

Climate Action and **Awareness** Fund

Research and Analysis to Support
Canada's Path to Net Zero
Applicant Guide



EC25178

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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, 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. EDF projects must address one or more of the program's funding categories: restoration, environmental quality improvement, research and development, and education and awareness. The focus of this funding opportunity is research and development, specifically climate research and analysis.

What is the Climate Action and Awareness Fund?

In 2020, the Climate Action and Awareness Fund (CAAF) was created through EDF to support Canadian-made projects that help to reduce Canada's greenhouse gas emissions (GHG). Since 2020, CAAF has funded projects that aim to increase youth climate awareness, engagement, and action; advance climate science and technology; and support academia and think tank organizations to better understand Canada's transition to net zero greenhouse gas emissions.

Prioritizing Canadian

The Government of Canada is taking steps to protect and prioritize Canadian workers and industries, and strengthen Canada's domestic economy. Applicants are encouraged to prioritize Canadian suppliers, materials and content in carrying out their project.

What is the Canada Environmental Science Opportunity?

The Canada Environmental Science Opportunity is a funding opportunity for climate and environmental science administered by ECCC. This combined call for applications allows for a coordinated intake process and will mobilize capacity and expertise within Canada's broader science ecosystem to advance projects related to critical environmental and climate-related priorities

Research and analysis to support Canada's path to net zero Objective

The objective of this funding is to catalyze climate research and analysis by Canadian think tanks, academic institutions, and other research groups by addressing sectoral knowledge gaps and crosscutting net-zero themes in the areas of climate change, air quality and emissions. The ultimate objective of these projects is to identify, accelerate, and evaluate mitigation actions that

can help Canada achieve net-zero GHG emissions by 2050. The Government of Canada is investing \$15.48 million from the EDF's CAAF.

Successful applicants may be required to actively and collaboratively participate in annual virtual roundtable discussions for the duration of their project. The objective is to increase awareness within the scientific community, share best practices, and build capacity and expertise. Recipients may be asked to provide updates on methodologies, successes and challenges, and emerging findings of their projects.

What is the purpose of this guide?

This Applicant Guide provides detailed information on how to prepare and submit an application to CAAF. This updated Guide provides detailed information on how to complete an online application specifically for this funding opportunity and **should not** be retained for future CAAF funding opportunities. Applications are submitted through the Grants and Contributions Enterprise Management System's (GCEMS) online portal. This Applicant Guide is not a technical guide for navigating GCEMS, but rather provides program-specific information to ensure project applications meet the required program criteria. Please contact GCEMS at sgesc-gcems@ec.gc.ca if you require technical assistance or have any questions about the portal.

Who can apply?

Eligible applicants must be not-for-profit organizations, and must fall under one of the following categories:

- Non-governmental organizations (e.g., think tanks and research-based institutions, including registered charities, Indigenous research organizations, environmental community groups, etc.)
- Universities and academic institutions (e.g., community colleges, Indigenous institutes, CÉGEP)

Applicants must provide an identification number for their organization in their application that supports their organization's not-for-profit status, such as a Charitable Number, GST/HST Number, Non-Profit Organization Registration Number or First Nations Band Number.

Eligible applicants must be based in Canada. International entities are not eligible to receive funding under CAAF but may partner with an applicant or support a project.

While multiple partners may collaborate to develop an application, the applicant responsible for submitting the application via GCEMS will be considered the lead applicant. If selected for funding, the lead applicant will be responsible for negotiating and signing a funding agreement with ECCC. They will be responsible for the ongoing delivery of the project and for reporting on results, and will be accountable for the use of the funding provided by CAAF.

Please note that you will be required to attest in your project application to how your project and its partners align with the [Policy on Sensitive Technology Research and Affiliations of Concern](#) and are not on or affiliated with any organization on the list of [Named Research Organizations](#).

Eligible Research Themes

To be eligible for funding, your project must align with one of the themes. The themes are aligned with Canada's science priorities. You may submit a single application for a project that falls under multiple themes, but you will be asked to select one theme that *most closely* aligns with your project. Your application must clearly explain how your proposed project meets **all** the themes that you are applying for in a single application.

Theme A. Identifying future considerations of GHGs and air pollutants in achieving net zero

For projects related to advancing research and development related to future GHG emissions and air pollutants' impacts on climate, air quality, and achieving net zero in Canada. Priority will be given to projects that examine trends of GHG emissions and air pollutants and their cross-influence on climate and air quality; improve simulations of climate impacts from disturbance-related emissions (e.g., forest fires, permafrost thaw, land-use changes); or inform our understanding of how atmospheric chemistry in urban and background or rural sites will change in the future, particularly with the impact of climate forcers on air quality.

Theme B. Examining impacts of technologies and obstacles on pathways to reach net zero

For projects related to advancing research and development related to mitigation actions, technologies, and overshoot pathways on the road to net zero in Canada. Priority will be given to projects that examine the efficacy of different technologies, actions, and practices (including the development and testing of measurement tools) for achieving net zero. The results should aim to enhance the understanding of viable actions and technologies to reach net zero in a Canadian context. Priority may also be given to projects that identify and assess risks of multiple overshoot pathways or the scale and feasibility of necessary Carbon Dioxide Removal (CDR).

Theme C. Enhancing emissions data to evaluate net zero progress

For projects related to advancing research and development related to enhancing measurement, monitoring, reporting, and verification (MMRV) of GHG and air pollutant emissions to support national inventories and/or evaluate progress towards Canada's emission reduction goals. Priority will be given to projects that explore methods to improve the quantification of emissions from: sectors such as oil and gas, waste, and healthcare; agricultural practices; human management of natural landscapes (e.g., forest management); or refrigerants. The results should aim to enhance the quality of information used to estimate and report Canada's national inventories of GHG sources and sinks. Priority may be given to projects that address gaps in emissions data, such as providing emission factors for biofuels.

Each application must clearly show how it meets at least one theme. Projects that do not clearly show that they meet the applicable themes they are applying for will not be eligible for funding.

This call for applications is a competitive process; please clearly explain all project details and expected results. Applications are evaluated based on the overall submission and the information included in the application. You are responsible for ensuring that all indicators, work plans, and timelines are realistic. The level of detail provided in your application should support the complexity of your project.

Who Cannot Apply?

Ineligible applicants include:

- individuals
- businesses
- federal government departments (however, they may partner with eligible applicants)
- international entities (however, they may partner with eligible applicants or support a project. Projects must take place within Canada and/or the project activities must benefit Canadians.)

What Activities will NOT be Funded?

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

- activities required by law and/or mandated by any levels of government
- containment and clean-up of environmental spills
- restoration of contaminated sites
- infrastructure¹, 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 (as defined by being a planned program of objectives, content, learning experiences, resources and assessment offered by provincially/territorially funded schools, or privately funded schools)
- 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/or activities already underway
- continuation of projects previously funded by EDF or CAAF

¹ 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 CAAF funding to fund assembly of the infrastructure, and utilize CAAF 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.

- projects outside of Canada
- land acquisition
- 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 specific activities, please send enquiries to the CAAF inbox at: fasc-caaf@ec.gc.ca.

What is the Funding Request and Duration of a Project?

All projects must be completed within five years of the signed funding agreement. Please note that ongoing projects or activities are not eligible for funding.

Applicants must request a minimum of \$500,000 to a maximum of \$2 million (over a maximum of five years) from ECCC in the application budget to be eligible.

CAAF funding is available to cover up to 100% of eligible project costs. CAAF 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 a project strength at the application 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 be indicated in these letters. There is no required format for letters of support, but you can contact CAAF's inbox at: fasc-caaf@ec.gc.ca 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).

When is the Application Deadline?

The deadline for submitting a funding application through the GCEMS portal is **15:00:00 (3:00 pm) Eastern Time**, on the date indicated in GCEMS.

How to Apply:

Step 1: Confirm project eligibility on the GCEMS Funding Opportunity page

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

Thoroughly review all information and criteria on the Funding Opportunity page when accessing the GCEMS application form, as well as in this Applicant Guide, to ensure the project satisfies all requirements. If the project does not meet all required eligibility criteria, it will not be eligible for funding. For questions or clarification, please contact [CAAF's inbox](#).

Should you be unable to submit your application using [GCEMS](#), please contact CAAF's Inbox. Please note, we aim to respond to all enquiries within three (3) to five (5) business days, 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.

Step 2: Prepare your funding application using GCEMS

Develop your CAAF funding application using the GCEMS online portal.

As the website will automatically log applicants out after 20 minutes of inactivity, you are strongly advised to save your draft application in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.

If desired, contact [CAAF's Inbox](#) prior to the application deadline to discuss the application process with a CAAF Program Officer. Officers can also help provide advice/information on:

- the CAAF program and eligibility;
- the funding process; and,
- official languages requirements.

Please note, CAAF Program Officers can only provide guidance if it pertains to the above-listed information. To ensure transparency and fairness for all applicants, they will not provide general input or feedback on potential projects.

A strong CAAF application:

- describes the project need within the local, regional and/or national context;
- 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;
- contains sustainable action for continued benefit;
- includes partnerships and training opportunities to facilitate the transfer of knowledge and enhance Canadian expert scientific capacity;
- identifies how risks to the environment and health and safety will be prevented (see Module 5 for examples);
- explains how the principles of Gender-based Analysis Plus (GBA Plus) will be meaningfully incorporated throughout the life of the project (visit [What is Gender-based Analysis Plus](#) for more information on GBA Plus);
- collaborates with one or more engagement groups including Indigenous Peoples, Youth, or other groups who may be impacted by the project (see Module 5);
- contains an accurate and comprehensive work plan and budget that demonstrates good value for money;
- explains how project activities will meet project objectives and results;
- 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 CAAF);
- includes objectives that are realistic, achievable, and measurable;
- 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 application

Your application must be submitted in GCEMS before the stated deadline: **15:00:00 (3:00 pm) Eastern Time**. CAAF does not accept applications via email, mail or fax. Once you have submitted your application, you will receive an email from GCEMS acknowledging the receipt of your submission. **If you do not receive confirmation**, please contact sgesc-gcems@ec.gc.ca.

Following the project review phase, you will receive a notification on the funding decision of your application. If you do not receive a notification, please contact fasc-caaf@ec.gc.ca.

When contacting ECCC about an application, always refer to the ID number associated with the application.

Guide to Completing an Online Application

The following information will enable you to complete an online project application for CAAF. Note, the CAAF Applicant Guide is not a technical guide for navigating GCEMS, but rather provides CAAF specific information to ensure project applications meet CAAF program eligibility. For any questions regarding navigating GCEMS, please contact sgesc-gcems@ec.gc.ca.

Module 1: Applicant Information

The Applicant Information module is a summary of organizational and contact information that auto-populates various modules of your GCEMS application. You must complete all fields:

- organization legal name, address, email, phone number, and preferred official language of communication;
- contact information for the principal applicant representative (i.e., the 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, GST/HST Number, Non-Profit Organization Registration Number or First Nations Band Number), and provide a brief description of your organization (including mandate);
- identify and describe previous funding received from ECCC and/or other Canadian federal government departments/agencies;
- describe any major transformations your organization has undergone in the last two years (e.g., change of board of directors, major restructuring, hiring of key personnel, etc.);
- disclose any funds owed to the Government of Canada. Funds owing can arise from a variety of transactions with the federal government including overpayments from previous agreements as well as other amounts due. Owing funds to the Government of Canada does not prevent your organization from applying for or receiving funding.

Module 2. Project Information

This module provides an overview of your project. All information is mandatory.

Project Title: A short, descriptive title to identify your project.

Project Start Date/End Date: When determining the proposed project start date, allow for several months of time following the funding application deadline. Project start dates should be selected with considerations for the application evaluation process, program funding decisions, and funding agreement negotiation with EDF if your project is successful. This process can take many months. Contact [CAAF's inbox](#) should you require further details or clarification.

Project Location: Provide your project's location. 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 Summary field and provide the coordinates for your organization's head office or primary office location in Project Location.

Project Objectives: Clearly state the objective(s) of your 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. Your request should clearly link to the funding, including the research theme(s) you are applying for.

Project Summary: Provide a summary description of your project from start to finish, showing the link between the project, the stated goals, and the funding category. Identify the main purpose of your project by providing baseline information about the environmental issue that your project will address. Include details on how your project will help resolve the issue, how the issue is linked to project objectives and indicators, and who else will be involved in the project.

Explain how your project links to the priorities of CAAF, and its connection to the research theme. It is important that your summary be concise and include the key result(s) (performance indicator(s)) you expect to achieve with your project.

Is there any other relevant information concerning your project we should know? Include any other information about your project that you feel is important to know. This could include further details on project site(s) area or size, nearby watercourses or areas of importance, restricted access, etc. If your project requires permits, licenses, or special authorization, complete the question on Permits and Authorizations later in the application.

Project Team Experience: Describe any relevant qualifications and experiences of your project team members that could speak to the organization's experience and ability to carry out your proposed project. Make clear connections on how the knowledge and experience of team members relate to the objectives you provided in the project summary.

Financial Capacity: Describe your organization's financial capacity to manage this project. This could include outlining other sources of funding for your project in the budget module, 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: Describe your organization's experience in managing and delivering projects of this size, scale, and scope. Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Include who will work on the project (e.g., project coordinator, volunteers, consultants, technical experts, etc.) and their roles/qualifications. Identify relevant qualifications and experiences (e.g., ability to track finances; effectively plan, execute and monitor projects, including defining objectives, schedules and allocating resources; etc.) of the project team. This section is an opportunity to demonstrate your organization's experience and ability to carry out the proposed project.

Contractors: The use of contractors is an eligible expense under CAAF. If you plan to use contractors, describe what role they will have and who the contract will be with. These details do not need to be finalized when you apply, but include any information known at time of application.

Capital Assets²: Capital assets are an eligible expense under CAAF, though projects that focus primarily on the purchase or installation of capital assets or equipment are not eligible. If your project includes capital assets as a planned or anticipated expense, describe what items will be purchased and how they will benefit the project.

Module 3. Project Work Plan

Complete the information to explain the main activities that will be completed throughout the project. Indicate a title for each activity.

Include a description of the activity which must include site-specific details. Provide details of the main tasks to be completed as part of each activity. You must include information such as timelines, event schedules, seasonal timelines (start and end dates), techniques and/or methods. You may consider organizing activities by type or into fiscal quarters according to the following breakdown: April to June, July to September, October to December, and January to March.

Each main activity must include outputs, outcomes, and expected results. Outputs are the tangible "products" of the activity such as reports, data sets, and outreach materials. Outcomes are the intended change or benefit resulting from the outputs, such as a desired change in behaviour; the number or evidence of tools, data sets, technologies, models, and/or methodologies developed to address climate change; the number of identified industries or sectors that benefit from an increased understanding of emissions as a result of project activities; or the number of partners engaged. Expected results are specific and measurable indicators specific to the activity and should include how you will demonstrate their achievement.

Your project work plan must include communications activities and/or tasks relevant to your project that will occur throughout the life of your project. Communications activities describe how the scientific or policy community will be informed of and/or be invited to participate in the project. Tasks may be related to (but are not limited to) bringing awareness to the project or a project activity and announcing the project or a project activity' results. Communications outputs may include publicly available reports, community engagement activities, and news releases. Outcomes and expected results may include the number of people reached or the number of communications outputs that will be created and delivered.

² Capital assets are defined as tangible assets costing more than \$10,000 with a useful life of more than one year.

The project work plan should clearly link your activities to the budget in your application. The work plan should also clearly demonstrate the consultation, engagement, or participation of Engagement Groups as described elsewhere in your application.

Module 4. Evaluation Plan and Performance Measures

Expected Results: Present the expected results of your proposed project (i.e., the overall impact of your project) based on the project's objectives. Ensure that the expected results are achievable based on the project activities presented in the project work plan.

Project Evaluation Plan: Describe how you will assess your project's overall success (e.g., ongoing site visits, surveys of target audience, analysis of project results to baseline data, etc.). 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. For each Key Performance Indicator included in the next section, describe the methodology used to estimate and/or calculate the indicator value.

Key Performance Indicators: Performance indicators are measurable results that demonstrate how your project objectives will be met. Target values should represent outcomes for the entirety of your project. Ensure that your target performance indicators are achievable within the timeframe of CAAF funding. Include the name, title, and/or description of your performance indicator; the target (numerical) value; and the unit to measure the target value (e.g., number of species targeted).

In the next module, applicants will provide a target in their application for the following **mandatory performance indicator** (applications that do not contain values for the mandatory performance indicator will be deemed ineligible):

| Mandatory Performance Indicator | Description | Target | Unit |
|--|--|----------------------|-----------------|
| Number of communication activities or products delivered to knowledge users. | These can include publications (including scientific journal publications, conference or other presentations, seminars with knowledge users, publication in professional magazines, etc.). | Include target value | # of activities |

In addition to the mandatory performance indicator above, applicants are required to add any other relevant and meaningful performance indicators (see examples below). Please ensure that additional performance indicators are supported by details on how participants will be involved or engaged in the Project Objectives section of the GCEMS application form. You may include any indicators relevant to your project, however, applicants are encouraged to use CAAF

Performance Indicators from the table below. CAAF Performance Indicators are sorted by the project funding category; however, an applicant should select any CAAF Performance Indicators that apply to their project. All performance indicators must include a target value in the appropriate unit of measurement. Refer to the following table to identify and learn about CAAF Performance Indicators:

| INDICATORS - 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 ₂ equivalent using the following tools for calculating and reporting emissions . Includes: Carbon Dioxide (CO ₂); Methane (CH ₄); Nitrous Oxide (N ₂ O); Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulfur Hexafluoride (SF ₆). | | # of tonnes |
| Number of tonnes of emissions of air pollutants reduced | Calculated per year using the following tools for calculating and reporting emissions . Includes: Sulphur Oxides (SO _x); Nitrogen Oxides (NO _x); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and Ammonia (NH ₃). | | # of 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. | | # of 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. | | # of 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. | | # of 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. | | # of 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. | | # of 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. Applicants 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) | <p>Target audience's awareness and understanding related to preventing or restoring environmental damage is increased as a result of project activities.</p> <p>Pre and post surveys or other acceptable measurement methodologies are included as part of the project.</p> | | % 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 |

Module 5. Climate Action and Awareness Fund

Research Theme: Identify the primary theme that your project will address by selecting one (1) theme from the list. If your project falls under more than one theme, select the **primary theme** for your project. Use the details in the *What projects may be funded* section to help determine which theme best describes your project.

You may submit one funding application for a project that falls under multiple themes. Your application must clearly demonstrate how your proposed project meets **all** the themes that you are applying for in a single application.

For examples of past-funded projects, please refer to the [EDF project map](#).

Theme A: Identifying future considerations of GHGs and air pollutants in achieving net zero

Theme B: Examining impacts of technologies and obstacles on pathways to reach net zero

Theme C: Enhancing emissions data to evaluate net zero progress

Project Need: In 2,500 characters or less (including spaces), indicate why your project is needed within the local, regional and/or national context and how your project will deliver on the applicable research theme(s). 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. This section is meant for you to reference any scientific and community-based research explaining results, data, reports, or community feedback that would support the need for your project, in other words the “why” of your project.

Project Purpose: In 1,500 characters or less (including spaces), provide a plain-language (i.e., non-technical) summary of your project by completing the sentence “This Climate Action and Awareness Fund project will ...” Your sentence should include a brief description of the project, the project location (if applicable), and a clear summary of key project goals.

Example: *This Climate Action and Awareness Fund project will improve simulations of predictive climate and air quality impacts from forest fires in British Columbia by (list main activities here).*

Project Partners: Applicants are encouraged to include partners in their application. Partners can facilitate the transfer of knowledge, the integration of new knowledge, and build research capacity across Canada. Partnerships may leverage existing government expertise, resources, data, and/or research infrastructure.

Partner is defined as an organization that will be involved in some portion of project implementation or contribute to the success of the project. They may support the project by providing funding and/or in-kind contributions. Partners can include ineligible organizations, such as for-profit organizations, utilities, associations, and municipal, provincial/territorial, and federal governments, though ineligible organizations cannot receive funding provided by ECCC.

If applicable, indicate if your project will partner with the following groups:

- **Federal, Provincial, Territorial, and/or Municipal government departments,** branches, or teams, other than CAAF, to leverage existing expertise and resources.
- **Other academic institutions, think tanks, or organizations** that will contribute to the success of the project by providing funding, in-kind contributions, or other support.

For each group you indicate, briefly describe the nature of your partnership. Your description should include:

- a contact name,
- the name of the organization,
- how they will contribute to the success of the project, and
- level of support they will provide (e.g. the number of in-kind hours they will contribute or the dollar value of funding they will provide).

The data collected may be used for application evaluation and reporting purposes. Note that partnering with these groups is not a requirement; however, project partners will strengthen your application.

If your application is selected, you will be required to provide letters of support from the project partners confirming their support before a funding agreement is finalized. These letters are not mandatory at the application stage but are highly recommended.

Value for Money: Describe how your application addresses any of the following:

- leverages existing government expertise, resources, data, and/or science infrastructure
- otherwise provides value-added to Canada's climate change science landscape

If any of these are not applicable to your project or you cannot address them within the scope of your project, include a short sentence explaining the rationale. Please limit your response to a maximum of 2,500 characters (including spaces) each.

Training and Development: If applicable, please describe how your application plans to train highly qualified personnel (HQP) and/or enhance Canadian expert scientific capacity. Please limit your response to 1,500 characters (including spaces).

Mandatory Performance Indicator: Provide a target value for the following mandatory performance indicator. **Applications that do not contain values for the mandatory performance indicator will be deemed ineligible.** You are responsible for ensuring that the target value provided is realistic and achievable for your project.

| Mandatory Performance Indicator | Description | Target | Unit |
|--|--|----------------------|-----------------|
| Number of communication activities or products delivered to knowledge users. | These can include publications (including scientific journal publications, conference or other presentations, seminars with knowledge users, publication in professional magazines, etc.). | Include target value | # of activities |

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

If there is a knowledge transfer component to your project, please provide a summary of how your project will provide data, information, or insight to knowledge users and/or decision makers. In your response, please address the following:

- Which audience(s) your project intends to reach.
- What will be communicated both during the project and once it has been completed.
- If applicable, how you plan on leveraging or creating knowledge mobilization infrastructure/relationships (e.g., networks, working groups, expert workshops, targeted briefings, seminars, or conferences) to communicate results.

Please limit your response to each of the bullets above to 2,000 characters (including spaces).

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) (excluding English and French). Translation costs for Canada's official languages, or translation for other languages relevant to project delivery are an eligible expenditure.

Note that successful applicants may be required to actively and collaboratively participate in annual virtual roundtable discussions for the duration of their project and may be asked to provide updates on methodologies, successes and challenges, and emerging findings of their projects.

Gender-based Analysis Plus (GBA Plus): GBA Plus is a tool used to support the development of inclusive policies, programs, and other initiatives. GBA Plus is a process for understanding who is impacted by the issue or the initiative; identifying how the initiative could be tailored to meet diverse needs of the people most impacted; and anticipating and mitigating any barriers to accessing or benefitting from the initiative. GBA Plus goes beyond biological (sex) and socio-cultural (gender) differences to consider other factors, such as age, disability, education, ethnicity, economic status, geography (including rurality), language, race, religion, and sexual orientation. Please visit the Government of Canada's [Women and Gender Equality Canada](#) webpage for more information on GBA Plus.

If applicable, describe how your project incorporates GBA Plus. Principles of GBA Plus should be considered at all stages of a project's lifecycle, particularly in relation to:

- team composition and recruitment processes;
- training and development opportunities; and
- knowledge mobilization, engagement, and public communication.

For each of the above, you must identify at least one concrete practice that will be implemented. A non-exhaustive list of examples is provided below.

- Supporting equitable access to funding opportunities for all researchers and trainees.
- Promoting the integration of GBA Plus-related considerations (e.g., gender, ethnicity, community needs, economic status) in research design and methodologies.
- Increasing equitable and inclusive participation in the research system, including on research teams.
- Collecting the data and conducting the analyses needed to include GBA Plus considerations in decision-making.
- Disseminating knowledge mobilization materials in an equitable and accessible manner (e.g., plain-language wording, multiple languages, etc.).

You may consider the following questions as you prepare your response:

- What are the intersecting factors of your project's target population? Are there groups of people that might experience this subject/issue differently?
- Have experience of impacted populations been considered in defining the issue, from their perspective? (Consider factors such as location, education, socio-economic status, culture, and so on.)
- Could the project have an impact on individuals outside of the target population? If so, how? How can this application advance the overarching objective of promoting greater equality?
- Will the target audience have equitable access to project materials/services? If not, what are the barriers to access and how might you mitigate those? Do diverse groups within the target audience access information in the same ways?

- What kinds of data would be important in understanding the different ways that diverse groups experience this topic?
- How does the project methodology identify and consider differences (e.g. gender, ethnicity, community needs, economic status) in a fair and sensitive manner?
- For example, you could describe how your project aims to ensure marginalized groups or individuals impacted by activities, or members of the target audience (e.g., youth, language minority communities) will be able to participate fully in project activities, as applicable. This could include the planning of virtual or in-person activities, translation of products into various languages, braille, or providing sign language materials to ensure access to content for any given individual.

Project Engagement: Indicate which of the following groups the project engages and select all that apply. Note that engaging these groups is not a requirement. For each group you indicate, briefly describe who you have already engaged or plan to engage with and how the project activities would support collaboration and engagement with the groups. The data collected may be used for application evaluation and reporting purposes.

Engagement 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).
- **Other groups, individuals, and/or communities who may be directly or indirectly impacted by the proposed project** may include landowners, community groups, rural communities, or anyone else that is applicable to your project.

Applicants are encouraged to work with or engage underserved communities. This could include, but is not limited to:

- visible minorities and diversity groups;
- 2SLGBTQIA+ individuals or groups;
- low-income communities;
- new Canadians;
- rural or remote communities;
- individuals living with disabilities.

Regular and/or Core Activities: Briefly describe how your proposed project is distinct from your organization's regular and/or core activities, or ongoing initiatives. Please note, CAAF funds cannot be used for regular and/or core organizational activities. Ongoing projects or the continuation of existing projects are not eligible for CAAF funding.

Proposed projects that have an expanded scope, geographic focus, and/or performance indicators may be framed as a new project phase, which would be eligible. A new phase must have a new beginning and end date. The proposed project must be able to track the performance indicators specifically from this new phase's activities.

Environmental Responsibility: If applicable, briefly describe any potential risks to the environment (the atmosphere, aquatic or terrestrial ecosystems) that your project may pose (e.g., sample collection, contamination), and how you will mitigate the likelihood or impact of these risks. Applicants 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. Please limit your response to 1,500 characters (including spaces).

We may request additional information 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 starting activities. Any potential required permits and authorizations for the project must be identified in this section.

In addition, indicate whether the required permits or authorizations have been obtained. If the required permits have not yet been obtained, please ensure the approval timeline is included in your project work plan. Activities taking place on government or private land may also require a permit and/or approval. **Successful applicants will be asked to provide authorization or permit copies to CAAF.**

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.

Health and Safety: Describe how project activities will be delivered in a way that prevents risks to health and safety. Limit your response to a maximum of 2,500 characters (including spaces).

Potential risks to health and safety may include activities taking place on water, working with dangerous tools and materials and/or heavy machinery, and working in remote areas. Examples of prevention strategies include using an occupational health and safety plan, equipping project

staff with Global Positioning Systems (GPS) and outdoor safety equipment, and Workplace Hazardous Materials Information System (WHMIS) training if handling chemicals and/or hazardous materials.

Outreach: Indicate how you heard about this call for applications (e.g., email via CAAF's distribution list, social media, Government of Canada website, colleague, or other). If selected "Other," please specify.

If you would like to be added to CAAF's distribution list in your region, please send a request to CAAF's inbox at fasc-caaf@ec.gc.ca and include the provinces and territories you would like to receive information from.

Indigenous Organization Identification: If your organization (Lead Applicant) is identified as an Indigenous organization in Module 1, indicate how you further describe your organization:

- First Nations;
- Inuit;
- Métis;
- Other.

If Other is selected, insert your own identification description.

Retain application: Indicate whether you consent for the details of this application to be retained for consideration for future funding opportunities from the Government of Canada, should they become available. If yes, then the details of this application may be shared with other federal government parties. This is optional and will not impact the evaluation of your application under this funding opportunity.

Research Security: ECCC is aligned with the Government of Canada's *Policy on Sensitive Technology Research and Affiliations of Concern*. Projects involving research that advances a sensitive technology research area will not be funded if any of the researchers involved in project activities are affiliated with, or in receipt of funding or in-kind support, from a university, research institute or laboratory connected to military, national defence, or state security entities that could pose a risk to Canada's national security.

Indicate whether or not your proposed project will aim to support the generation or discovery of knowledge that contributes to progress in the development of a technology described in the sub-categories of the list of [Sensitive Technology Research Areas](#). Research that will merely use an existing technology is not included in this Policy.

If your project addresses one of the Sensitive Technology Research Areas, indicate if your organization or any of the researchers involved in your proposed project are affiliated with an organization on the list of [Named Research Organizations](#). If your project includes any partners or contributors you must also indicate if they are on the list of Named Research Organizations or affiliated with any organizations on the list.

Affiliation: Individuals are considered affiliated to any Named Research Organization if they are employed by, appointed to, conducting research for, or in receipt of funding or in-kind support from it. In cases where individuals hold multiple affiliations, all must be considered when ensuring compliance to this

Policy. Only currently held affiliations are of concern for this policy; past affiliations will not be considered.

If selected for funding, you will be required to reconfirm your answers to these questions for the duration of your project. If applicable, all researchers with named roles engaged in activities supported by the project will be required to attest that they have read, understood, agree with, and are compliant with this Policy. They and their research team(s) will be required to comply with the Policy **for the duration of the project**.

Module 6. Project Budget

This module will present your project's financial details. Complete all three steps to prepare a budget using the tables provided in the online GCEMS application. Numbers should be rounded to the nearest dollar.

Step 1: Enter Contributors

Requested funding: Clearly state the total amount of CAAF cash funding requested for each year of your project. Note: CAAF does not provide in-kind services and should not be listed as an in-kind supporter.

Contributor for project: Add all other contributors to the project (including your own organization's contribution to the project). Provide a Contributor name, identify a Contributor Type, and whether or not the contribution is confirmed at the time of submitting your application. Other optional contributor types may include: support from other federal government departments, provincial governments, municipal governments, Indigenous organizations, or others.

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 ECCC in-kind participation (e.g., professional advice, laboratory analysis, etc.), please provide letters from the supporting organization to confirm participation including the value of in-kind or cash contributions.

Step 2: Enter Expenditures

Expenditure Table: Add all project expenses to the table. For each expense, select an expenditure type from the list and provide a brief but thorough description of the details or further breakdown of the expense. Include the dollar value that will be covered by CAAF funding (in the Requested ECCC funding total cash column) or other project contributors as applicable. You may have more than one expense of the same type. The **What project costs are eligible** section provides further details on eligible expenditures for CAAF.

Step 3: Review and Edit Contributors and Expenditures

Summary of contributors and expenditures: Your contributors and expenses must match in order to submit your application. This table will indicate if your budget is not balanced. You can adjust your contributors and expenditures in the following table or return to step one and two.

Review and edit budget information: Use the drop-down menu to display the contributors and expenditures by each fiscal year of your project and use the tabs to switch between the two. In this table, you can add new contributors and expenses or edit existing entries.

Tips for completing a strong budget:

- separate CAAF funds from other ECCC funds, if applicable;
- avoid using vague wording in the budget by providing enough detail to link budgeted costs with project activities;
- ensure the budget per fiscal year matches the project work plan per fiscal year;
- include sufficient detail or a breakdown of expenses in the Expenditure Detail field so that it is clear how you arrived at the dollar value;
- ensure the budget per fiscal year is sufficient to reach the objectives and indicators per fiscal year;
- ensure the evaluation of income and expenditures is accurate and the financial contribution request is well-justified and appropriate; and,
- all expenditure estimates should be at fair market value (fair market value represents the standard rate for a product or service in your area).

What Project Costs are Eligible?

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

- **salaries and wages**
 - include salaries and benefits of employees who are directly working on the project (e.g., biologists, project coordinators, technicians, bookkeepers, accounting, etc.).
 - if bundling all salary and wages into a single expenditure item, include details (e.g., number of positions supported) of the bundled costs in the expenditure description.
- **management and professional service expenditures**
 - e.g., accounting, monitoring, and translation required (Canada's two official languages, or other languages relevant to project delivery) to enable the participation [of linguistic minority communities](#).
- **contractors**
 - e.g., engineering, research, etc.
 - expenditures included under contractors should align with the information provided in the Applicant Information module.

- **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, etc.
- **further disbursement of ECCC funding to a final recipient(s)**
 - funds disbursed to third parties by means of the applicant's own contribution-type program and agreements must respect CAAF terms and conditions, including CAAF eligibility requirements.
- **a reasonable share (20% or less) of overhead and/or administrative expenditures directly related to carrying out the project**
 - 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, lease of office space, 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 the final year of their budget.
- **purchase of capital assets³** (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 Applicant Information module.
- **other expenditures**
 - Any GST/HST that is not reimbursable by Revenue Canada and any PST not reimbursable by the provinces.

Please note, this is not a complete list of eligible expenses. You can contact [CAAF's inbox](#) for any matter relating to this list or the eligibility of your project and activities.

Independently Verified Financial Report

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 any one fiscal year, it is recommended to include an estimate of the cost for an Independently Verified Financial Report in the application's budget module, 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 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.

³ 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

Module 7. Official Languages

Completing the Official Languages module of the application is a mandatory requirement for all applications to ECCC funding programs. Applying organizations must respond to all questions by selecting “yes” or “no”.

| 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 official language minority communities (OLMCs)? |
| 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? |
| Is your project designed to benefit, involve or have an impact in a geographic region with OLMCs? |
| Explain how you plan to communicate your project, in what language and when this information will be communicated. ⁴ |

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

Module 8. 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. These letters should include the specific dollar value (\$) of the cash and/or in-kind contribution being provided.
- dated and signed letters proving 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).

⁴ This question is specific to Official Language communication. You may summarize details already provided in Module 3's "Work Plan" related to Official Languages, if applicable. Information should be provided in 2-3 summary sentences.

- 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.
- letters of support 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.
- proof of incorporation, charity status, current filings with corporate registry, and/or current list of board members, as applicable.
- organizational capacity: consider providing documentation that show your organization's financial, management, and team experience. Documents could include resumes or CVs of key staff, your organizational structure, and year end reports, etc.
- any additional information that will enhance your application (pictures, sketches, etc.).
- if applicable, copies of permits or approvals, species lists, etc.

Letters that confirm other funding (both cash and in-kind) will be requested from successful applicants before a funding agreement can be signed and funds provided.

Note: Any information submitted after the deadline WILL NOT be considered in the application evaluation process.

Module 9. Certification

Applicants must certify that the information stated in the application is complete and accurate.

Once your application is complete, submit it using GCEMS.

Please note, CAAF will **not** accept project applications by email, fax, or mail.

What happens after submitting an application?

Acknowledgment of Receipt

Acknowledgment of receipt is automatically generated by GCEMS. **If you did not receive an acknowledgment of receipt, you should contact GCEMS at sgesc-gcems@ec.gc.ca to confirm that your application was received.**

Review

Once the call for applications is closed, your application is reviewed by CAAF to verify eligibility and to assess technical and scientific merit. All project applications are subject to the same evaluation process and criteria and are reviewed to ensure that they provide sufficient information to adequately assess the application and that they meet eligibility requirements.

Following this administrative assessment, your project application is examined by a team of technical reviewers, which may include experts from ECCC, other federal government

departments, or provincial (as applicable) to evaluate your application's scientific and technical merit. The last step includes conducting a final evaluation of each of the applications received. This process may take several months.

If your application is approved in principle, you will be contacted to negotiate a funding agreement that outlines the terms and conditions of the funding. Federal Members of Parliament and/or their team may be advised about the approval in principle of a project and be provided with the following information: applicant 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 via email.

Any questions or comments may be directed to [CAAF's inbox](#).

Contact ECCC

Please note, enquiries will be addressed in the order they are received. We aim to respond to all enquiries within three (3) to five (5) business days, depending on volume and complexity of the enquiries received.

For general information regarding eligibility criteria and program parameters, please contact CAAF's inbox at: fasc-caaf@ec.gc.ca.

Applications are submitted to ECCC using the GCEMS online portal, which requires applicants to create a GCKey and access the Single Window Information Manager (SWIM). For all 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.

