Polar Knowledge Canada

Inuit Nunangat Training and Capacity Building Call

2024-2027

Refer to the Polar Knowledge Canada Inuit Nunangat Call for Proposal 2024-2027 Guidelines for information on completing the application form and preparing the application package.

# Part A - Organization information

1. Legal name of organization:
2. Mailing address of organization:
3. Type of Organization: Choose from the list in the guidelines document

# Part B - Applicant information

**Main contact person:**

1. First name:
2. Last name:
3. Telephone:
4. Email address:
5. Preferred language of communication:

* English
* French

**Alternate contact person:**

1. First name:
2. Last name:
3. Telephone:
4. Email address:
5. Preferred language of communication:

* English
* French

# Part C - Project information

Project title:

Total project cost:

Amount requested from POLAR:

Project Stream:

* **Stream 1:** Research
* **Stream 2:** Training and Capacity Building

Select the S&T goal your project most closely aligns with (select only one):

* **Goal 1:** Improving knowledge of dynamic northern terrestrial, freshwater and marine ecosystems in the context of rapid change
* **Goal 2:** Increasing understanding of the connections between northern community wellness and environmental health
* **Goal 3:** Advancing sustainable energy, technology and infrastructure solutions for the unique environmental, social and cultural conditions in the North

# Part D - Project leadership approach

* **Inuit Nunangat-led:** Proposals with an Inuit-Nunangat lead applicant from an Inuit Nunangat government, community-based organization, or institution.
* **Inuit Nunangat-partnerned:** Proposals with a lead applicant that collaborates with an Inuit Nunangat government, community-based organization, or institution.
* **No Inuit-Nunangat leadership or partnership:** Proposals that do not have an Inuit Nunangat lead applicant or lead applicant that is partnered with an Inuit Nunagat government, community-based organization, or institute may not be funded.

# Part E - Project team

List the role, name, and affiliation of all individuals actively involved in the project. Add rows as required.

|  |  |  |
| --- | --- | --- |
| Role  (refer to the guidelines for role descriptions) | Name of team member | Affiliation |
| Project initiator |  |  |
| Project lead(s) |  |  |
| Main contact person |  |  |
| Alternate contact person |  |  |
| Team member (insert role) |  |  |
| Team member (insert role) |  |  |
| Team member (insert role) |  |  |

# Part F - Partner organizations and confirmation of support

List the project partner(s), identify their role in the project and indicate if they have provided you with a completed Confirmation of Support form (POLAR template provided).

|  |  |  |
| --- | --- | --- |
| Name of partner organization | Role  (refer to the guidelines for role descriptions) | Confirmation of Support (POLAR Form provided: yes/no) |
|  |  |  |
|  |  |  |
|  |  |  |

# G - Project proposal

See the guidelines for information on how to prepare each section of the proposal. The project proposal is not to exceed seven (7) pages.

|  |  |  |
| --- | --- | --- |
| Proposal Section | Maximum length | Weight |
| 1. Project summary | ½ page | Pass/fail |
| 2. Project objectives and design | 3 pages | 30% |
| 3. Community engagement | 1 page | 20% |
| 4. Project team’s capacity | ½ page | 10% |
| 5. Project outcomes and impact | 2 page | 20% |
| 7. Project activity workplan and activity timeline | Template provided | 10% |
| 8. Project budget | Template provided | 10% |
| **Total** | **7 pages** | **100%** |

# Part H - Declaration

I authorize POLAR to share the details provided in this application with other organizations having similar funding programs and the potential for funding to support this project:

* Yes
* No

I confirm that the information in this application for funding is accurate and complete.

By signing this application, I authorize POLAR to disclose any information received in this application within POLAR and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project, or to evaluate the results of the project after completion

## Signature

There are two ways available for you to sign your proposal for submission. You can:

1. Print, sign, and scan your signed document once it is filled, or

Save this document as a PDF and apply your digital signature

Applicant name (print in block letters):

Applicant signature:

Date of signature (YYYY-MM-DD):

## Notice

Polar Knowledge Canada collects information for the purpose of evaluating funding applications for grants and/or contributions. The information contained in the Application Form such as objectives and activities of the organization, number of employees and financial data may be accessible under the provisions of the *Access to Information* Act. All personal information will be protected in accordance with the *Privacy Act.* Instructions for submitting requests under these Acts are located in Information about programs and information holdings at [www.canada.ca](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings.html).

# Part I - Application package and submission

## Application documents checklist

* Application form (file extension .docx or .pdf)
* Detailed project proposal (file extension.docx)
* Project workplan (Word template provided)
* Project budget (Excel worksheet provided)
* CV, resume, or biographical sketch (for project leads only, 1-page maximum for each lead and collated into one document, saved as leads\_info.docx or .pdf)
* Confirmation of Support forms (Word template provided) - Submission: Collected by the applicant, collated into one .pdf document titled: <<Support\_organization>>, and submitted with the application package by the applicant
* Signed declaration

## Submission checklist

* I have answered all the required questions in this application form
* I have completed all sections of the detailed proposal.
* I have completed a workplan (using the template provided).
* I have completed a budget (using the template provided).
* I have used the correct font style, size, margins, and page limits.
* I have collated the team leads CV, resumes, or biographical sketches and named the file according to instructions.
* I have collated the Confirmation of Support forms and named the file according to instructions.
* I have signed the Declaration
* I have named document files according to the instructions.
* I have created a folder in my computer that contains all my documents for easy future access.
* I have inserted the subject line following instructions.
* I have inserted the email address identified in the instructions.
* I am submitting my application by **April 12, 2024** at 11:59 PM Pacific Time (PT).