Environment and Climate Change Canada | Environnement et Changement climatique Canada

Canada

Environmental Damages Fund

Applicant Guide

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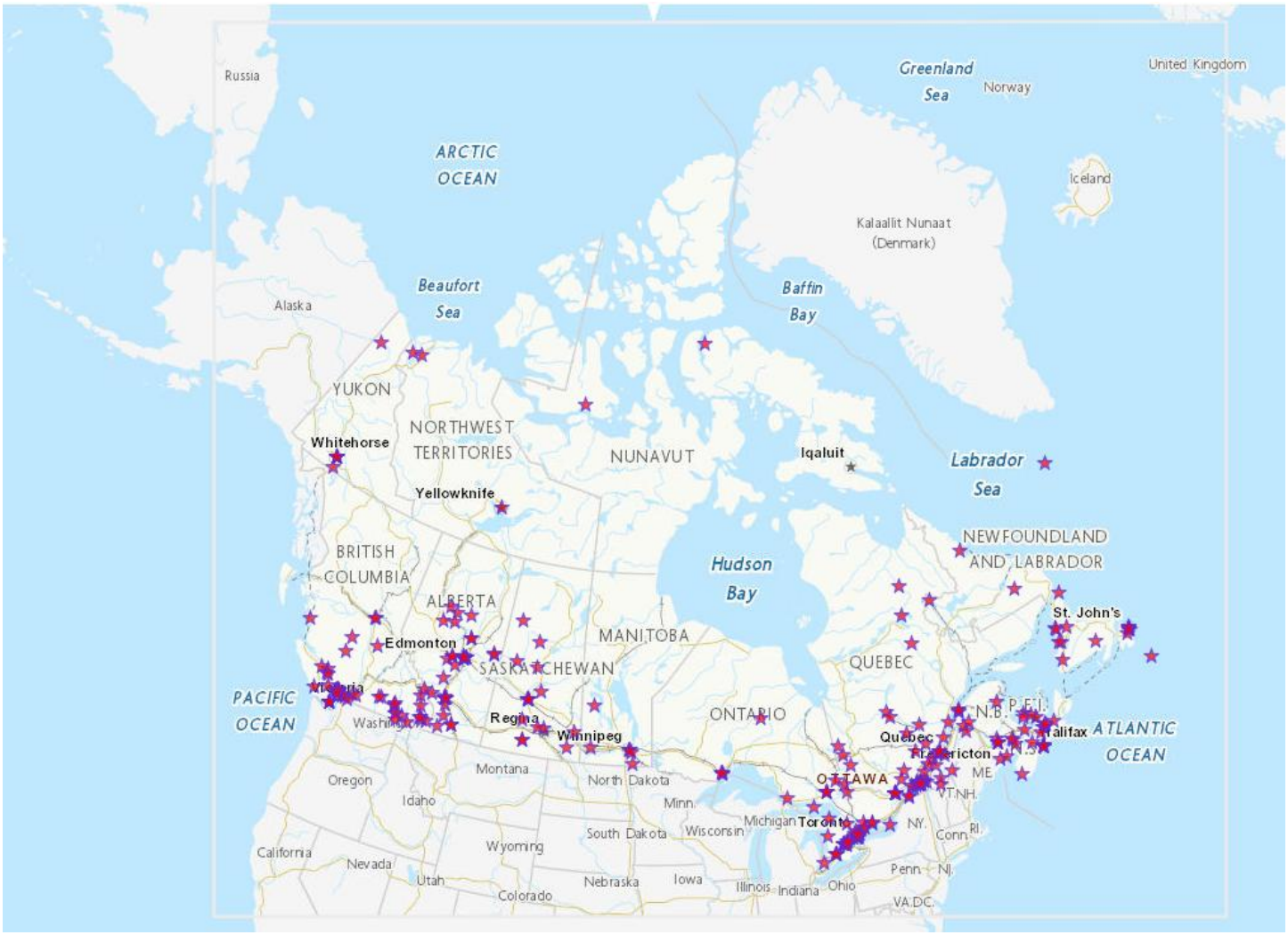

Online Project Map: https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/environmental-damages-fund/map-projects.html

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What is the Environmental Damages Fund?

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 these 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. These federal departments are responsible for the enforcement of legislation that may be used to direct funds to the EDF such as, the *Fisheries Act*, the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994,* and the *Canada Shipping Act, 2001.*

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

What is the Purpose of this Guide?

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

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

Who Can Apply?

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

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

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

Who *Cannot* Apply?

Ineligible applicants include:

- individuals;
- businesses;
- federal government departments and agencies (However they may partner with eligible applicants)
- offenders that have been fined or made monetary payments directed to the EDF (They are also not permitted to partner with eligible groups);
- 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 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 the same type of natural resource(s) lost, of the same quality and value in the locale where the incident occurred;
- Restore the same type of natural resource(s) lost, of the same quality and value in another locale; or
- Restore the same type of natural resource(s), but of different quality in the locale where the incident occurred.

Environmental Quality Improvement

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

Research and Development

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

Education and Awareness

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

Project applications must clearly show how they satisfy the Fund Use Requirement, which are listed with each available funding amount (EDF available funds page). Fund Use Requirements include relevant location information, if applicable. Projects that do not clearly show that they satisfy all aspects of the applicable Fund Use Requirement(s) will not be eligible for funding. For examples of funded projects, see our EDF project map.

EDF Calls for Applications are competitive processes. Applicants must clearly explain all project details and expected results. The level of detail provided in your application must support the complexity of your project.

An eligible EDF application:

- must be carried out in Canada and/or the benefits of the project's activities must benefit Canadians;
- addresses one or more of the EDF's four funding categories;
- is complete and accurate with sufficient information to adequately assess the application;
- is scientifically sound and technically feasible;
- is cost-effective in achieving goals, objectives, and results;
- benefits the environment and addresses an environmental issue(s) or knowledge gap;
- measures results using one or more EDF performance indicator;
- satisfies the Fund Use Requirement(s) as listed on the EDF available funds page.

What Projects and Activities Will *Not* be Funded?

The following types of 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[1], 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[2];
- 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 the EDF;
- projects outside of Canada;
- bursaries or cash incentives.

Please note, 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 EDF office in your region.

What Funding is Available?

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

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

EDF funding is available to cover up to 100% of eligible project costs. The EDF does not require matching/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 the EDF office in your region 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).

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[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 EDF funding to fund assembly of the infrastructure, and utilize EDF funding for the following expenses:

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

[2] Formal curriculum materials are defined by being a planned program of objectives, content, learning experiences, resources and assessment offered by provincially/territorially funded schools, or privately funded schools.

What is the Maximum Duration of an EDF Project?

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

When is the Application Deadline?

The deadline for submitting a funding application using the Grants and Contributions Enterprise Management System (GCEMS) portal is **15:00:00 Eastern Time**, 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 Requirements on the EDF available funds page associated with each available fund. Ensure your project activities satisfy all of those requirements and that proposed project activities are eligible EDF expenditures. For questions or clarification, please contact the EDF office in your region.

Should you be unable to submit your application using GCEMS, please contact the EDF office in your region. 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 EDF funding application using the GCEMS online portal and visit the GCEMS application instructions page for technical assistance documents, tutorials, and support throughout your application preparation.

As the website will automatically log applicants out after 15 minutes of inactivity, you are strongly advised to save your draft application in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.

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

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

Please note, EDF 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 EDF 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 plans for follow-up after the project's end date to continue environmental benefits and encourage sustainability;
- identifies how risks to the environment and health and safety will be prevented (see Module 3 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);
- engages one or more EDF priority groups (see Module 3);
- contains an accurate and comprehensive work plan and budget;
- 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);
- 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 Eastern Time**. The EDF 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 a confirmation**, please contact sgesc-gcems@ec.gc.ca.

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

When contacting ECCC about an application, always reference the GCEMS application 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 the EDF. Note, the EDF 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.

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, 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 the EDF if your project is successful. This process can take many months. Contact the EDF office in your region should you require further details or clarification.

Project Location: Provide your project's location, including information that links your project to any geographic priority regions identified in the Fund Use Requirement(s). 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 Fund Use Requirement(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 the EDF, and its connection to the Fund Use Requirement. 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 it 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 the EDF. 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 Assets[3]: Capital assets are an eligible expense under the EDF, 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 area of fish habitat restored, or the number of hectares restored. Expected results are specific and measurable indicators specific to the activity and should include how you will demonstrate their achievement.

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

Your 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 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.

The 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 priority 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 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 project indicators are achievable within the timeframe of EDF funding. Include the name, title, and/or description of your indicator; the target (numerical) value; and the unit to measure the target value (e.g., number of species targeted).

You may include any indicators relevant to your project, however you must include at least one (1) EDF Performance Indicator from the table below. **Project applications that do not contain at least one (1) indicator and a description of the methodology will be ineligible.**

EDF Performance Indicators are sorted by the project funding category; however, an applicant should select any EDF Performance Indicators that apply to their project. All projects must include at least one (1) EDF Performance Indicator (recommended that the indicator is within the primary funding category selected in the next module) presented in the tables of performance indicators below and must include a target value in the unit of measurement specified by the program in the tables below.

Refer to the following table to identify and learn about EDF 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_2O); 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 (SOx); Nitrogen Oxides (NOx); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and Ammonia (NH3).		# 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

INDICATORS – Research and Development			
Performance Indicator	**Description**	**Target**	**Units**
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. 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.		# of 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

Module 5: Environmental Damages Fund

EDF funding categories: Identify the primary EDF funding category that your project will address by selecting one (1) funding category from the drop-down list. Use the details in the *What projects may be funded* section to help determine which EDF funding category best describes your project. In the previous evaluation module, you were encouraged to select all EDF Performance Indicators that apply to your project, you are not limited by the funding category you select here; selecting at least one (1) indicator is required.

For examples of past-funded projects, please refer to the EDF project map.

#1: Restoration projects: Restoration of damage caused to the natural environment.

#2: Environmental quality improvement projects: Environmental quality is improved in areas where damage to the environment or wildlife habitat occurred.

#3: Research and development projects: Knowledge related to long-term environmental damage **or** damage to wildlife habitat is increased.

#4: Education and awareness projects: Awareness and knowledge of environmental damage restoration or compliance with environmental regulations is increased.

EDF Available Funds: Copy and paste the specific EDF available fund(s) that you are applying for from the EDF available funds page into your application. The wording in your application should match exactly what is stated on the EDF available funds page. Include the location, funding amount available, and the Fund Use Requirement(s).

You may submit one funding application for a project that proposes to use multiple EDF available funds. In the following sections of the application, you must clearly explain how your proposed project meets the Fund Use Requirements of **all** the available EDF funds that you are applying for.

Project Need: In 500 words or less, indicate why your project is needed within the local, regional and/or national context and how your project will deliver on the applicable EDF Fund Use Requirements. 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 150 words or less, complete the sentence "This Environmental Damages Fund project will …" by clearly and succinctly describing the purpose of your project. Your sentence should include the project location and a clear summary of key project goals.

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

Environmental Responsibility: Explain what measures will be taken to ensure the natural environment will not be negatively affected by project activities. 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.

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

Permits and Authorizations: Explain the necessary permits and authorizations needed to carry out project activities. It is your responsibility to verify requirements and obtain any permits and/or approvals from other federal, provincial/territorial and/or municipal governments prior to 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 their regional EDF office.**

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

According to the *Impact Assessment Act*, "Federal Lands" are defined as:

a) lands that belong to His Majesty in right of Canada, or that His Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;
b) the following lands and areas:
    i. the internal waters of Canada, in any area of the sea not within a province,

ii. the territorial sea of Canada, in any area of the sea not within a province,
iii. the exclusive economic zone of Canada, and
iv. the continental shelf of Canada.

c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

EDF Priority Groups: Indicate which EDF Priority Group(s) the project engages and select all that apply. Note that the engagement of these groups is not a requirement; however, engagement of priority groups will strengthen your application. If applicable, briefly describe how the project activities would support collaboration and engagement with the priority groups. The data collected may be used for application evaluation and reporting purposes. Program Priority Groups are defined as follows:

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

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.

Project Accessibility and Sustainability: 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 you selected "Yes" in the drop-down menu to indicate that there is a knowledge transfer component to your project, please provide additional details on how knowledge will be generated by the project and how it will be shared with impacted groups in your community.

Additionally, if you selected "Yes" in the drop-down menu to indicate that project materials will be produced in a language other than French or English, please indicate which language(s) (excluding English and French). Translation costs for Canada's official languages, or translation for other languages relevant to project delivery are an eligible expenditure.

Health and Safety: Describe how project activities will be delivered in a way that prevents risks to health and safety.

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 (WHIMIS) training if handling chemicals and/or hazardous materials.

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

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

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 and may be demonstrated in other sections of the application. This could include how GBA Plus was considered when developing your project, and how GBA Plus will be applied throughout your project. Identify all concrete GBA Plus principles that may be implemented during your project.

You may consider the following questions in 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 the experiences 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 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 of content to any given individual.

Pre-project Engagement: Indicate if your organization has engaged or consulted with other groups, individuals, and/or communities (e.g., landowners, community groups, rural communities) who may be directly or indirectly impacted by the proposed project.

If the answer to the above is "Yes", briefly describe who you engaged with and the nature of that engagement. If your project is approved in principle, you will be required to provide letters of support from the groups engaged confirming engagement before a funding agreement will be finalized. These letters are not mandatory at the application stage but are highly recommended.

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

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.

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 EDF cash funding requested for each year of your project. Note: The EDF 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. It is recommended that you include 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 providing a brief but thorough description of the details or further breakdown of the expense. Include the dollar value that will be covered by EDF 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 the EDF.

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 EDF 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 the EDF program:

- **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, construction, 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 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, 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 assets**[4] (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**
    - GST/HST reimbursement.

Please note, this is not a complete list. You can contact the EDF office in your region for any matter relating to this list or the eligibility of your project and activities.

Independently Verified Financial Audit

Should 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.

[4] 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

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

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.[5]

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).
- 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.

[5] 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.

- 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, the EDF will **not** accept project applications by email, fax, or mail.

What Happens After You Submit a Project 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 EDF regional teams 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 departments (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 will 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 the EDF regional offices.

Contact Us

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.

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