which may follow at a later date, all other information and supporting documentation must be included with the Application Form. No additional information received after the application deadline will be taken into consideration.

Student applicants must provide proof of full-time enrollment in a Canadian college or university along with their application.

Examples of additional documentation that can be used to strengthen your application may include:

- Community support letter(s) endorsing the project
- Recommendation letter from faculty members of educational or research institutes
- A resume and cover letter

STEP 4 – SUBMIT YOUR APPLICATION AND SUPPORTING DOCUMENTATION

- Please print, sign and date, and scan the declaration page.
- Attach the application form, the signed declaration page, and all required and other supporting documents and submit your package electronically to ec.facsoumissions-cafsubmissions.ec@canada.ca.
- In the email subject line, include the name of the applicant and the name of the project (e.g. Sam Smith - Climate Action and Awareness for Canadians).

An email confirming receipt of your application will be sent within 5 business days. If you do not receive an email confirmation, please contact us by email at ec.facsoumissions-cafsubmissions.ec@canada.ca. It is strongly recommended that you retain a copy of the email to show the date and time the application was submitted.

Applicant declaration*:

I have carefully read and understand the eligibility criteria for this program as described in the Applicant Guide, and I confirm that I meet these criteria.

I confirm that the statements in this application are true and complete.

I have retained a copy of the completed application for my records.

I accept the conditions of this program and agree to accept the final decision made by ECCC.

I accept that federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws govern the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

I understand that funding may be issued as a contribution or as a grant and is subject to the signing of a funding agreement.

I agree to provide ECCC information to demonstrate the achievement of milestones identified in this application.

I understand that payments may only be issued upon satisfactory completion of the identified project milestones or upon project completion and verification of incurred costs and receipts.

Signature and Date

ANNEX

1. Project start and end date

Projects must start in the current fiscal year (i.e. April 1, 2018 to March 31, 2019) and the project duration cannot exceed two fiscal years. A fiscal year is defined as the period from April 1 to March 31. For example, if your project start date is September 15, 2018, the project end date can be no later than March 31, 2020.

2. Project description

How will the project achieve its goals? Describe how your project will achieve the expected program outcome(s) through the selected eligible activity (activities) and engagement of the target group(s).

Provide a clear link on how the key activities you plan to undertake as described in the work plan and the resulting outputs will contribute to the expected program outcome(s) you selected to measure for the performance of your project.

What are the direct products or outputs stemming from the activities undertaken in this project?

Examples of outputs may include, but are not limited to:

- Completed curriculum or training material
- Best practice reports or guides
- Training sessions/webinars/information sessions
- Interactive map or web application
- Marketing/social media campaigns
- Establishment of an information hub or user platform
- Position papers/issue briefs/other informative or research material

3. Innovation

Consider how your project proposes actions or methods that are uniquely suited for a specific community, industry, or the groups supported by the project. You may also consider how the project supports the implementation of best practices and/or unique approaches to solving problems.

4. Project work plan

List the key activities that will be undertaken on a quarterly basis and identify any resulting milestones that will be achieved in each quarter, and the estimated costs associated with completing those activities and reaching those milestones.

- Key project activities are a series of tasks performed, that result in outputs and ultimately contribute towards project outcome(s).
- Milestones are specific points achieved or reached in your project timeline as a result of completing project activities. At least one project milestone must be identified, with up to four key milestones per fiscal year.
 - Recipients will be required to demonstrate that the milestones have been achieved.
- Associated costs are the estimated costs, based on your project activities and budget, which are required to achieve the milestone(s) identified.

- Costs should reflect and align with the listed activities required to achieve the milestone(s).
- Responsible personnel are those individuals responsible for the activities required to achieve the identified milestone(s). Identify all responsible personnel and their titles.

5. Identify possible risks

Typical project risk may include: funding or resource constraints; time constraints; capacity constraints; dependence on external parties; weather delays; inadequate or untimely materials, etc.

Mitigation measures are deliberate project planning activities that will be undertaken in the course of the project to ensure that the risk is avoided or reduced.