Polar Knowledge Canada

Call for Proposals Training and Capacity Building

Northern Region 2024-2027

Refer to the POLAR Northern Region – Training and Capacity Building Call for Proposals 2024-2027 Guidelines for information on how to complete this form and prepare 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:

Select the S&T goal your project most closely aligns with your project (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

* **Indigenous-led: Proposals with an Indigenous lead applicant from an Indigenous government, community-based organization, or institute.**
* **Northern-led:** Proposals with a lead applicant from a Northern community-based organization or institute.
* **Indigenous or Northern Community-partnered:** Proposals with a lead applicant that collaborates with an Indigenous or Northern government, community-based organization, or institute.
* **No Indigenous or Northern community partnership:** Proposals that do not have a lead applicant that collaborates with a Northern or Indigenous government, community-based organization, or institute.

# 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) |
|  |  |  |
|  |  |  |
|  |  |  |

# Part 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.

|  |  |  |
| --- | --- | --- |
| Criteria | 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 teams’ capacity  | ½ page  | 10%  |
| 5. Project outcomes and impact  | 2 pages  | 20%  |
| 6. Project activity workplan and timeline | Template provided  | 10%  |
| 7. Project budget  | Template provided  | 10%  |

# 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

You can:

1. print, sign, and scan your signed document once it is filled, or
2. save this document as a PDF and apply your digital signature.

Applicant name:

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 5, 2024 at 11:59 PM Pacific Time (PT)**.