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## Health Canada's Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities

# 2013-2014

### Funding Application Guide



Prepared by:  
Environmental Public Health Division  
Interprofessional Advisory and Program Support Directorate  
First Nations and Inuit Health Branch, Health Canada

Canada 





## FUNDING YEAR 2013-2014

Prepared by:  
Climate Change and Health Adaptation Program  
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Interprofessional Advisory and Program Support Directorate  
First Nations and Inuit Health Branch, Health Canada  
*Ce guide est aussi disponible en français sur demande.*

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# Introduction

## and Program Goals



## Introduction and Program Goals

**Call for Proposals 2013-2014:** The Climate Change and Health Adaptation Program is now accepting funding proposals for the 2013-2014 fiscal year.

**Deadline:** Monday, January 21<sup>st</sup>, 2013

Climate is rapidly changing in Canada's north. Melting sea and lake ice, melting glaciers, melting permafrost, greater storm surges, more erosion and landslides, more unpredictable weather, more freezing rain in winter, shorter winter conditions, more forest fires, and hotter summers are some of the events being observed across Canada's north. Northerners have reported that these changes to the environment are affecting the ability to travel on land and ice, to find and hunt traditional foods, to access potable water and maintain homes and communities.

The health implications resulting from a warmer and more unpredictable climate are not distributed evenly: current health status, age, genetics, gender, geography, and economics are all key variables affecting the ability of individuals and communities to reduce and/or adapt to the effects of climate change.

The expected outcomes of a warmer planet are numerous and will have direct and indirect health implications particularly for Northern communities. To help address these issues, it is important to involve communities in monitoring, researching, discussing, advocating and participating in the process of adaptation. Health Canada, as a part of the federal government's overall climate change strategy, has developed a program to fund community-centred research, where the research is to be done by community members to find culturally appropriate and locally-based, long-term human health adaptation strategies.

Health Canada's *Program for Climate Change and Health Adaptation for Northern First Nations and Inuit Communities* is unique among the adaptation programs in that it focuses on northern community adaptation and human health. Its purpose is to build capacity in the development of adaptation strategies/action plans through research by funding community-based projects. Communities can develop health-related adaptation and/or action plans and communication materials that will help in adaptation decision-making at the community, regional, national and international levels with respect to human health and a changing environment.

Since the launch of the Climate Change and Health Adaptation Program in 2008, Health Canada has funded 52 community-based projects across Canada's North that focus on relevant health issues caused by a changing climate. Through these efforts, communities have increased their knowledge and understandings of the health effects related to climate change and have started to develop local adaptation strategies. Examples include: numerous films and photo-voice products that engage youth and elders; community-based ice monitoring, surveillance and communication networks; and information products such as fact sheets on land, water and ice safety, drinking water and food security and safety, and traditional medicine.

The purpose of this proposal guide is to give you a clear understanding of the application process. This guide outlines what types of projects Health Canada is able to support and describes the specific steps you need to take in order to apply. These steps are aimed at ensuring accountability and success of research projects.



# Guidelines

## for Proposals



## section /

### Potential Fields of Study

Health Canada's *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities* will support traditional and/or innovative ways of researching the human health impacts of climate change. Some specific research areas/issues related to human health and climate change can include but are not limited to:

- warmer and more unpredictable weather patterns
- travel safety
- irregular water conditions and risk of illness
- decreased access to traditional country foods
- impacts of invasive species on wildlife and/or plants
- altered lifestyles or cultural activities
- contaminant release due to melting permafrost
- increased coastal erosion and safety
- increased UV exposure

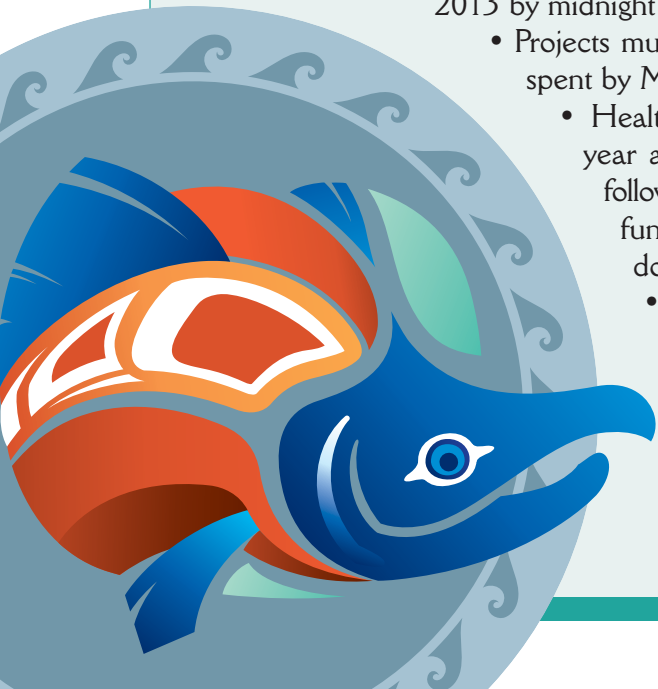




## section II

### Project Funding and Deadline for Submission

- Eligibility: community project proposals must meet all requirements listed in this guide in order to be considered for funding.
- Project funding availability per community:  
\$500.00 - \$200,000.00
  - Deadline for submission: Monday, January 21<sup>st</sup>, 2013 by midnight Pacific Standard Time.
  - Projects must be completed and all dollars spent by March 31<sup>st</sup>, 2014.
  - Health Canada can fund only one year at a time. You must re-apply the following year with no guarantees of funding if you are interested in doing multi-year projects.
  - This program involves a competitive proposal selection process, not all eligible proposals received may be funded.



## section III

### Proposal Submission

Proposals must be received on or before Monday, January 21<sup>st</sup>, 2013 by midnight PST.  
You will need to send a paper copy (which is post-marked) as well as an electronic copy.

Communities can submit draft proposals for us to review/make sure that they meet basic program requirements. Deadline for drafts: January 7<sup>th</sup>, 2013. Please note that just because we review drafts and aid in the process does not guarantee approval. All eligible proposals will be reviewed by either the First Nations or Inuit Selection Committee.

Please send paper copy to:

Megan Duncan  
Environmental Coordinator  
Environmental Public Health Division  
First Nations and Inuit Health Branch  
Health Canada  
Jeanne Mance Bldg, AL 1919A  
Ottawa, ON, K1A 0K9

Please send electronic copy to Megan Duncan at: [megan.duncan@hc-sc.gc.ca](mailto:megan.duncan@hc-sc.gc.ca)

#### Information Requests

For more information regarding Health Canada's Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities, please contact Megan Duncan at: [megan.duncan@hc-sc.gc.ca](mailto:megan.duncan@hc-sc.gc.ca) by telephone (613) 957-6698 or by visiting [www.climatetelling.ca](http://www.climatetelling.ca)





# Section IV

## Eligible Candidates/Communities

## Eligible Candidates/Communities

Eligible candidates are as follows:

- Communities or community members that apply must be Northern<sup>1</sup> First Nations or Inuit. This includes First Nations and Inuit in Canada (i.e., Communities, Bands, District, Tribal Councils and Associations, Inuit Associations, Councils and Hamlets).
- Non-governmental and voluntary associations and organizations, including non-profit corporations that work on behalf or in partnership with a First Nation or Inuit community are also eligible. The community must identify them as partners in the research. Only proposals that meet the requirements of this Guide will be eligible to go through Health Canada's *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities* funding approval process.
- We encourage communities to communicate with their appropriate authorities/community representatives with regards to any approvals needed for their proposed research.
- The Program can only fund one project per community per year.



<sup>1</sup> "Northern" meaning that applicants *must be located north of 60°N or if south of 60°N situated in the Continuous Permafrost Zone*. This would then include Nunavik and Nunatsiavut as well as some parts of British Columbia, Ontario, Manitoba, Quebec and Labrador.



## Community Projects must include the following elements:

- 1) Community-based/centred research\* related to climate change and health which can include one or a combination of the following potential fields of study:
  - (a) What are the dangers/risks to health, including to vulnerable members of the community?
  - (b) Where do these dangers/risks come from and how do they affect your community?
  - (c) What can you find out about these dangers/risks?
  - (d) Can you make an assessment of these dangers/risks?

Things to consider:  
 How is your community being exposed (source, contact with people, outcome)?  
 Can you build/use a model to explain your findings?
- 2) Suggestions for community adaptation approaches to climate change impacts which are developed out of the research/projects.
- 3) Plan for communication of results back to the affected community/communities.
- 4) Inclusion of local/traditional knowledge.

\*Please note that there needs to be a clear connection to health in the proposal in order to be considered.

The following is a list of projects that were funded in 2012-2013. Visit [www.climatetelling.ca](http://www.climatetelling.ca) for more project information.

### 2012-2013

#### YUKON:

1. Yukon River Inter-Tribal Watershed Council  
 “Integrating Indigenous Knowledge and Public Health in to a Community Contaminant and Climate Change Monitoring Program”
2. Mayo  
 “Mayo Talks Climate Change and Health”
3. Little Salmon Carmacks First Nation  
 “Food Security of our Future Leaders: Young Adults Build Health Capacity through Northern Community Gardens”

#### NWT:

4. Rae Edzo - Behchoko Friendship Centre  
 “Keeping our Community Healthy”
5. Dehcho First Nations  
 “A Return to Country Food: Examining Risks and Benefits and Contaminant Perception on the Safety of the Traditional Diet”

6. Institute for Circumpolar Health Research  
 “Climate Change and Emergency Measures: Traditional Knowledge Research for Increased Unpredictable Severe Weather and Travel Safety Impacts on Community Health, Tools for development of Adaptation Plans”

#### 7. Jean Marie River First Nation

“Permafrost Vulnerability Assessment and Landscape Changes Related to Climate Change in the Jean Marie First Nation”

#### INUVIALUIT:

##### 8. Inuvialuit Settlement Region

“The link between Climate Change and Health in the Inuvialuit Settlement Region: capacity building, traditional knowledge exchange and community-based monitoring for Elders and youth at Kendall Island and Whitefish Station”

##### 9. Paulatuk

“Paulatuk Beluga Whales: Health and Knowledge”

#### NUNAVUT:

##### 10. Arviat and Beyond

“Climate Change Health Adaptation Strategies for Inuit Food Security”

#### NUNAVIK:

##### 11. Akulivik

“Real-Time Monitoring for Travel Safety and Food Security in Nunavik”

#### NUNATSIAVUT:

##### 12. North West River - Sivunivut Inuit Community Corporation

“Traditional Knowledge: A Blueprint for Change Stage 2”

##### 13. Nain

“A Youth-led Enhancement of the Community Freezer Program for Improved Mental Health, Nutrition, and Intergenerational Skills Transmission in Nain”

##### 14. Rigolet

“Inuit Mental Health and Adaptation to Climate Change: A Nunatsiavut Regional Perspective”

#### BRITISH COLUMBIA:

##### 15. Nisga’a and Tr’ondek Hwech’in First Nations (joint Yukon and B.C. project)

“The Vital Harvest: year-round plant foods of Nisga’a and Tr’ondek Hwech’in tradition”

# Section V

## Review and Selection of Proposals for Funding

### Review and Selection of Proposals for Funding

Proposals will be reviewed by a Selection Committee. There will be two committees, one for First Nations and one for Inuit. These committees are made up of community, government and non-government representatives who will be evaluating each proposal and making funding recommendations. These members have a strong background in climate change, health and northern community issues.

Candidates/communities will be notified of results before March 31st, 2013.

The Climate Change and Health Adaptation Program will keep all proposals and refer to them, if necessary, throughout the year. If you would like feedback on your proposal, please contact us.





# Section VI

## Required Elements



## Required Elements

- The proposal should not exceed 20 pages double-sided including cover page and appendices.
- Font size should be 12.
- An electronic version of the proposal must be submitted on CD or emailed to Megan Duncan at [megan.duncan@hc-sc.gc.ca](mailto:megan.duncan@hc-sc.gc.ca)
- 8.5 x 11 sheets only.
- The proposal should be unbound and capable of being photocopied.

### Proposal Contents:

#### 1. Cover Page

The cover page should contain the following information:

- Title
- Amount of funding requested
- Name of applicant or project leader, affiliation and contact information (including address, telephone and fax numbers, and e-mail address)
- Name of community and/or organization with appropriate logos
- Date of submission

#### 2. Plain Language Summary (1 page)

In preparing the summary, please use this list of tips and questions:

- Give an overview or a story that explains what you want to research
  - i. Introduce the question(s) that are of interest to your project
  - ii. Why is this important to your community?
  - iii. How is this project linked to climate change?
- What activities are you proposing to do to answer these questions?
  - i. Who will be involved (e.g. youth, males, females, hunters)?
  - ii. Where and when will the project work be done?
- How will this project help your community?
- How can the information from this project be useful to others?
- What are the expected outcomes or results of the project?
  - i. What are you hoping to achieve?



### 3. Community Background (Maximum 2 pages)

This is a time to teach and share some of the values and needs of your community and why, essentially, you would like to conduct this research. The background should include:

- Some information about the history of the community.
- Explain what makes your community vulnerable to a changing climate.
- What are some of the health issues that the community faces?
- Are climate change and its effects on health an issue for many members?
- What are the key concerns with regards to climate change and health for most people?

### 4. Project Description

#### Introduction:

- State or describe the nature and scope of the project. The project should relate to one or a combination of Potential Fields of Study listed in Section 2 of this Guide.
- If research on your topic area already exists, include one or two paragraphs that summarize the findings of this research and how your project will build on that research or answer a new question that has not yet been considered and/or answered. If there is literature available with regards to your topic of interest, please include a detailed literature review.
- Indicate if the proposed project is the continuation of any other community-research project. Note the partners and those who funded the original project.

#### Rationale:

- Why did you choose this topic?  
— History of the topic you would like to research
- How has it affected or how might it affect the community in the future?
- Have steps been taken in the past to understand and/or solve this problem? If so, what were they, and were they effective, why or why not?
- Describe how your community would benefit from this project and how it is linked to human health.
- How might this information benefit other communities?

#### Objectives:

- State your short-term and long-term objectives for the project.

#### Methodology:

- Describe how you will accomplish your research project.
- Where will the work be done?
- Who will do the work?

#### Activities/Outcomes:

- Describe the research activities
- State the expected results and project “deliverables”, such as reports, publications, conferences/workshops, communication initiatives and/or materials (e.g. newsletters, pamphlets, videos).
- Adaptation strategies/plans that are developed out of the research/project.

#### Partners:

- List your partners (i.e., government departments, agencies, First Nation or Inuit groups, academics or professionals) with their corresponding contact information. As well, please mention any financial partners that are involved if applicable.

#### Capacity building (Building community ability):

- Explain how your project/research will provide/engage your community with new tools/knowledge/methods to increase the ability to understand and manage the health impacts of climate change.
- Is there training involved?

#### Youth:

- Are youth going to be involved?
- What activities are planned and how will these benefit youth?

#### Traditional knowledge:

- Explain how your proposed project will incorporate traditional knowledge and culture.

### 5. Work plan and Timelines

List each activity of the project, along with its estimated time period. Present the timelines for each activity, including any factors that might affect its timing (seasons, availability of resources, migration of animals or fish, etc.).

### 6. Project Evaluation

Indicate how the project will be evaluated and by whom. How will you determine the success of your project? For suggestions on how you might structure your project evaluation please see the information at the end of Appendix A: Proposal Template on CD

### 7. Communication and/or Dissemination Plans

Describe, in detail, how the results will be communicated to the community, and other interested parties (e.g., funding organizations, other First Nation or Inuit communities).

### 8. Appendices

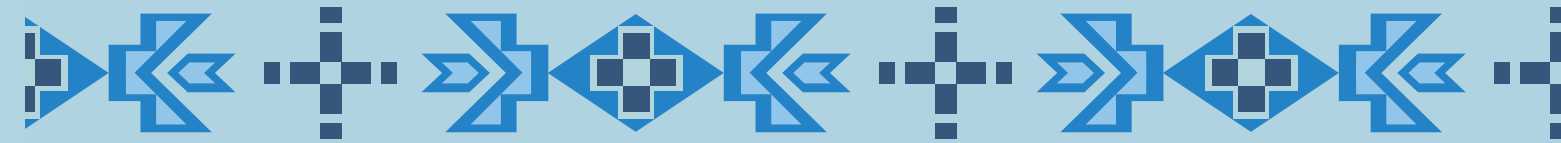
Enclose supporting documents, such as background information or resumes, to show that the person conducting the research and research team have the knowledge and skills required to successfully run this research project (maximum two pages per principal investigator or co-researcher).

Include other relevant project material such as consent forms, interview questions etc. if available.

### 9. Letter of support by a mandated authority (band council, hamlet, municipality, Aboriginal originations, etc.) for each community.

\* A request for organization certification (letter of incorporation, registration number, bylaws, etc.) may occur once a project is funded.





# Section VII

## Budget Requirements



## Budget Requirements

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources. Feel free to remove or add budget categories based on your own needs.

### Main Expenses

#### Salaries and Wages:

- Indicate the salaries paid to people specifically hired for the project, and the amount of time they will dedicate to the project (hours, days, or weeks)

#### Honoraria:

Honoraria compensations for participants (e.g. Elders) are often used as ways to say thank you for their time and knowledge. It is also a good way to encourage community members to take part in the project. It is important to note that honoraria payments **cannot exceed 200\$/day per person** as by Health Canada policy.

#### Professional Service Fees (if appropriate):

- Indicate the estimated total value of each contract to be awarded under the project, the contractor's name (if known) and the purpose of the contract.
- In the case of contracted laboratory services, indicate the cost of each sample tested, type of test and number of samples.

#### Travel, Accommodation and Meal Costs:

- Include all travel, accommodation and meal costs, and indicate the purpose of travel. Please use government travel rates by visiting <http://www.tbs-sct.gc.ca/tbs-sct/index-eng.asp>. Click on the quick link [Travel Rates](#) followed by [Appendix C - Meal & Incidental Rates \(Canada / USA\)](#) to get the most up to rates.

#### Equipment and Facilities:

- Equipment cost. Specify the type of equipment that is needed to conduct your research and the extent to which it will be used (examples: monitoring or sampling equipment).





Administrative/Management Costs

- Operating Costs
- Include miscellaneous operating costs (office supplies and operating expenses, telephone, printing, computer time, fax, postage)
  - Supplies (including lab supplies)
  - Publication costs (specify publisher and projected date of publication)
  - Administration fees (if applicable)

The subtotal for Administration/Management Costs is not to exceed a maximum of **10 percent** of the total **Main Expenses** accepted for the project and they must be itemized (as seen in table below).

Other Costs  
If any budget item does not clearly fit into any of the above categories of expenditure, it must be entered as “**Other**” with a brief description.

Expense	Description (breakdown of costs)	Health Canada Funding Request	Funding from Other Sources (including in-kind)	Comments
Core Expenditures				
Salary				
Salary				
Salary				
Honoraria				
Benefits				
Professional services				
Translation				
Training fees				
Transportation, Accomodation and Meals				
Equipment and facilities				
Other				
Other				
Core Expenditures Subtotal 1				

Administrative/Management Costs (maximum 10% of total request from Health Canada)				
Office materials/supplies				
Copier and photocopies				
Telephone and telecommunication				
Material and equipment rental				
Maintenance and repairs				
Postage, shipping and handling				
Accounting fees				
Human resources pay services				
Other				
Other				
Admin Subtotal 2				
Total Cost of Project (subtotal 1 plus subtotal 2)				

Budget Summary

Total funding requested from Health Canada = \$  
Total support from other sources, including in-kind = \$  
Total cost of the Project (Health Canada request plus support from other sources) = \$  
Does this project build on a previous project? If so what was the name of the previous project and who provided funding for it?





# Section VIII

## Collection and Storage of Data



### Collection and Storage of Data

The proposal needs to include a plan for managing traditional knowledge collection and the storage of the data.

You will need to include answers to the following:

- How will data be collected and stored?
- How will data be protected and shared throughout the course of the research project?
- Who will own the data?
- Who will be able to access data?
- Who will have control over each of these processes?
- If your community has a protocol already in place, please include details.

Data can include any of the following: interview transcripts, water samples, plant samples, photos, video, etc.





# Section IX

## Proposal Review and Selection Process

### Proposal Review and Selection Process

The proposal selection process has two phases. In the first phase, Health Canada will make sure all necessary parts of the proposal are in place. In order for the proposal to move to the second phase, all conditions that are outlined in this Guide must be met. Once the proposal is in the second phase, it will be reviewed and scored on its merits and on the impact it may have on the community and beyond by the Selection Committees.

#### Proposal Evaluation Criteria:

1. Necessary parts of the proposal
2. Marking System



## 1. Mandatory Criteria

Block	Description	Met (yes/no)
1.1	The proposal submitted meets all conditions of Appendix A	
1.2	<p>– Are the following conditions met?</p> <p>1) Community-based/centred research which can include one or a combination of the following potential fields of study:</p> <p>(a) What are the dangers/risks to health, including to vulnerable members of the community?</p> <p>(b) Where do these dangers/risks come from and how do they affect your community?</p> <p>(c) What can you find out about these dangers/risks?</p> <p>(d) Can you make an assessment of these dangers/risks?</p> <p>Things to consider:</p> <p>How is your community being exposed (source, contact with people, outcome)?</p> <p>Can you build/use a model to explain your findings?</p> <p>2) Suggestions for community adaptation approaches to climate change impacts.</p> <p>3) Plan for communication of results back to community/communities.</p> <p>4) Inclusion of local/traditional knowledge.</p> <p>– Within one of the above potential fields of study, does the project assess the human health effects of exposure to a changing climate which may include, amongst others:</p> <p>a. Food safety - security</p> <p>b. Contaminant release</p> <p>c. Coastal erosion</p> <p>d. UV exposure</p> <p>e. Vector-borne diseases</p> <p>f. Transportation challenges</p> <p>g. Country food availability</p> <p>h. Drinking water</p> <p>i. Marking and mapping traditional routes</p>	

## 2. Merits and Impacts of the Proposal (to be reviewed and marked by Selection Committees)

Block	Description	Rating
2.1	Builds capacity in Inuit or First Nations communities	/25
2.2	Traditional knowledge has been integrated into the research The research respects local norms, protocols and knowledge	/25
2.3	Rigorous approach: clarity, adequacy and validity of methodology	/20
2.4	Is the research highly relevant to the community? Is the research proposal of direct or indirect relevance for other Inuit or First Nation communities? This should be discussed in "Community Background" Section	/20
2.5	Project team for the proposed project: Community-based researcher (s) and community member (s) The investigator possesses recognized skills and relevant expertise	/20
2.6	The proposal includes well thought out plans for communicating with the community during the project and sharing research results with the community when it is completed	/20
2.7	The budget and resource requirements are realistic and appropriate to the project	/20
2.8	Has your project engaged different forms of expertise? This could include, but is not limited to, hunters and trappers, environmental specialists, health practitioners, community planners, youth, Elders, women etc.	/15
2.9	The project engages youth in a meaningful way	/10
2.10	This is the first time that the community is applying for funding from Health Canada's Climate Change and Health Adaptation Program	/10
2.11	The time frame for completion of the project is feasible	/05
2.12	Co-funding has been sought (See "Partners" in Section VI)	/05
2.13	A review of the existing literature on key topics included (See "Introduction" in Section VI)	/05
	TOTAL	/200



# Section X

## Guide to Health Canada's Research Ethics Board Approval Process



## Guide to Health Canada's Research Ethics Board Approval Process

### REB Application Requirements

All research involving humans funded by Health Canada must be reviewed by the Research Ethics Board (REB) and approved by the Departmental Authority. Approval must be obtained in writing before the human health component of the research project begins.

For additional information regarding application forms, accompanying documentation forms, application categories, and detailed policies and procedures, please consult the Health Canada research Ethics Board's Website at:

[http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index\\_e.html](http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index_e.html)



A guide to research and ethics information is also available at

<http://www.naho.ca/inuit/e/ethics>



# Section XI

## Proposal Submission Reminder



## Proposal Submission Reminder

The proposal addresses the four priority research/risk assessment/public health concerns as identified in the Potential Fields of Study (Section IV, page 12 of the Guide)

The proposal falls under the geographic scope of the *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities*

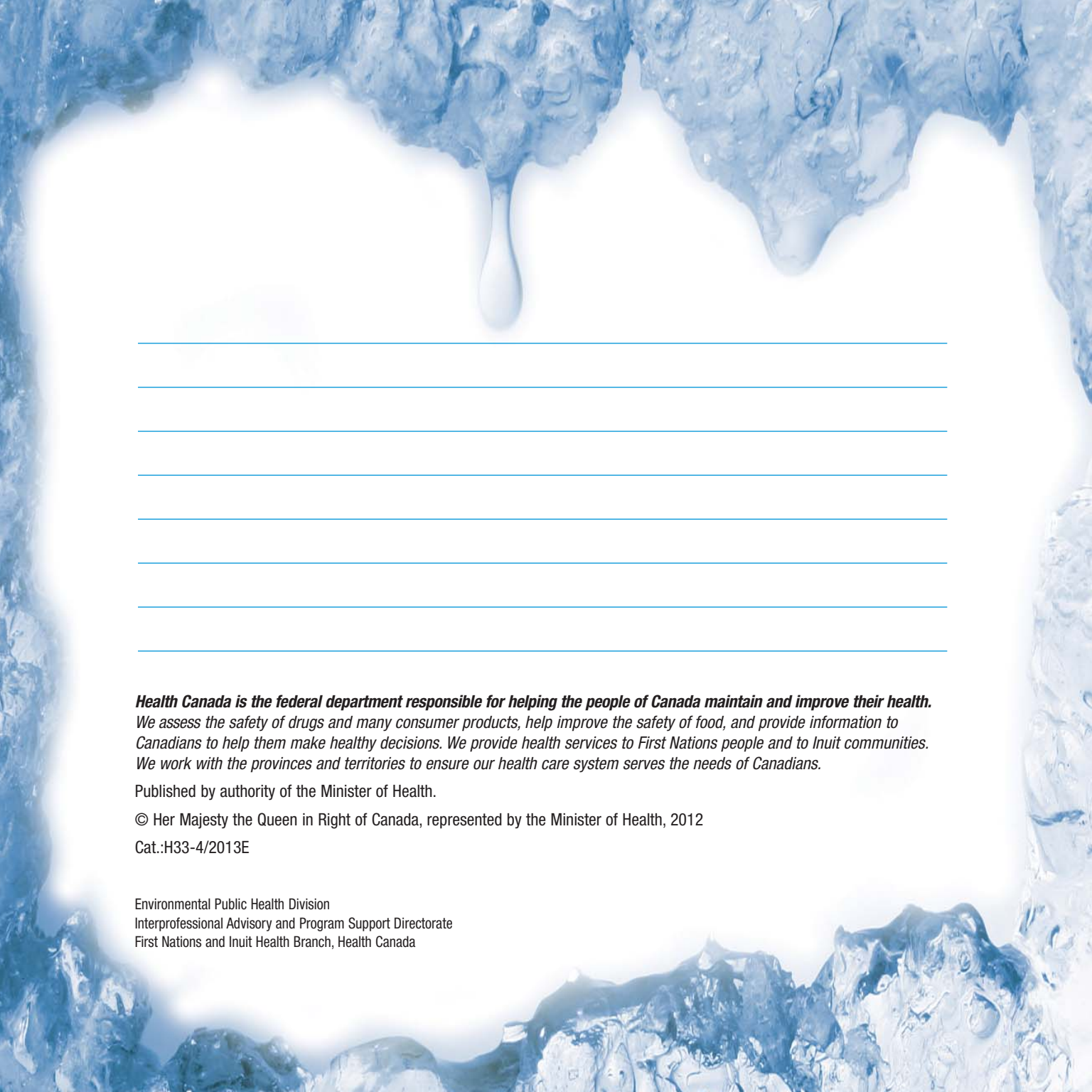
The proposal package is addressed to the Program Officer and is submitted on or before Monday January 21<sup>st</sup>, 2013 by Midnight PST.

The proposal should:

- Be written in accordance with Section VI
- Have detailed budget information
- Include letter(s) of support by mandated authority
- Include appendices: these should consist of supporting documents, resumes or background information of those involved, and other relevant project materials that you may have already developed, such as interview questions, consent forms, etc.







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**Health Canada is the federal department responsible for helping the people of Canada maintain and improve their health. We assess the safety of drugs and many consumer products, help improve the safety of food, and provide information to Canadians to help them make healthy decisions. We provide health services to First Nations people and to Inuit communities. We work with the provinces and territories to ensure our health care system serves the needs of Canadians.**

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Environmental Public Health Division  
Interprofessional Advisory and Program Support Directorate  
First Nations and Inuit Health Branch, Health Canada



# Funding Application Guide 2013-2014

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- Appendix E: Calendar/Timelines



Environmental Public Health Division  
Interprofessional Advisory and Program Support Directorate  
First Nations and Inuit Health Branch, Health Canada



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