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Canada

# Environmental Damages Fund

**Call for Letters of Intent for Qukin ʔamakʔis  
(Elk Valley)**

*Applicant Guide – Letter of Intent*



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## What is the Environmental Damages Fund?

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, penalties, 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<sup>1</sup> and habitats in a scientifically sound, cost-effective, and technically feasible way.

## What is the Purpose of this Guide?

This Applicant Guide includes information on how to prepare and submit a Letter of Intent (LOI) for the funding available in Quin ?amak?is (also known as the Elk Valley). This updated guide provides detailed information on how to complete an online LOI specifically for this funding opportunity and should not be retained for future EDF funding opportunities. The LOIs are submitted through the online Grants and Contributions Enterprise Management System ([GCEMS](#)).

A LOI is an application that includes sufficient information to determine if a project has merit for funding. An LOI is more streamlined than a traditional EDF application and reduces the administrative burden on applicants.

## What is the Source of EDF Funds for the Call for Applications and Objectives?

On March 26, 2021, Teck Coal Limited was ordered to pay a total of \$60 million in fines and monetary court orders after a guilty plea was entered on two counts of unlawfully depositing a deleterious substance into water frequented by fish, contrary to s.36(3) of the *Fisheries Act*.

This sentence is the highest ever imposed by a court for pollution in violation of the *Fisheries Act*. A total of \$58 million was directed to the EDF and will be used to support projects that benefit Canada's natural environment.

The charges, laid on March 24, 2021, resulted from a comprehensive investigation by ECCC, which revealed that Teck Coal Limited's operations were depositing deleterious coal mine waste rock leachate into the upper Fording River. In 2012, this leachate from Teck Coal Limited's Fording River Operations and Greenhills Operations coal mines deposited selenium and calcite into the upper Fording River. Further details on the investigation can be found at: [Teck Coal Limited to pay \\$60 million under the Fisheries Act and must comply with a Direction requiring pollution reduction measures - Canada.ca](#)

The infraction was in Quin ?amak?is in ?amak?is Ktunaxa (Ktunaxa homelands).

Recognizing the impacts of the infraction to Ktunaxa, the approach and mechanism for allocating the funding in Quin ?amak?is has been developed with Ktunaxa based on the EDF's Terms and Conditions and existing procedures. Funding will be disbursed in a manner that advances ECCC and Ktunaxa shared priorities and interests, fulfills obligations under the *Fisheries Act*, and ensures strong program results.

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<sup>1</sup> For the purposes of this Letter of Intent process, wildlife should focus on fish and fish habitat.

The LOI will focus on projects related to the conservation and protection of fish or fish habitat or the restoration of fish habitat within Qukin ʔamakʔis and immediate downstream area (within Canada).

To apply for funding there will be a two-step application process:

- **Phase 1** consists of a request for LOIs and is open to all eligible applicants.
- **Phase 2 is invitation-only** and consists of a full application. The EDF will invite successful phase 1 applicants (LOI stage) to submit a full application in phase 2.

LOIs will be jointly reviewed by ECCC and Ktunaxa, with support from technical reviewers, and with consideration for ʔakxamis Ɂapi qapsin (all living things), interconnectivity, and an ecosystem-based approach.

LOIs must clearly demonstrate how projects would satisfy the Fund Use Requirement for the funding available in Qukin ʔamakʔis. The Fund Use Requirement is listed with the available funding amount on [EDF available funds page](#). Projects that do not clearly demonstrate that they satisfy all aspects of the Fund Use Requirement will not be eligible for funding. For examples of funded projects, see our [map of funded projects](#).

## Who Can Apply?

To be eligible, applicants must be not-for-profit, and may include:

- non-government organizations (e.g. environmental community groups, etc.)
- 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, for-profit organizations, and federal government departments and agencies are not eligible applicants but may partner with eligible applicants.

Individual Indigenous researchers, grad students, and subject area experts are encouraged to apply; however, they are required to partner with eligible applicants, who would be the lead applicant on the LOI.

The offender\* fined under the *Fisheries Act* is not eligible to apply for those funds but could be considered as partner on projects led by eligible applicants. In such instances, eligible applicants must take the necessary measures to ensure that:

- i. the offender can only benefit from the funded project and its outcomes, including data produced by the project, if the benefits, outcomes, and/or data from the project are made publicly available, or made available to a larger community of which the offender is a part of; and
- ii. should the offender sit on Body/Board of the organization implementing the EDF funded project, including being part of project consultations, the offender must abstain from EDF funded project related decision-making and voting.

International entities are not eligible applicants, but they may partner with eligible applicants or support a project. Projects must take place within Canada and/or the project activities must benefit the Canadian environment and Canadians.

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

\*For the purposes of this Applicant Guide, the Offender is **Teck Coal Limited**. The restrictions put on the offender also apply to EVR Operations Ltd following the amalgamation of the two companies on July 1, 2024.

## What Projects May Be Funded?

EDF funding is available for projects that fall into one or more of the following 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 fish and fish habitat; 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.

LOIs must clearly show how they satisfy Fund Use Requirements. The Fund Use Requirement for this LOI process is:

- For projects related to the conservation and protection of fish or fish habitat or the restoration of fish habitat within Uquin ?amak?is (also known as the Elk Valley) and immediate downstream area (within Canada). Applicants must request a minimum of \$250,000 from ECCC in the projects budget in order to be eligible.

Projects that do not clearly show that they satisfy all aspects of the applicable Fund Use Requirement will not be eligible for funding.

The Uquin ?amak?is LOI is a competitive process; applicants must clearly explain all project details and expected results. The level of detail provided in your LOI must support the complexity of your project.

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

## What Funding is Available?

There is \$16,000,000 of funding available for projects related to the conservation and protection of fish or fish habitat or the restoration of fish habitat within Quin ?amak?is (also known as the Elk Valley) and immediate downstream area (within Canada). Applicants must request a minimum of \$250,000 from ECCC in the projects budget in order to be eligible.

EDF funding is available to cover up to 100% of eligible project costs. The EDF does not require matching/partner 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 evaluation stage**. Evidence of matching funds can include signed and 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. There is no required format for letters of support, but you can contact the [West and North EDF office](#) to obtain a template. Applicants can demonstrate their ability to raise non-federal funds by providing reliable evidence from past projects (i.e. letters, budget summaries).

Additionally, should your project receive funding from the EDF, any partners or partner support described throughout your LOI will be required to have an accompanying letter confirming and describing the extent of support by the partner before a funding agreement can be signed.

## What is the Maximum Duration of an EDF Project?

There is no maximum EDF project duration; however, the average EDF project is three (3) years and typically does not exceed five (5) years.

## When is the LOI Deadline?

The deadline for submitting a LOI using the Grants and Contributions Enterprise Management System (GCEMS) portal is **12:00 Pacific Daylight Time (PDT)** on the date indicated on the [available funds page](#) and in [GCEMS](#).

## How to Apply?

### Step 1: Confirm Available Funds and Project Eligibility

Log into [GCEMS](#) using your GCKey to access the application. You can create a new GCKey if you have not applied to EDF before by following the onscreen prompts.

Review the Fund Use Requirement associated with this fund and ensure your project's activities satisfy all of the requirements and that proposed project activities are eligible EDF expenditures. For questions or clarification, please contact the [West and North EDF office](#).

Should you be unable to submit your LOI using [GCEMS](#), please contact the [West and North EDF office](#). **Please be advised that the West and North EDF office aims to respond to enquiries within two business days between the office hours of 8:00 PST and 16:00 PDT, depending on volume.**

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

## **Step 2: Prepare Your LOI Using the Grants and Contributions Enterprise Management System (GCEMS)**

Download the LOI form 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 work in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.**

ECCC and Ktunaxa have jointly determined funding priorities and have co-developed the approach for evaluating project applications. If desired, contact the [West and North EDF office](#) prior to the LOI deadline to discuss the application process. Officers can also help provide advice/information on:

- the EDF program and eligibility;
- the funding process; and
- official languages documents.

### **A Strong EDF Application:**

- includes objectives that are realistic, achievable, and measurable;
- describes the environmental issue(s) or knowledge gap the project aims to address with sufficient justification for the project;
- explains how the environment will benefit from the project;
- describes the project need within the local, regional and/or national context;
- contains sustainable action for continued benefit;
- includes plans for follow-up after the project's end date to continue environmental benefits and encourage sustainability;
- involves individuals and communities with local experience and knowledge;
- explains how project activities will meet project objectives and results;
- demonstrates via letter of support that the applicant has engaged with individuals, organizations, and/or communities who may be directly or indirectly impacted by the proposed project (i.e., Indigenous groups and organizations);
- provides evidence of matching funds via letters of support or demonstrates the ability to raise non-federal funds (this is considered a strength as matching funds are not mandatory under the EDF);
- demonstrates that the applicant is reliable, has a high awareness of the expertise it may lack and how to mitigate this gap, and possesses the necessary knowledge and skills required to execute the project.

### Step 3: Submit Your LOI

Your LOI must be submitted to GCEMS before the stated deadline: **12:00 PDT**. The EDF does not accept applications via email, mail, or fax. Once you have submitted your LOI, you will receive an email from GCEMS acknowledging the receipt of your submission. If you do not receive a confirmation email, please contact [sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems@ec.gc.ca).

### Step 4: Invitation to Submit Full Application

Following the LOI review phase, you will receive notification on the decision of your LOI submission. Successful applicants will receive an **invitation, by email, to submit a full application** through the GCEMS online portal.

Applicants who are not successful at this stage will also be informed of this decision via email. Decisions are final and there is no appeal process.

**If contacting ECCC about an application, always reference the GCEMS ID number associated with the LOI.**

## Guide to Completing the LOI

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

**For any questions regarding navigating GCEMS, please contact [sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems@ec.gc.ca). Please Note:** Unless stated otherwise, **all sections of the LOI are mandatory**. Incomplete LOIs will be deemed ineligible.

### 1. Organizational Information

Organization information is a summary of organizational and primary contact data. You must complete all fields.

- Provide the organization's legal name, full address, and website.
- Select your organization type and provide an organization identification number (e.g. Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number).
- Enter contact information for the principal applicant representative (the individual representing the project). The contact must be responsible for and knowledgeable about the project and application.

### 2. Project Information

This section provides an overview of your project.

- It is recommended that you use a short, descriptive title to identify your project.
- Provide the requested EDF funding amount.

**Project location:** Provide your project's location, including information that links your project to any geographic priority regions identified in the Fund Use Requirements. Latitude and longitude coordinates are mandatory. If your project has multiple activity sites or is national in scope, 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 fields.

**Project Start Date/End Date:** When determining the proposed project start date, allow for additional time following the funding application deadline. Project start dates should be selected with considerations for the LOI evaluation process, full application submission and evaluation, project funding decisions and initiation of funding agreement negotiation with the EDF. Please contact the [West and North EDF office](#) should you require further details or clarification.

**EDF Funding Category:** Identify the primary EDF 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.

## 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 Bull Trout and Burbot
- 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 fish and 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.

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 fish habitat
- reducing the quantity of toxins entering waterways

### 3-Research and Development Projects

Knowledge is improved related to cumulative impacts, long-term environmental damage **or** nuisance to wildlife, 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 fish and fish habitat.
- developing environmental damage assessment and restoration methods, including techniques for the valuation of damage or restoration alternatives (example: environmental management plans)

Examples:

- investigating the impacts of mining activities on fish and fish habitat
- increase monitoring on fish and their habitat for the purpose of damage assessment in the event of habitat contamination
- expanding the understanding of toxicity and bioaccumulation potential of contaminants of concern or contaminant mixtures
- investigating the fate and transport of contaminants in the watershed
- increase understanding of climate change impacts to the watershed

#### 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

### 3. Project Goals, Objectives, Environmental Benefit, and Relation to Fund Use Requirement (approximately 500 words total)

**Project goals and objectives:** Identify the main purpose of your project by describing the goals and objectives. Provide a clear description of specific and measurable (performance indicator) outcomes that are achievable and realistic during the timeframe of the project with specific benefits to fish and fish habitat.

**Environmental issue:** Describe the environmental issue being targeted and how your project will help resolve the issue, ensuring that the environmental issue is linked to project objectives, results, and indicators. Clearly state how the environmental issue is applicable to the area where project activities will take place.

**Environmental Benefit:** Explain how project activities will benefit the overall environment with specific benefits to fish and fish habitat.

**Fund Use Requirement:** Explain how the project links to the priorities of the EDF, and its direct connection to the Fund Use Requirement.

#### 4. Ecosystem Approach and Long-Term Benefit (approximately 300 words)

- Explain your understanding of the root cause of the environmental issue your project will be addressing and how your project will contribute long-term, sustainable benefits to ?akxamis qapi qapsin (all living things).
- Outline what actions / steps your project will take to improve the long-term health of the ecosystem.

#### 5a. Partnership (approximately 200 words)

- List all relevant partners that will be participating and/or engaged in the project and the nature of the partnership / participation.
- Please note, while not required as part of the LOI process, letters of support are considered a strength. Any partners or partner support described throughout your LOI will be required to have a confirmed letter of support, describing the extent of the support by the partner, before a funding agreement can be signed.

#### 5b. Allyship Declarations (approximately 200 words)

- Provide your understanding of allyship and your experience working with Indigenous communities or First Nations.

#### 6. Summary of Methodologies (approximately 300 words)

- Describe the methodologies, techniques, and approaches that the project will use to achieve the goals and objectives.

## 7. EDF Performance Indicators

Performance indicators are measurable results that demonstrate if 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 the 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, regardless of category.

Provide your estimated target values for all EDF performance indicators on which your project will deliver.

- All projects must include at least one (1) EDF performance indicator as per the following table of performance indicators. You must include a target value in the unit of measurement included in the table. If invited to submit a full application, you will be required to provide an evaluation plan on how results and indicators will be captured.
- **LOIs that do not contain at least one (1) indicator will be ineligible.**

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

INDICATOR – Restoration			
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
INDICATORS – Environmental Quality Improvement			
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 diverted or reduced as a result of project activities. Note: the EDF does not fund the restoration of contaminated sites or the removal of hazardous waste, including the extraction, cleanup, and/or transport of such materials.		# of kilograms
Number of tonnes of greenhouse gas emissions reduced	Calculated per year in CO <sub>2</sub> equivalent using the following <a href="#">tools for calculating and reporting emissions</a> . 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> ).		# tonnes
Number of tonnes of emissions of air pollutants reduced	Calculated per year using the following <a href="#">tools for calculating and reporting emissions</a> . Includes: Sulphur Oxides (SOx); Nitrogen Oxides (NOx); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and, Ammonia (NH <sub>3</sub> ).		# 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	Total area (in hectares) of natural environment where monitoring/assessments/ studies have been undertaken. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# 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. Proponents must provide a copy of the study/report/plan and report on what is being implemented.		# of recommendations 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

INDICATORS – Education and Awareness			
Performance Indicator	Description	Target	Units
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

## 8. Project Expenditure Summary

This section will present the financial details for the entire project, including all contributors and expenses.

- Choose the expenditure type from the drop list and provide financial contribution information for all project funders.
- Clearly state the total amount of EDF cash funding, **other contributors' cash funding, other contributors' in-kind funding, and total project value.**

Prepare an expenditure summary using the budget table provided in the online LOI.

Please consider the following elements:

- 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;
- do not include land value in your matching funds;
- you must present a balanced budget; and
- if you indicate in-kind participation (e.g. professional advice, laboratory analysis, etc.), please provide letters from the supporting organization to confirm this participation. It is recommended that you include the value of in-kind or cash contributions.
  - Note: 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:

- **salaries and wages:** include salaries and benefits of employees who are dedicated to the project (e.g., biologists, project coordinators, technicians, bookkeepers, accounting, etc.).
- **management and professional service expenditures:** e.g., accounting, monitoring, and translation required to enable the participation of linguistic minority communities.
- **contractors:** e.g., engineering, construction, research, etc.
- **travel:**
  - include only travel that is directly related to carrying-out project activities.
  - include mileage required for the achievement of fieldwork (refer to the [National Joint Council](#)'s website for your province/territory kilometric rates), lodging, per diem, etc.

- **materials and supplies expenditures:**
  - include only those required for the achievement of project activities.
  - e.g., office supplies and tools and equipment (including field, lab, fishing, and sampling equipment).
- **equipment rentals:** note, rental of vehicles has its own cost category and must not be included under this cost category.
- **vehicle rental and operation expenditures:**
  - includes expenses such as insurance and fuel.
  - to determine eligible costs and the amount ECCC deems reasonable, refer to the “Transportation” section of the [National Joint Travel Directive](#) and the Public Service and Procurement Canada (PSPC) [Accommodation and Car Rental Directory](#).
- **printing, production, and distribution expenditures:**
  - costs associated with project-specific communication and outreach materials.
  - e.g., project awareness tools, such as brochures, fact sheets, and other promotional materials.
- **further disbursement of EDF funding to a final recipient(s):**
  - funds disbursed to third parties must respect EDF terms and conditions, including EDF eligibility requirements.
- **a reasonable share (20% or less) of overhead and/or administrative expenditures directly related to carrying out the project:**
  - indirect costs necessary to support the achievement of the overall project objectives, that cannot be specifically linked to a specific project activity and/or which are not significant enough to be detailed under their specific cost category.
  - e.g., insurance, utilities, repairs and maintenance expenses, memberships and subscriptions, IT support, bank charges, etc.
- **costs associated with an Indigenous participation or ceremony**
- **monetary honoraria offered to Indigenous Elders and/or Knowledge Keepers related to specific participation activities:**
  - including, but not limited to, costs related to translation and interpretation, leading a traditional opening/closing ceremony and/or prayer, the sharing of traditional knowledge and protocols, and demonstrating traditional art and other practices.
- **hospitality expenditures:**
  - expenditures must be in accordance with the Treasury Board Secretariat’s [Directive on Travel, Hospitality, Conference, and Event Expenditures](#)
- **the purchase of eligible carbon offset credits for events, conferences, and travel:**
  - vendor must have received third party verification and adheres to internationally agreed standards (including Gold Standard, VER+, VERRA, B.C. Offset System).
- **expenditures for preparing an independently verified financial audit:**
  - projects expecting to spend more than \$100,000 in a single fiscal year should include this cost in their budget.
- **purchase of capital assets:** (please note that projects that focus primarily on the purchase or installation of capital assets or equipment are not eligible)
  - tangible assets costing more than \$10,000 with a useful life of more than one year.
  - expenditures included under capital assets should align with the information provided in the Tombstone data module.
- **lease of office space**
- **other expenditures:**
  - GST/HST reimbursement.

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

### **Independently Verified Financial Audit**

Should your 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 (by ECCC) 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 you expect 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 LOI's expenditure summary, typically under the final year of the project. This audit cannot be conducted by your organization and must be completed by an external contractor.

### **Department Audits**

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

## **9. Certification**

Applicants must certify that the information stated in the application is complete and accurate. ECCC will be reviewing applications with Ktunaxa under conditions of confidentiality. By signing the certification, you are giving ECCC permission to share all information with Ktunaxa reviewers and the Ktunaxa Research and Ethics Committee as applicable.

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

Please note that the EDF will **not** accept LOIs by emails, fax or mail.

## **What Happens After you Submit a LOI?**

### **Acknowledgment of Receipt**

Acknowledgment of receipt is automatically generated by GCEMS. If you did not receive an email acknowledgment of receipt, we recommend that you contact the [sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems@ec.gc.ca) to confirm that your LOI was received.

### **Review**

Your LOI is reviewed to verify eligibility, allyship, and to assess technical and scientific merit. All LOIs are subject to the same evaluation criteria. All LOIs will be jointly reviewed by ECCC and Ktunaxa to confirm:

- the application 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 application includes one or more the EDF performance indicators
- the application demonstrates how the project fully satisfies the Fund Use Requirement; and
- the application describes realistic and eligible activities.

Following this assessment, if needed, your LOI will be reviewed by a technical review team, which is made up of experts from ECCC (and may include other federal government departments) and Ktunaxa in order to evaluate your LOI for its scientific and technical merit. A final decision on your LOI will be jointly determined by ECCC and Ktunaxa.

Successful LOI applicants will receive an **invitation to submit a full application** through the GCEMS online portal. Unsuccessful applicants will also be notified at this time via email.

## Contact Us

### West and North EDF Office

Please note, enquiries will be addressed in the order they are received. We aim to respond to all enquiries within two (2) business days, depending on volume and complexity of the enquiries received.

E-mail: [fdeouestnord-edfwestnorth@ec.gc.ca](mailto:fdeouestnord-edfwestnorth@ec.gc.ca)