

# ENVIRONMENTAL DAMAGES FUND

## APPLICANT GUIDE



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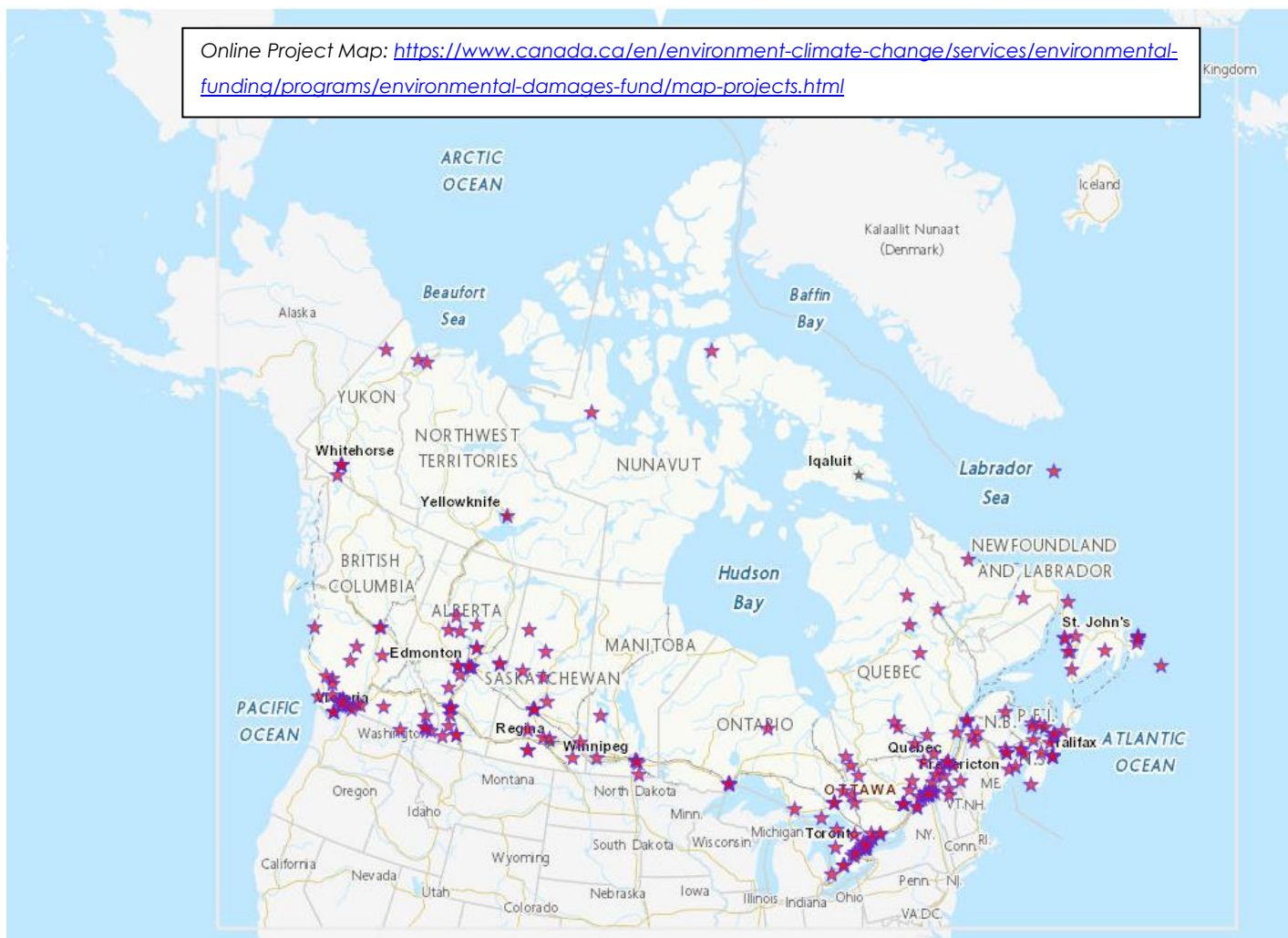
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Aussi disponible en français

Online Project Map: <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/environmental-damages-fund/map-projects.html>



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## WHAT IS THE ENVIRONMENTAL DAMAGES FUND?

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The Environmental Damages Fund (EDF) is a specified purpose account administered by Environment and Climate Change Canada (ECCC), on behalf of the Government of Canada, to direct funds received from fines, court orders and voluntary payments to priority projects that will benefit Canada's natural environment. Through its support of priority projects, the EDF helps to ensure environmental good follows environmental harm. ECCC collaborates with the Department of Fisheries and Oceans Canada, Parks Canada, and Transport Canada to deliver the program. Federal departments are responsible for the enforcement of legislation that may be used to direct funds to the EDF such as, the *Fisheries Act*, the *Canadian Environmental Protection Act 1999*, the *Migratory Birds Convention Act 1994*, and the *Canada Shipping Act 2001*.

The primary goal of EDF-funded projects is to restore the environment and conserve wildlife and habitats in a scientifically sound, cost-effective, and technically feasible way.

## WHAT IS THE PURPOSE OF THIS GUIDE?

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This guide includes general EDF program information, specific information on how to complete an application for EDF funding, and instructions on how to apply using the online Grants and Contributions Enterprise Management System ([GCEMS](#)).

Please contact the EDF office in your region to discuss project ideas and learn more about available funds in your area (see the end of this guide for contact information).

## WHO CAN APPLY?

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Eligible groups are not-for-profit and may include:

- non-government organizations (e.g. environmental community groups)
- Indigenous organizations, defined as:
  - National, provincial, and territorial Indigenous organizations
  - Tribal councils
  - Indigenous communities
- universities and academic organizations (e.g. community colleges)
- provincial, territorial and municipal governments

Individuals, businesses, and federal government departments and agencies are not eligible applicants, but may partner with eligible applicants. Offenders that have been fined or made monetary payments directed to the EDF are not eligible to apply OR to partner with eligible groups for fines or monetary payments they have made that were directed to the EDF. International entities are not eligible to receive funding, but they may partner with or support a project. Projects must take place within Canada and/or the benefits of the project activities must accrue to Canadians.

Applicants must provide an identification number for their organization in their proposal, such as a Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number.

## WHAT PROJECTS MAY BE FUNDED?

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EDF funding is available for projects that address one or more of the program's priority areas. These are referred to as funding categories.

Project proposals submitted must be consistent with the EDF goals of environmental damage restoration,

environmental conservation and related education and awareness. Accordingly, projects should fall into one of four EDF funding categories:

### **Restoration**

- Restore same type of natural resources lost, of the same quality and value in the locale where the incident occurred;
- Restore same type of natural resources lost, of the same quality and value in another locale; or
- Restore same type of natural resource, but of different quality in the locale where the incident occurred.

### **Environmental Quality Improvement**

- Improve or enhance different natural resources in the locale in which the incident occurred;
- Improve or enhance different natural resources in a different locale; or
- Improve or enhance environments previously degraded by pollutant discharges or other human induced alterations (e.g. tidal barriers, dike lands).

### **Research and Development**

- Undertake the assessment or research of environmental damage in support of restoration planning including the long-term effects and cumulative impacts of pollutant discharges or for increased understanding of limiting factors for migratory bird populations; or
- Develop environmental damage assessment and restoration methods including techniques for the valuation of damage; restoration alternatives (e.g. environmental management plans).

### **Education and Awareness**

- Promote education related to environmental damage restoration including training for the assessment and restoration of damage, or for increased awareness and compliance with environmental regulations; or
- Promote community capacity building and environmental stewardship in support of environmental damage restoration.

All project applications must clearly show how they satisfy Fund Use Requirements, which are listed with each available funding amount ([EDF available funds page](#)). Projects that do not clearly show that they satisfy all aspects of the applicable Fund Use Requirements will not be eligible for funding. For examples of funded projects, see our [EDF project map](#).

EDF calls for proposals are competitive processes; please clearly explain all project details and expected results. The level of detail provided in your application must support the complexity of your project.



#### *A strong EDF proposal:*

- addresses one or more of EDF's four funding categories noted above
- satisfies all Fund Use Requirements as listed on the [EDF available funds page](#)
- is scientifically sound and technically feasible
- is cost-effective in achieving goals, objectives, and results
- measures results using EDF performance indicators
- explains how project activities will meet project objectives and results
- includes objectives that are realistic, achievable and measurable
- describes the project need within the local, regional and/or national context
- shows that the environment will benefit from the project
- demonstrates that the applicant and/or their partners possess the necessary experience, knowledge and skills required to undertake the project
- involves individuals and communities with local experience and knowledge
- demonstrates that the applicant has engaged or consulted with individuals, organizations, and/or communities who may be directly or indirectly impacted by the proposed project (i.e. Indigenous groups and organizations)
- explains how the principles of equity, diversity, and inclusion (EDI) will be meaningfully incorporated into the project and/or identifies concrete EDI-based practice(s) that will be implemented during the project
- includes all necessary information and supporting documentation required to evaluate project proposals
- provides evidence of matching funds or demonstrates the ability to raise non-federal funds (this is considered an asset as matching funds are not mandatory under the EDF)

## **WHAT PROJECTS AND ACTIVITIES WILL NOT BE FUNDED?**

The following types of projects and activities are not eligible to receive funding from the EDF:

- activities required by law and/or mandated by any levels of government
- containment and clean-up of environmental spills
- restoration of contaminated sites
- infrastructure<sup>1</sup>, particularly related to municipal, provincial, and federal government program areas
- lobbying or advocacy activities
- recreation and tourism projects or beautification initiatives
- preparation of formal curriculum materials
- 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
- continuation of projects previously funded by the EDF
- projects outside of Canada
- bursaries or cash incentives

Please note that this is not a comprehensive list. If you are unsure about any of the examples listed above or the

<sup>1</sup> Expenses related to assembly of infrastructure (i.e., including labor costs and equipment rental) are ineligible. However, a project could use funding sources outside of EDF funding to fund assembly of the infrastructure, and utilize EDF funding for the following expenses:

- dismantling of existing infrastructure in a state of disrepair;
- removal of the dismantled materials;
- disposal of the old materials;
- planning of new infrastructure (i.e., engineering contracts for planning purposes, legal expenses);
- acquisition of new materials; and,
- transport of materials related to the infrastructure.

eligibility of your project and activities, please contact the [EDF office in your region](#).

## WHAT FUNDING IS AVAILABLE?

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Available funding varies according to the number of court awards and voluntary contributions directed to the EDF. In its sentencing decision, the court may recommend specific recipient, location, and types and scope of projects to be funded by a fine. This information is considered in the assessment of fines and in the preparation of Funds Use Requirements.

To determine if funds are available in your geographic region, visit the [EDF available funds page](#), or the online application portal (GCEMS), or contact the [EDF office in your region](#). To receive an email notification when new EDF funding is available, please ask the EDF office in your region to add you to the distribution list.

EDF funding is available to cover up to 100% of eligible project costs. The EDF does not require matching funds; however, evidence of other project funding sources (i.e. additional contributions) or demonstration of your organization's ability to raise funds from sources other than the federal government (i.e. in a past project) **will be considered an asset at the proposal evaluation stage**. Evidence of matching funds can include signed/dated letters of cash and/or in-kind support, as well as confirmation through email messages. It is recommended that matching contribution values are indicated in these letters. Applicants can demonstrate their ability to raise non-federal funds by providing reliable evidence from past projects (i.e. letters, budget summaries).



## WHAT IS THE MAXIMUM DURATION OF AN EDF PROJECT?

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There is no maximum EDF project duration; however, the average EDF project typically does not exceed five years.

## WHEN IS THE APPLICATION DEADLINE?

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The deadline for submitting a funding application using the Grants and Contributions Enterprise Management System (GCEMS) portal is **15:00 Eastern Time**, on the date indicated on the [available funds page](#) and in [GCEMS](#).

## HOW DO YOU APPLY?

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### STEP 1: Confirm available funds and project eligibility

Review funding opportunities and [Log into GCEMS to](#) confirm funds availability in your project's location. Review Fund Use Requirements associated with each available fund and ensure your project's activities satisfy all of those requirements and that proposed project activities are eligible EDF expenditures. For questions or clarification, please contact the [EDF office in your region](#).

Should you be unable to submit your application using this platform, please contact the [EDF office in your region](#). For any technical issues related to website functionality and access (e.g. GCKey and SWIM), GCEMS technical support can be reached at [sgesc-gcems-sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems-sgesc-gcems@ec.gc.ca).

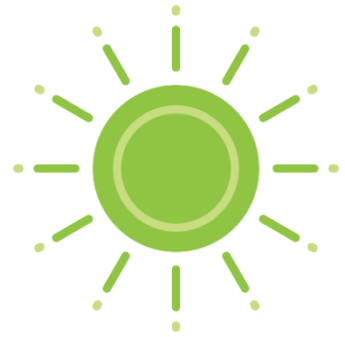


## STEP 2: Prepare your funding application using the Grants and Contributions Enterprise Management System (GCEMS)

Develop your EDF funding proposal using the GCEMS online portal and visit the [GCEMS application instructions page](#) for technical assistance documents, tutorials, and support throughout your application preparation. As the website will automatically log applicants out after 15 minutes of inactivity, you are strongly advised to save your draft proposal in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.

If desired, contact the [EDF office in your region](#) prior to the application deadline to discuss your project application with an EDF Program Officer. Officers can also help provide advice/information on:

- the EDF program
- the funding process
- official languages requirements



## STEP 3: Submit your application

You must submit your application in GCEMS before the stated deadline. The EDF does not accept applications via email, mail, or fax. Once you have submitted your proposal, you will receive an email from GCEMS acknowledging the receipt of your submission. Following the project review phase, you will receive notification on the funding decision of your proposal. If you do not receive a confirmation, please contact [sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems@ec.gc.ca).

**If contacting ECCC about a proposal, please always reference the four-digit proposal ID number associated with the application.**

## GUIDE TO COMPLETING AN ONLINE APPLICATION

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The following information will enable you to complete an online project application for the EDF. Note that the EDF Applicant Guide is not a technical guide for navigating GCEMS, but rather provides EDF program-specific information to ensure project proposals meet the EDF program eligibility.

### Sections 1 & 2

#### 1. Tombstone Data

Tombstone Data is a summary of organizational and contact information that auto-populates various sections of your GCEMS application. You must complete all fields:

- organization name, address, email, and phone number
- contact information for the principal applicant representative (individual representing the project/responsible and knowledgeable about the project and application)
- select your organization type, provide an organization identification number (e.g., Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number), and provide a brief description of your organization (including mandate)



- identify previous funding received from ECCC and/or other Canadian federal government departments/agencies

## 2. Project Summary

**Project Summary:** This section provides an overview of your project. All information is mandatory.

**Project Title:** It is recommended that you use a short title to identify your project.

**Project Start Date/End Date:** When determining the proposed project start date, please allow for additional time following the funding application deadline. Project start dates should consider the proposal evaluation process, program funding decisions, and funding agreement negotiation with the EDF if your project is successful. Please contact the [EDF office in your region](#) should you require further details or clarification.

**Project Location:** Provide project location, including information that links your project to any geographic priority regions or areas identified in the Fund Use Requirements. Latitude and longitude coordinates are mandatory. If your project has multiple activity sites or is national in scope, please note this in your application in the Project Description field and provide the coordinates for your organization's head office or primary office location in Project Location.

**Project Goals/Objectives:** Clearly state the goal(s) and objective(s) of the project and how it will benefit the environment. Provide a clear description of specific and measurable (performance indicator) objectives that are achievable and realistic during the timeframe of the project.

**Project Description:** Provide a summary description of your project, showing the link between the project, the stated goals, and the priority funding category. Identify the main purpose of your project by clearly articulating the environmental issue that the project will address and why it is important. Please provide baseline information about the environmental issue that the project will address. Include details on how the project will help resolve the issue, and how it is linked to project objectives and indicators.

Explain how the project links to the priorities of the EDF, and its connection to the Fund Use Requirements. It is important that your summary be concise and include the key (performance indicator) results you expect to achieve with your project.

**Project Team Experience:** Please describe any relevant qualifications and experience of the project team members that could demonstrate the organization's experience and capacity to carry out the proposed project. Please make clear connections on how the knowledge and experience of team members relate to the stated objectives in the project description.

**Financial Capacity:** Please describe your organization's financial capacity to manage this project. This could include outlining other sources of funding for the project in the project budget, such as letters of support to indicate support from partnering organization(s) through in-kind support. Additionally, this could include a brief summary of past successful projects demonstrating your organization's experience managing a project budget of similar size and scale.

**Project Management Capacity:** Please describe your organization's experience in managing and delivering projects. Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Who will work on the project (project coordinator, volunteers, consultants, technical experts, etc.) and what are their roles/qualifications? Identify relevant qualifications and experiences of the project team. This section is an opportunity to demonstrate your organization's experience and capacity to carry out the proposed project.



## Section 3. EDF Funding Categories, Indicators, Environmental Responsibility, and Permits

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Identify the primary EDF environmental funding category that the project will address by selecting one (1) funding category from the drop-down list. Use the details and project examples below to help determine under which EDF funding category your project fits best. Applicants are encouraged to select all EDF Performance Indicators that apply to the project; selecting at least one (1) indicator is required.

### EDF FUNDING CATEGORIES (RANKED FROM HIGHEST TO LOWEST PRIORITY):

#### **#1: RESTORATION PROJECTS**

Restoration for damage caused to the environment, including:

- restoring the same type of natural resources lost, of the same quality and value **in the locale where the incident occurred;**
- restoring the same type of natural resources lost, of the same quality and value **in another locale;** or
- restoring the same type of natural resource lost, **but of different quality** in the locale where the incident occurred.

##### Examples:

- re-establishing potential spawning and rearing habitat for Brook Trout and Atlantic Salmon
- stabilizing stream banks and planting trees along a river's edge to restore disturbed habitat

#### **#2: ENVIRONMENTAL QUALITY IMPROVEMENT PROJECTS**

Environmental quality is improved in areas where damage to the environment or nuisance to wildlife occurred, including:

- improving or enhancing different natural resources in the locale where the incident occurred;
- improving or enhancing different natural resources in a different locale; or
- improving or enhancing environments previously degraded by pollutant discharges or other human induced alterations (e.g. tidal barriers).

##### Examples:

- improving riparian zones to restore streams that were compromised by terrestrial activities
- restoring streams for overall water quality improvement and better habitat for aquatic species
- improving wildlife habitat
- reducing the quantity of toxins entering waterways

#### **#3: RESEARCH AND DEVELOPMENT PROJECTS**

Knowledge related to cumulative impacts, long-term environmental damage **or** nuisance to wildlife is improved, including:

- undertaking the assessment or research of environmental damage in support of restoration planning, including the long-term effects and cumulative impacts of pollutant discharges or for increased understanding of limiting factors for migratory bird populations; or
- developing environmental damage assessment and restoration methods, including techniques for the valuation of damage or restoration alternatives (e.g. environmental management plans).

Examples:

- investigating the impacts of offshore oil and gas activities on seabirds
- gathering baseline data on a marine species for the purpose of damage assessment in the event of habitat contamination
- constructing and installing an artificial reef to study how artificial aquatic habitat can be colonized following habitat disturbances

#### **#4: EDUCATION AND AWARENESS PROJECTS**

Awareness and knowledge of environmental damage restoration or compliance with environmental regulations is increased, including:

- promoting education related to environmental damage restoration including training for the assessment and restoration of damage, or for increased awareness and compliance with environmental regulations; or
- promoting community capacity building and environmental stewardship in support of environmental damage restoration.

Examples:

- training local groups and volunteers in restoration activities to protect the environment in the event of an oil spill or other environmental disaster
- raising public awareness of environmental regulations to improve compliance

#### **OTHER REQUIRED INFORMATION IN SECTION 3**

**EDF Available Funds:** Please indicate specific EDF available funds (the total EDF **cash** funding) for which you are applying. Include the location, funding amount available, and the Fund Use Requirements. Information on the available funds and proposal deadline can be found on the [EDF available funds page](#). The wording in your application should match exactly what is stated on the [EDF available funds page](#).

Applicants may submit one funding application for one project that proposes to use multiple EDF available funds. The applicant must clearly articulate how the proposed project respects the Fund Use Requirements of all the available EDF funds for which they are applying.

**Project Need:** In 500 words or less, indicate why the project is needed within the local, regional and/or national context and how your project will deliver on the applicable EDF Fund Use Requirements. Please describe the environmental issue being targeted and how the project will help resolve the issue, ensuring that the issue is linked to project objectives, results, and indicators.

**Project Purpose:** Complete the provided sentence ("This Environmental Damages Fund project will ...") in 150 words or less to clearly and succinctly describe the purpose of your project. Your sentence should include the project location and a clear summary of key project goals.

Example: This Environmental Damages Fund project will improve fish habitat through riverbank restoration in the (name of region and/or watershed) by (list main activities here).

**Environmental Responsibility:** In this section, explain what measures will be undertaken to ensure the natural environment will not be negatively affected by project. Groups must conduct activities in a manner that does not harm the natural environment and must explain how the natural environment will benefit from the project.

We may request additional information for technical review and/or for an environmental assessment under the *Impact Assessment Act*, if applicable.

**Permits and Authorizations:** Explain the necessary permits and authorizations needed to carry out project activities. 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 commencing activities. Any potential required permits and authorizations for the project must be identified in this section.

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 the permits and authorizations below and indicate whether they have been obtained. If not yet obtained, please ensure the timeline for obtaining approval is included in your project work plan. Activities undertaken on government or private land may also require a permit and/or approval.

**Successful applicants will be asked to supply authorization or permit copies to their regional EDF office.**

**Activities on Federal Lands:** Indicate whether your project will involve Physical Activities (i.e., construction, modification, operation, expansion, abandonment and decommissioning) on Federal Lands in relation to a Physical Work (structures that are built by humans and have a defined area and fixed location). If yes, please describe the proposed Physical Activities.

According to the [Impact Assessment Act](#), "Federal Lands" are defined as:

a) lands that belong to His Majesty in right of Canada, or that His 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, and
- iv. the continental shelf of Canada.

(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.



**ECCC Priority Groups:** Indicate which EDF Priority Group(s) the project engages and select all that apply. Note that the engagement of these groups is not a requirement; however engagement of priority groups may strengthen your proposal. The data collected may be used for proposal evaluation and reporting purposes. Program Priority Groups are defined as follows:

- **Indigenous Peoples** are individuals who identify as First Nations, Inuit and Métis Peoples
- **Youth** are considered individuals in Kindergarten to Grade 12 (K-12; Maternelle-CEGEP in Quebec)
- **Small to medium-sized businesses** are businesses with fewer than 500 paid employees

**Project Communications Plan:** Indicate the title of each planned communication activity along with a description, expected results, as well as the start and end date of the activity. The table in which to include all project activities is as per below.

Title of Communication Activity	Communication Activity Description	Expected Results	Start date	End date
Enter title of activity in 10 or fewer words (e.g. Community Volunteer Event Announcement).	Enter description of the communication activity in approximately 100 to 250 words.	Enter the expected results of the communication activity in approximately 100 to 250 words. Results may include the number of people reached.	Enter date of when activity will be launched.	Enter date of when activity will be completed and results are expected.

**EDF Performance Indicators:** Performance indicators are measurable results that demonstrate how your project objectives are met. Target values should represent outcomes for the entirety of the project. Please ensure that your target project indicators are achievable within the timeframe of EDF funding. The EDF Performance Indicators are separated by the project funding category; however, an applicant should select all EDF Performance Indicators that apply to their project. All projects must include at least one (1) EDF Performance Indicator as per the tables of performance indicators and must include a target value in the unit of measurement required by the program. For each indicator selected, please use the text box provided to describe the methodology used to estimate and/or calculate the indicator value. **Project applications that do not contain at least one (1) indicator and this information will be ineligible.**

Please refer to the following table to identify and learn about EDF Performance Indicators:

<b><u>INDICATOR</u> – Restoration</b>			
Performance Indicator	Description	Target	Units
Number of hectares where restoration activities have been implemented	Total area (in hectares) of natural environment where restoration of natural resources of similar ecological function to those affected has been implemented.  Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
<b><u>INDICATORS</u> – Environmental Quality Improvement</b>			
Performance Indicator	Description	Target	Units
Number of hectares where environmental quality activities have been implemented	Total area (in hectares) of natural environment where the environmental quality of different natural resources than those affected is improved.  Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
Number of kilograms of toxic or harmful substances diverted or reduced	Measured by weight (in kilograms) of material sent to hazardous waste collection, items not used, and/or items properly disposed of.  A substance is toxic if it is entering or may enter the environment in a quantity or concentration or under conditions that: <ol style="list-style-type: none"> <li>1. have or may have an immediate or long-term harmful effect on the environment or its biological diversity;</li> <li>2. constitute or may constitute a danger to the environment on</li> </ol>		# of kilograms

	3. which life depends; or constitute or may constitute a danger in Canada to human life or health.		
Number of tonnes of greenhouse gas emissions reduced	<p>Calculated per year in CO<sub>2</sub> equivalent using the <a href="#">calculator for reporting emissions on the Government of Canada website</a>.</p> <hr/> <p>Includes: Carbon Dioxide (CO<sub>2</sub>); Methane (CH<sub>4</sub>); Nitrous Oxide (N<sub>2</sub>O); Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulfur Hexafluoride (SF<sub>6</sub>).</p>		# tonnes
Number of tonnes of emissions of air pollutants reduced	<p>Calculated per year using the <a href="#">calculator for reporting emissions on the Government of Canada website</a>.</p> <hr/> <p>Includes: Sulphur Oxides (SO<sub>x</sub>); Nitrogen Oxides (NO<sub>x</sub>); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and, Ammonia (NH<sub>3</sub>).</p>		# tonnes

### **INDICATORS – Research and Development**

Performance Indicator	Description	Target	Units
Number of methods, tools, and/or techniques developed to assess environmental damage	Total number of methods, tools, and/or techniques developed that can be used to assess environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques developed to restore environmental damage	Total number of methods, tools, and/or techniques developed that restore environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques applied to assess environmental damage	Total number of methods, tools, and/or techniques applied to assess environmental damage.		# methods/tools/ techniques
Number of methods, tools, and/or techniques applied to restore environmental damage	Total number of methods, tools, and/or techniques applied to restore environmental damage.		# methods/tools/ techniques
Area of habitat where monitoring/assessments/studies have been undertaken	<p>Total area (in hectares) of natural environment where monitoring/assessments/studies have been undertaken.</p> <p>Convert linear kilometres to area by capturing the depth of work and not just the shoreline.</p>		# hectares
Number of studies/reports/plans/publications developed and distributed	Studies, reports, management plans or publications must be related to the development of methods or improved techniques for the assessment and measurement of environmental damage and the means to restore it.		# of Studies/ Reports/Plans/ Publications
Number of recommendations from studies, reports or management plans implemented	Studies, reports or management plans must relate to the use of methods or improved techniques for the assessment and measurement of environmental damage and means to restore it.		# of recommendations implemented

	Proponents must provide a copy of the study/report/plan and report on what is being implemented.		
Number of partners engaged	Includes partnerships with various levels of government, individual researchers, non-profits, academia and industry to build capacity for restoration and improved environmental quality.		# partners
<b>INDICATORS – Education and Awareness</b>			
<b>Performance Indicator</b>	<b>Description</b>	<b>Target</b>	<b>Units</b>
Percentage of target audience that confirmed modification in behaviour as a result of project activity(ies)	Target audience's awareness and understanding related to preventing or restoring environmental damage is increased as a result of project activities.  Pre and post surveys or other acceptable measurement methodologies are included as part of the project.		% of target audience
Number of participants attending project activity(ies)	Total number of individuals reached via project activities, including people attending the workshops, training sessions and other events organized.		# of people

**Project Accessibility and Sustainability:** Indicate how benefits to the environment and your community will be maintained after the project is completed. Additionally, provide any details on whether your organization has a knowledge transfer strategy for creating and disseminating knowledge from the project, where appropriate, to support sustainable behaviour changes.

If you selected "Yes" in the drop-down menu to indicate that there is a knowledge transfer component to your project, please provide additional details on how the knowledge is created and how it is disseminated to the impacted groups in your community.

Additionally, if you selected "Yes" in the drop-down menu to indicate that project materials will be produced in a language other than French or English, please indicate which language(s) they will be produced in (excluding English and French).

**COVID-19 Considerations:** Please provide a description of how project activities within the community will take precautions and adhere to your local health authority's restrictions and guidelines to prevent the spread of COVID-19, if applicable.

**Outreach:** Please indicate how you heard about this EDF call for proposals (e.g., email via the EDF distribution list, social media, Government of Canada website, colleague, or other). If selected "Other," please specify.

If you would like to be added to the EDF distribution list for your region, please send a request to the appropriate regional inbox. Contact details can be found on the [EDF webpage](#) in the "Contact us" section.

## Section 4. Project Budget

This section will present the project's financial details. Please clearly state the total amount of EDF cash funding being requested for your project.



You will be asked to provide information on all project funders and identify a Contributor Type for each of them in the Project Budget Table (including your funding request from the EDF and your own organization's contribution to the project). Please provide a "contributor name" in the text field. Other optional contributor types include any other ECCC support for your project, support from other federal government departments, provincial governments, municipal governments or others.

Cash funding requests from the EDF should be shown in the budget template under "ECCC" in the cash column.

Please note that you will not be able to proceed to the next section if the "Amount Requested" does not match what is stated in the project budget template. Prepare a budget using the budget tables provided in the online GCEMS application. Please consider the following elements:

- fair market value represents the standard rate for a product or service in your area;
- provide the best estimates of all expenses at fair market value;
- volunteer time is valuable. Please calculate all volunteer time at fair market value and include it in your budget as an in-kind contribution;
- expected revenue generated by the project must be included in the budget. Provide an approximate value of the expected revenue. Any revenue generated by the project is expected to be used toward project activities;
- ensure the budget per fiscal year matches with the project work plan per fiscal year;
- ensure the budget per fiscal year is sufficient to reach the objectives and indicators per fiscal year;
- avoid using vague wording in the budget by providing greater details to link budgeted costs with activities per fiscal year;
- you must present a balanced budget; and
- if you indicate ECCC in-kind participation (e.g. professional advice, laboratory analysis, etc.), please provide letters from the supporting organization to confirm this participation. Including in-kind or cash contribution values is recommended.
  - The EDF does not provide in-kind services and should not be listed as an in-kind supporter.

### **What project costs are eligible?**

Costs related to the following types of expenses are eligible under the EDF program:

- human resources involved in the project realization, including employees' salaries and benefits who are dedicated to the project (biologists, technicians, bookkeepers, accounting, etc.)
- contract and professional services, contractors or other professional fees
- travel and mileage, required for the achievement of fieldwork (refer to the [National Joint Council's website](#) for your province/territory kilometric rates)
- materials and supplies required for the achievement of fieldwork
- printing and production (for example, project awareness tools)
- communications and distribution linked to the communication of project activities
- equipment rentals and purchases, including research equipment, laboratories or a vehicle rental
- translation required (Canada's two official languages) to enable the participation [of linguistic minority communities](#)
- a reasonable share (20% or less) of overhead and/or administrative expenditures directly attributed to carrying out the project (for example, rentals and operating offices, liability insurance)
- purchase of capital assets<sup>2</sup> (please note that project that focus primarily on the purchase or installation of capital assets or equipment are not eligible)

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<sup>2</sup> If, in the course of the EDF agreement, it becomes necessary to acquire capital assets, the ownership of such assets purchased in whole, or in part, with federal money may, if agreed to, rest with the Recipient. Acknowledgment of the federal funding shall be indicated in such fashion as the affixing of a federal identity mark in accordance with the federal identity program.

Please note that this is not a comprehensive list. You can contact the [EDF office in your region](#) for any matter relating to this list or the eligibility of your project and activities.

### **Independently Verified Financial Audit**

Should the application be successful, details regarding financial reporting requirements (including potential completion of an Independently Verified Financial Report at the end of the project) will be outlined during the negotiation of the funding agreement.

The costs related to an Independently Verified Financial Report are eligible expenditures if deemed a requirement for the funding agreement during the negotiation process. If not deemed a requirement, the estimated amounts for an Independently Verified Financial Report can be reallocated to other eligible project costs.

If the project includes a fiscal year where the lead applicant expects to spend more than \$100,000 in one fiscal year, it is recommended to include an estimate of the cost for an Independently Verified Financial Report in the application's budget section, typically under the final year of the project.

### **Department Audits**

ECCC reserves the right to audit any EDF project at the Department's own expense. Projects of all scope may be subject to an audit at any time. An audit could occur while projects are currently active, or after projects have ended.

## **Section 5. Project Work Plan**

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Please complete the table to explain the activities that will be undertaken throughout the project. Indicate a title for each activity.

Include a general "activity category" to frame the description of each activity. Provide details of the activities to be undertaken, timelines, techniques or methods, and the goals for each activity.

The work plan must include information on site-specific details (description), event schedules, seasonal timelines (start and end dates), etc. You may consider organizing activities and targets into quarters according to the following breakdown: April to June, July to September, October to December, and January to March. Remember that you need to clearly describe the link between your activities and the budget in your project proposal.

Possible risks to health and safety must be outlined, as well as the mitigation measures you will put in place.

- As applicable, proposals should address the management of external risks, including as applicable **COVID-19 risks**.

Include your project's communication activities and how the public will be informed of the project results achieved. Communications material may include news releases, public events, posters, and social media.

## **Section 6. Evaluation Plan and Performance Indicators**

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### **Evaluation**

Please describe how you will measure the expected results and successes of your project. It is important to clearly demonstrate how overall project results will be captured.

Identify a specific evaluation plan to measure the progress and success of your project and the methodology that will be used to capture results. The evaluation plan must also include the methodology used to measure

results based on the EDF performance indicators.

## Section 7. Other Supporting Information

Providing the following supporting information is recommended. Should it not be provided at the time of submission, it may be required at a later date:

- dated and signed letters from other funding sources confirming cash and in-kind contributions
- dated and signed supporting letters from landowners where restoration activities are occurring on private property, stating that your group has permission to undertake activities on their property and whether the landowner is providing any monetary and/or in-kind support
- community support letters endorsing/supporting the project; these letters are different from partner letters confirming their monetary and/or in-kind contribution
- any information essential to understanding your project, such as pictures of the environmental damage, or maps of the area
- any additional information you think will enhance your proposal (pictures, sketches, etc.)
- if applicable, copies of permits or approvals, species lists, etc.



Additional letters not listed above confirming other funding (both cash and in-kind) may be requested from successful applicants before a funding agreement can be signed and funds provided.

Any information submitted after the deadline will NOT be considered in the application evaluation process.

## Section 8. Official Languages

Please complete the Official Languages section of the application. It is a mandatory requirement for all applications to ECCC funding programs. Each question must be answered by either yes or no, and all applying organizations must respond to the questions.

INFORMATION REQUIRED
Is the organization international, national, provincial or territorial in scope?
Is the project international, national, provincial, or territorial in scope?
Is the project delivered in a geographic area with <a href="#">official language minority communities (OLMCs)</a> ?
Is the project's target audience composed of individuals or groups belonging to both official language communities?
Is the target audience composed of individuals or groups belonging exclusively to an OLMC?
Do the project activities include any public events, signage, promotional or other communication activities?
Is there an opportunity for involvement of OLMCs to participate?

Depending on your project's audience, and in accordance with the *Official Languages Act*, you may need to offer products and/or services to the public in both official languages. Please ensure any associated costs (e.g. translation) pertaining to project delivery and/or promotion are included in the budget.

## Section 9. Certification

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Certification that the information stated in the application is complete and accurate is required.

- Once you complete your application, submit it using GCEMS.

Please note that the EDF will **not** accept project applications by email, fax, or mail.

## WHAT HAPPENS AFTER YOU SUBMIT A PROJECT APPLICATION?

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### Acknowledgment of Receipt

Acknowledgment of receipt is automatically generated by GCEMS. If you did not receive an acknowledgment of receipt, you should contact your GCEMS confirm that your application was received.

### Review

Your application is reviewed to verify eligibility and to assess technical and scientific merit. All project proposals are subject to the same evaluation criteria. Project applications are reviewed by EDF regional teams to confirm:

- the proposal has been submitted by an eligible EDF applicant
- the project is eligible for funding
- the project addresses one or more of the EDF's four funding categories
- the proposal includes one or more EDF Performance Indicators
- the proposal demonstrates how the project fully satisfies the Fund Use Requirements, and
- the proposal describes realistic and eligible activities.

Following this administrative assessment, your project proposal is examined by technical reviewers, which is made up of experts from ECCC, other federal government departments, or provincial departments (as applicable) in order to evaluate your application for its scientific and technical merit. The final step would be to conduct an overall assessment of each of the project applications received.

If your project application is approved in principle, you will be contacted through a notification letter to negotiate a funding agreement that outlines the terms and conditions of the funding. Federal Members of Parliament and/or their team will be advised about the approval in principle of a project and be provided with information provided in this application, including the applicant's name, project title, project description, project location, funding amounts, communication activities, and contact information.

If your application is not approved, you will also be informed of this decision in writing.

Any questions or comments may be directed to the [EDF regional offices](#).

**Quebec, New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island**  
E-mail: [fdeqa-edfaq@ec.gc.ca](mailto:fdeqa-edfaq@ec.gc.ca)

**Ontario**  
E-mail: [edf-fde.on@ec.gc.ca](mailto:edf-fde.on@ec.gc.ca)

**Alberta, British Columbia, Manitoba, Saskatchewan, Northwest Territories, Nunavut, and Yukon**  
E-mail: [fdeouestnord-edfwestnorth@ec.gc.ca](mailto:fdeouestnord-edfwestnorth@ec.gc.ca)

**National EDF Office**  
E-mail: [EDF-FDE2@ec.gc.ca](mailto:EDF-FDE2@ec.gc.ca)

