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Environmental Damages Fund

Applicant's Guide 2011

What is the Environmental Damages Fund?

The Environmental Damages Fund (EDF) helps ensure that those who cause damage to the environment take responsibility for their actions. The EDF is a specified purpose account to manage funds received as compensation for environmental damage. Environment Canada administers the EDF on the behalf of the Government of Canada. Funds may be received through fines, court-ordered payments, out-of-court settlements, voluntary payments, and international liability funds. Environment Canada collaborates with other government departments such as the Department of Fisheries and Oceans, Parks Canada and Transport Canada responsible for the enforcement of legislation such as the *Fisheries Act*, *Canadian Environmental Protection Act, 1999*, *Migratory Birds Convention Act, 1994*, and the *Canada Shipping Act, 2001* that may be used to direct funds to the EDF.

The purpose of any contribution to the EDF is to restore the environment and conserve wildlife in a scientifically sound and cost-effective way. Each award directed to the EDF is accounted for separately, and is used to fund projects in the region where the offence occurred.

What is the purpose of this Guide?

This guide will assist you in applying for funding. **Before you begin, please contact the EDF office in your province or territory to discuss your project idea and to ensure that funds are available in your area.** A Program Officer will be pleased to advise you about the eligibility of your organization and project idea, if funds are available in your area, if any conditions have been placed on those funds, and provide you with advice about completing your application. The call is toll-free. Telephone numbers and email addresses are listed on the regional office contact page.

You may also fax or email a one or two page outline of your project to the EDF office in your area. A Program Officer will review your outline and provide you with feedback.

Who may apply?

Funding may be provided to non-profit groups (e.g. community-based environmental groups), Aboriginal communities and organizations (e.g. First Nation Councils, Inuit, and Métis Associations), universities and academic institutions, and provincial, territorial and municipal governments.

Individuals, businesses, and federal government departments and agencies are **not eligible** applicants but are encouraged to partner with eligible organizations. Offenders are **not eligible** to apply directly, or to partner with eligible groups, for fines or monetary payments they have made that have been directed to the EDF.

Note: If Government of Canada employees wish to participate in an EDF project, they should remember that they are subject to the Values and Ethics Code for the Public Service.

Non-incorporated groups may apply for EDF funding. At least two individuals must be identified to take responsibility for the project.

What projects can be funded?

Funding is available for projects that:

- Address one or more of EDF's priority areas of Restoration, Environmental Quality Improvement, Research & Development, and Education & Awareness;
- Satisfy all conditions specified by the courts (if any);
- Are scientifically sound and technically feasible;
- Are cost-effective in achieving goals, objectives, and results; and
- Demonstrate that the applicant possesses or has access to necessary experience, knowledge, and skills required to undertake the project.

If you have an idea for a project, but are not sure if it meets the program criteria, please contact the EDF office in your province or territory.

What project costs are eligible?

The following project costs are eligible under the program:

- Human resources costs, including salaries and benefits;
- Contract and professional services costs, including accounting, auditing or other professional fees;
- Travel and field costs;
- Materials and supplies;
- Printing and production costs;
- Communications and distribution costs;
- Equipment rentals and purchases;
- Vehicle rentals and operational costs;
- Translation costs;
- Liability insurance costs that are directly attributed to carrying out the project;
- Capital assets
- A reasonable share of overhead and/or administrative costs and rent that is directly attributed to carrying out the project.

What projects and activities may not be funded?

Ineligible projects and activities include:

- Activities required by law and/or mandated by other levels of government;
- Containment and clean-up of environmental spills;
- Restoration of contaminated sites;
- Infrastructure, particularly related to municipal, provincial, and federal government program areas;
- Lobbying or advocacy activities;
- Recreation and tourism projects or beautification initiatives;
- Preparation of formal curriculum materials;
- Core organization functions and activities such as meetings, maintenance, and administration (however, project specific administrative support is eligible);
- Annual or regular organization events/campaigns;
- Expenses to attend general conferences and workshops;
- Projects outside of Canada.

Please note that this is not a comprehensive list. If you are unsure about any of the examples listed above or the eligibility of your project and activities, please contact your regional office.

What are some examples of projects that can be funded?

Projects that are considered a priority for funding are those that restore the natural environment and conserve wildlife, in the same geographic area where the incident occurred. Other types of projects that may be considered for funding include environmental quality improvement initiatives, research and development on environmental damage assessment and restoration, and education on pollution prevention and the restoration of natural resources.

1. Restoration Projects

- Restore the same type of natural resource lost, same quality and value in the locale in which the incident occurred.
- Restore the same type of natural resource lost, same quality and value in another locale.
- Restore the same type of natural resource lost, but of different quality in the locale where the incident occurred.

Examples

- Re-establish potential spawning and rearing habitat for Brook Trout and Salmon.
- Stabilize stream banks and plant trees along a river's edge to encourage re-vegetation after an environmental disturbance.

2. Environmental Quality Improvement Projects

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

Examples

- Improving watershed riparian zones in order to restore streams that had been compromised due to terrestrial activities.
- Stream restoration for overall water quality improvement and better habitat for aquatic species.
- Improved wildlife habitat.
- Reducing the quantity of toxins entering waterways.

3. Research and Development Projects

- 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.
- Develop environmental damage assessment and restoration methods including techniques for the valuation of damage, restoration alternatives, environmental management plans, etc.

Examples

- Investigating the impacts of offshore oil and gas activities on seabirds.
- Gathering baseline data on a marine species for the purpose of damage assessment in the event of habitat contamination.
- Construction and installation of an artificial reef to study how artificial aquatic habitat can be colonized following habitat disturbances.

4. Education & Awareness Projects

- 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.

- Promote community capacity building and environmental stewardship in support of environmental damage restoration.

Examples

- Training local groups and volunteers in restoration activities to protect the environment in the event of an oil spill or other environmental disaster.
- Raising public awareness of environmental regulations to improve compliance.

What funding is available?

Available funding is dependent on money being directed to the EDF through fines, court-ordered payments or voluntary payments, and the geographic area the funds may be used in (i.e. community, province, territory, region). To determine what funds are available in your area, visit the EDF website or contact your regional office. EDF funding is available to cover up to 100% of eligible project costs. Applicants are encouraged to seek additional sources of funding for the project.

What is the maximum duration of a project?

There is no maximum project duration. The average length of a project is two years or less.

When are the application deadlines?

The EDF program solicits project proposals as funds become available. Please check with your regional office to confirm upcoming deadline dates for available funds in your province or territory.

How do you apply?

✓ **STEP 1** *Contact the regional office in your province or territory in advance of a submission deadline for tips and materials to help you, including:*

- Eligibility of your organization and project activities;
- Up-to-date program information;
- Other potential funding sources; and
- Examples of previously funded projects.

✓ **STEP 2** *Prepare your application package*

Application Form

The application form is available on the Internet at www.ec.gc.ca/edf-fde or by contacting your [regional office](#).

Information Required in the Application Form

Applicant Information

Provide organization contact information and a brief description of your mandate. In addition, contact information for one individual responsible for the project is required. The contact person must be knowledgeable about the content of the application.

Project Team

Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Who will work on the project (project coordinator, volunteers, consultants, technical experts, etc.) and what are their roles/qualifications? Identify relevant qualifications and experiences of the project team. This is also an opportunity to demonstrate your organization's experience and capacity to carry out the proposed project.

Project Summary

Provide the project title, location, expected start and end date, and a summary description of your project. When determining a project start, please take into account the time required for notification (approximately 10 weeks) and the negotiation of a contribution agreement with Environment Canada.

For successful recipients, this summary description may be published and made available to the public. It is important that your summary be concise and includes the key measurable results you expect to achieve with your project.

Project Need

Identify the main purpose of your project by describing the environmental issue that the project will address and why it is important.

Project Details

State clearly what goals your project will accomplish and how this will benefit the environment. Provide a clear description of measurable objectives to indicate how the project will achieve its goals. Make sure that your project objectives are achievable and measurable within the timeframe of the project.

Provide details of the activities to be undertaken, techniques involved and the goals for each activity. What activities are involved and when will they take place? What methods or techniques will be used?

The workplan must include information on site specific details, event schedules, seasonal timelines, etc. You may consider organizing activities and targets into quarters according to the following breakdown: April to June, July to September, October to December, and January to March.

Evaluation

It is important to clearly demonstrate that objectives and goals are measurable and how 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.

In addition to determining results and selecting the appropriate methodology, the project must also include established targets by identifying performance indicators that will be tracked during the project. These indicators will be used to determine if the project objectives were met.

EDF Performance Indicators

Restoration

Natural environments affected by environmental damage are restored.

Proportion of area restored: Proportion = Total Area (in hectares) Restored / Total Area (in hectares) Affected	% of hectares
Number of hectares where restoration activities have been implemented	# of hectares

Improvement

Environmental quality is improved in areas where environmental damage or harm to wildlife has occurred.

Proportion of area improved: Proportion = Total area (in hectares) Improved / Total area (in hectares) Affected	% of hectares
Toxic or harmful substances diverted or reduced (per year)	# of kilograms
Habitat improved: Hectares of natural environment created or enhanced.	# of hectares
Reduction of greenhouse gas emissions: Includes: Carbon Dioxide (CO ₂); Methane (CH ₄); Nitrous Oxide (N ₂ O); HFCs, PFCs and SF ₆ .	# of tonnes
Reduction of emissions of Criteria Air Contaminants (CAC): 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

Research and Development

Knowledge of long-term and/or cumulative impacts of environmental damage or harm to wildlife is increased.

Recommendations from studies, reports or management plans implemented: Number of recommendations implemented / Total number of recommendations.	% of recommendations
Percentage of intended reach met	% of intended reach

Education and Awareness

Awareness and understanding related to environmental damage restoration or compliance with environmental regulations is increased.

Target audience that confirmed modification in behaviour as result of project activities	% of target audience
Participants attending project activities	# of participants

Environmental Responsibility

Groups must conduct activities in a manner that is not detrimental to the environment and must explain how the environment will not be harmed by the project. Prior to the start of your project, Environment Canada may be required to complete an environmental assessment under the *Canadian Environmental Assessment Act*, in which case additional information may be required. This requirement is in addition to any other environmental screening conducted by other levels of government. In addition the project may require permits and/or

approvals from other federal, provincial/territorial and/or municipal governments. It is your organization's responsibility to verify and acquire any permit(s) and/or approval(s) prior to the commencement of activities and supply copies to Environment Canada. Typical activities which **may** require an environmental screening include installation of habitat structures and in-stream work.

It is important to call your regional office to discuss the activities of your project in order to determine whether additional information is required with your application. Additional information may be required even if an environmental screening is not necessary, for example maps used to identify sites (no larger than 8 1/2" x 14"); species lists identifying the variety and number of plant species to be planted or animal species targeted; details on the construction, installation and maintenance of habitat structures such as bird boxes; details on construction and installation of in-stream structures; seasonal timelines of restoration activities. etc.

Communications

Identify your project's communication activities and how others will be informed about the project and the results achieved (e.g. news releases, public events, posters).

Depending on your target audience and in accordance with the *Official Languages Act* of Canada, you may need to offer services to the public in both official languages. The EDF can assist with the translation costs associated with this requirement as long as these costs are included within the project costs outlined in the budget. Please contact your regional office for more information.

Funding Summary

Provide a funding summary for your project which includes the amount requested from the EDF, the amount from other funding sources, and the overall total project value.

Budget

Prepare a budget **using the budget forms provided in the application** by completing all three sections of the budget: Part 1) Human Resources, Part 2) Equipment & Supplies and Part 3) Miscellaneous Expenses, and include:

- An itemized budget with the number of unit(s), unit cost, total cost and if applicable the distribution of costs amongst the various funding sources ("EDF" and "Other Funding Sources" which includes cash and in-kind sources of support);
- Best estimates of all expenses and in-kind donations at fair market value (the standard rate for a product or service in your area);
- Volunteer time is valuable! Calculate all volunteer time at fair market value and include it in your budget as an in-kind contribution;
- Costs associated with an independently verified financial report for projects of \$100,000 and over;
- Costs of employer contributions, such as employment insurance contributions, which are required on behalf of employees;
- An indication of whether or not the project is expected to generate revenue. Include an approximate value of the expected revenue with the total cash and total project value sums. Any revenue generated by the project is expected to be used toward project activities; and, if applicable,
- Details about other funding sources which include cash and in-kind partner support. Please indicate "yes" or "no" in the appropriate box to identify whether a letter from other funding sources is included with your application.

Recommended

The following information is highly recommended but not required:

- Supporting letters from landowners where restoration activities are occurring on private property which state that your group has permission to undertake activities on their property and whether the landowner is providing any monetary and/or in-kind support. These letters are to be dated and signed.
- Community support letters endorsing the project which are different from partner letters confirming their monetary and/or in-kind contribution.
- Any additional information you think will enhance your proposal (photos, sketches, etc.).
- If applicable, letters from other funding sources confirming cash and in-kind contributions. Any letters of confirmed support not available at the time of your application can be sent in after the funding deadline.
- If applicable, copies of permits or approvals.
- If applicable, a map of the area.
- If applicable, a species list.

The level of detail required should be consistent with the funding requested and the complexity of your project. For example, a project proposal requesting \$10,000 may require less detail than a project proposal requesting \$500,000 for a more complex project. If you have any questions about the level of detail required, please contact your regional office.

A strong EDF application is one that:

- Addresses one or more of EDF's priorities;
- Enhances, restores, conserves, and/or protects the environment;
- Includes objectives that are realistic, achievable and measurable;
- Explains how project activities will meet project objectives;
- Provides an opportunity for individuals to become actively engaged in the project activities and educates community members on environmental issues;
- Involves individuals and communities with local experience and knowledge;
- Has project partners with technical expertise who have reviewed and support the proposal;
- Demonstrates that the organization has the ability to carry out the project;
- Includes support letters from project partners and the community;
- Demonstrates good value for dollar; and
- Includes a completed and signed application form with a detailed budget of project expenses, a workplan, a communications plan, measurable indicators, and any other additional supporting documentation required to adequately evaluate project activities (including information required to conduct an environmental screening, if applicable).

✓ **STEP 3 Send us your completed application package.**

Once your application is completed, email, fax, or mail it to your regional office. The addresses and fax numbers are listed on the back of the application form.

Note that if the application deadline date falls on a weekend or holiday (when postal services may be unavailable), you will need to ensure your application is submitted and postmarked on or before the deadline date.

With the exception of letters confirming cash and in-kind support from other funding sources, which can follow at a later date, all other information and supporting documentation must be included with the original application. **No additional information received after the deadline date will be taken into consideration.**

Addresses and fax numbers for the regional offices across Canada are listed on last page of the application form.

If you have not received a submission acknowledgement letter within a few weeks of submitting your application, we recommend that you contact us to make sure that your proposal has been received.

What will happen next?

Review

Your application is first reviewed by Environment Canada staff to make sure it is eligible for funding and that the proposal addresses one or more of EDF's priorities. Next a technical review team, which is made up of experts from Environment Canada and other government departments, evaluates your application for its scientific and technical merit. Based on this team's evaluation, projects are recommended for funding.

Notification

You will be informed approximately 10 weeks from the deadline date if your application has been approved. If it is approved, you will be contacted about negotiating a funding agreement that outlines the terms and conditions of the funding. If your application is not approved, you will be informed in writing of this decision. The EDF program strives to provide you with the earliest possible notice once decisions are final.

Any questions or comments may be directed to your regional office. **Good luck!**

If you have not received a submission acknowledgement letter within a few weeks of submitting your application, we recommend that you contact us to make sure that your proposal has been received.

Environment Canada's Regional Offices

Atlantic Region

*Nova Scotia, New Brunswick
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