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

Funding Application **GUIDE**



Canada 

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 to ensure our health care system serves the needs of Canadians.

Également disponible en français sous le titre :

Programme de Santé Canada sur le changement climatique et l'adaptation du secteur de la santé pour les communautés du Nord, des Inuits et des Premières nations – Guide de présentation d'une demande de financement

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1

What is the *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities*?



Health Canada's *Program for Climate Change and Health Adaptation in Northern First Nation and Inuit Communities* is unique among the adaptation programs in that it focuses on northern community adaptation and human health. This program provides between \$500–\$200,000 annually for community based research and assessment projects that help communities identify and adapt to the impacts of climate change on human health.

This program provides an opportunity for northern First Nation and Inuit to engage their communities in monitoring, research, assessment, and discussion in order to develop local health-related adaptation and or action plans, as well as 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.

The *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities* recognizes that core capacity-building activities are an ongoing priority and that funding should be set aside for these activities on an annual basis. Program funding is divided into two categories:

1. Community-based research and assessment projects
2. Core capacity-building activities (prescribed)

Core capacity-building activities are prescribed. This category is not open to new proposals. Funding for community-based projects will be determined based on an open call for proposals and the outcome of a detailed proposal review. The total amount of funding available under this call for proposals is \$1,971,000: \$1,721,000 for community-based project proposals; and \$250,000.00 for core capacity-building proposals.

2

How is climate change affecting health in Canada's North?



Climate is rapidly changing in Canada's north. The expected outcomes of a warmer planet are numerous and will have direct and indirect health implications particularly for Northern communities. 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 their environment are affecting their ability to travel safely and predict weather patterns, to find and harvest traditional foods, and maintain their homes. The impacts of a rapidly changing climate are having numerous direct and indirect physical, mental, and spiritual health impacts. To help address these issues, Health Canada's Climate Change Program funds community-based research and assessment projects whose goals are to find culturally and locally appropriate action plans.

Some specific 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
- expansion/migration of disease vectors to northern Canada
- altered lifestyles or cultural activities
- contaminant release due to melting permafrost
- increased coastal erosion and safety
- increased UV exposure

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Who can apply for funding?



- Northern First Nations or Inuit communities are eligible for funding. Northern is defined as being located ***north of 60°N or if south of 60°N situated in the Continuous Permafrost Zone.***¹ This includes, Nunavik and Nunatsiavut as well as northern parts of British Columbia, Ontario, Manitoba, Quebec, and Labrador.
- Bands, Districts, Tribal Councils and Associations, Inuit Associations, Councils, Hamlets, governments of self-governing First Nation and Inuit communities and regions.
- Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf or in partnership with a northern First Nation or Inuit community. The community must identify them as partners in the research.

The Program can only fund one project per community per year.

We encourage communities to communicate with their appropriate authorities/community representatives with regards to any internal approvals needed for their proposal.



¹ ftp://ftp2.ctis.nrcan.gc.ca/pub/geott/atlas/archives/english/5thedition/environment/land/mcr4177_pdf.zip

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What are the mandatory criteria for funding?



The following mandatory criteria must be met for proposals to be screened into the evaluation process:

1. Requests for funding must be between \$500–\$200,000 per proposal for one year of funding. (Please note, the program can only fund projects one year at a time. You must re-apply each year with no guarantee of funding for subsequent years.)
2. Proposals must be community-based research projects and vulnerability assessments.
3. Proposals must have a clear climate change and health focus.
4. Projects outcomes must be linked to community adaptation plans (e.g., use results to provide recommendations to decision-makers and to develop local adaptation action plans).
5. Projects must include the integration of local and/or traditional knowledge.
6. Proposal must include all of the proposal elements outlined in *section 4: What information is required in a proposal?*
7. Proposal must demonstrate how the project will be completed and all funding spent by March 31.
8. Projects that have previously received funding from the *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities* must include a summary of the analysis and results from their previous project(s) and need to clearly demonstrate how the new proposal will build on previous results for continuing projects.
9. Projects must demonstrate how they will report on the implementation and results of their research. There must be a clear communication strategy to share the information with the community as well as with others.

NOTE:

This is a competitive process. The program can only fund one project per community per year. As a result, not all eligible proposals that meet the mandatory criteria will receive funding.

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What information is required in a proposal?



Before you begin to prepare your proposal, consider the following questions:

- What are the risks of climate change to the health of your community?
- Where do these risks come from and how do they affect your community?
- Which members of your community are most vulnerable?
- What information do you need to assess and adapt to these risks?
- How is your community exposed to these risks (e.g., source, contact with people, outcome)? Can you develop a model to explain your findings?

If you wish to submit a proposal, please be sure to follow the following format:

- Proposal should not exceed 20 double-sided pages, plus cover page and appendices.
- Proposals must be provided electronically in English or French.
- Proposals must be submitted in size 12 fonts and on 8.5" x 11" size paper.
- Proposals may be submitted in hard copy. In this case, proposals should be unbound and easily photocopied. Proposals need to be post-dated before the deadline.

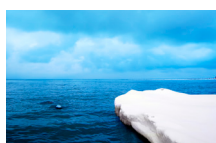
A complete proposal will include the following elements:

1. Cover page
2. Plain language summary (maximum 1 page)
3. Community background (maximum 2 pages)
4. Project description
5. Workplan and timelines
6. Methodology and data collection
7. Project Partners
8. Communication and/or dissemination plan
9. Project evaluation
10. Budget
11. Research ethics review (if necessary)
12. Letter(s) of support from a mandated authority
13. Appendices

Please follow the template in Appendix A to complete your proposal.

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How are eligible proposals evaluated?



This program involves a competitive selection process. *The program can only fund one project per community per year. As a result, not all eligible proposals that meet the mandatory criteria will receive funding. (For more information, please refer to section 4: **Mandatory Criteria** of the guide.)*

Proposals that meet the mandatory criteria are reviewed and scored by a selection committee. Depending on the project, the committee involves First Nations or Inuit community members, as well as government and non-government representatives who have a strong background in climate change, health and northern community issues.

The committee uses the following criteria to evaluate each eligible proposal.

Block	Description	Rating
2.1	Does the project demonstrate clarity, adequacy and validity of methodology and a rigorous approach to community engagement?	/20
2.2	Does the project build capacity in Inuit or First Nations communities?	/25
2.3	Does the project team include: Community-based researcher(s) and community member(s); and Investigator(s) with recognized skills and relevant expertise?	/25
2.4	Has traditional knowledge has been integrated into the research? Does the research respect local norms, protocols, and knowledge?	/25
2.5	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 section 3: <i>Community Background</i> of the proposal template)	/20
2.6	Is this the first time that the community is applying for funding from Health Canada's Climate Change and Health Adaptation Program? (<i>First time applicants will receive a higher score</i>)	/10
2.7	Does the proposal include well thought out plans for communicating with the community during the project and sharing research results with the community when it is completed?	/20
2.8	Does the proposal include a review of the existing literature on key topics of the proposal?	/05
2.9	Is the time frame for completion of the project feasible?	/10
2.10	Are the budget and resource requirements realistic and appropriate to the project?	/20
2.11	Has co-funding been sought with partners? (This should be discussed in section 7: <i>Project Partners</i> of the proposal template)	/05
2.12	Does the project engage 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
Total		/200

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Health Canada's Research Ethics Board



Projects with a human health data collection component may require REB approval.

All research involving humans funded by Health Canada must be reviewed by the 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: 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: www.naho.ca/inuit/ethics-and-research/



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How do I submit a proposal?



Complete proposals (electronic or hard-copy) must be sent to Health Canada by midnight Pacific Standard Time on or before the submission deadline. Please contact for cchap-pccas@hc-sc.gc.ca for information on the submission deadline.

Applicants *can* submit **draft proposals** to the program for review of the mandatory criteria. This gives applicants an opportunity to receive feedback on their application in advance of the final delivery date. Please contact cchap-pccas@hc-sc.gc.ca for information on the draft submission deadline.

Electronic submissions can be sent to:
cchap-pccas@hc-sc.gc.ca

Hard/paper-copy submissions can be sent to:
Climate Change and Health Adaptation Program
Environmental Public Health Division - FNIHB
Health Canada
Jeanne Mance Bldg, AL 1919A
Ottawa, ON K1A 0K9

Applicants will be notified of results on or before March 31.

The Climate Change and Health Adaptation Program will keep all proposals and may refer to them throughout the year.

For more information on Health Canada's *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities*, including funding eligibility and project ideas, or to submit a proposal, please contact cchap-pccas@hc-sc.gc.ca.

Proposal and Budget Template

Please refer to Appendix A on CD for the Working Template

If you need assistance or have any questions, please contact
cchap-pccas@hc-sc.gc.ca.

In preparing your proposal, please use the list of tips and questions provided in each section.

PROPOSAL ELEMENT CHECKLIST:

1. Cover page
2. Plain language summary (maximum 1 page)
3. Community background (maximum 2 pages)
4. Project description
5. Workplan and timelines
6. Methodology and data collection
7. Project Partners
8. Communication and/or dissemination plan
9. Project evaluation
10. Budget
11. Letter(s) of support from a mandated authority
12. Appendices

1. COVER PAGE

Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities Funding Application

Project Title:

Applicant Information

Name of applicant or project leader:

Affiliation (community):

Address:

Telephone:

Fax:

E-mail:

Name of Community or organization:

(put the name of the community or organization that will lead the project)

*Insert official community or organization logo here

Date of submission:

Amount of Funding Requested from Health Canada: \$



2. PLAIN LANGUAGE SUMMARY (1 page only)

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

PLEASE NOTE

You need to demonstrate a strong link between climate change and health. This link needs to be evident throughout your proposal.

AND

It needs to be clear throughout the proposal that this project is driven by the community in the hopes that the outcomes will benefit that community.

3. COMMUNITY BACKGROUND (Maximum 2 pages)

This is the opportunity to share information about the community and why this project is important. Please include the following information in this section:

- a. Some information on the history of your community (e.g., population information, main activities of community members, history of climate change impacts, etc.).
- b. Explain what makes your community vulnerable to climate change (e.g., dependence on country foods, sea ice transportation, coastal erosion, etc.).

- c. How does your community's vulnerability to climate change impact health issues in your community? (e.g., food security/safety, access to safe drinking water, travel safety, contaminant release, altered lifestyles/cultural activities, etc.)
- d. Are climate change and its effects on health an issue for particular members of your community? (e.g., Elders, women, children, etc.)

4. PROJECT DESCRIPTION

Introduction

- Describe the project (purpose, scope, type).
- Provide a literature review that summarizes any previous research on your topic (one or two paragraphs with references). If no information exists, please indicate this.
- Describe how your project will build on previous research/projects or answer a new question that has not been answered or considered.
- Indicate if this project is a continuation of any other community research project including the names of any partners and funders.

Rationale

- How has climate change affected the health of your community and/or how might it affect your community in the future?
- Have steps been undertaken in the past to understand or solve this issue? If so, what were they, and were they effective. Why or why not?
- How will the results of this project inform adaptation? How will your community benefit from this project?
- How will the outcomes of the research be of direct or indirect relevance for other First Nations or Inuit communities?

Objectives

Objectives are planned outcomes that outline what you intend to achieve through your project in the short and long term. Objectives are measurable and time-sensitive so that they can be evaluated and adjusted if necessary.

- What are your short-term objectives for this project?
- What are your long-term objectives for this project?



Activities/Outcomes

- Describe the research activities that will take place during your research project. Be sure to describe how each activity is connected to your project objectives.
- State the expected results and project deliverables (e.g. reports, publications, conferences/workshops, communication initiatives and/or materials such as newsletters, pamphlets, videos, etc.).
- Please state if you plan to have an adaptation plan developed from the results.

Capacity Building

- Explain how your project will provide/engage your community with new tools/knowledge/methods to increase the ability to better understand and manage the health impacts of climate change.
- Provide detailed information of how this project will support community members in engaging in research. Will training be involved? How will people involved continue in this work when the funding ends?

Youth

- CCHAP encourages engagement of youth in projects. If you have chosen to do so, please explain why you think involving youth is important.
- Please provide details as to how youth will be involved. Give examples of planned activities or training opportunities and how they can or will be beneficial (e.g. new skills and knowledge learned).

Traditional Knowledge

- The integration of traditional knowledge is a key component in research. Explain how your project will incorporate and protect traditional knowledge and culture.

5. WORKPLAN and TIMELINES

Prepare a table with a list of each activity of the project, with an assigned activity number, the timelines for each activity and any factors that might affect timing (e.g., seasons, availability of resources, migration patterns, etc.).

Activity #	Activities Description	Timeline/Dates	Factors affecting timing	Project objective

6. METHODOLOGY, DATA COLLECTION and STORAGE

- Describe how you will accomplish the **research activities** outlined in the work plan (e.g., data collection strategies, community engagement, analyses of results, etc.).

Please identify the activity number for each activity/item in this section.

- Where will the work be done?
- How will the data be collected, analyzed, disseminated and stored?
 - How will the data be protected and shared throughout the course of the research project?
 - Who will own the data?
 - Who will be able to access the data?
 - Who will have control over the each data?
 - If your community has an existing protocol, please include details.

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



7. PROJECT PARTNERS - Who will do the work?

- For this section, a table should be developed listing all individuals to be involved including name, affiliation, role within the project and the associated activity number (from the work plan) in which they will be participating. Be sure to list all of the partners that will be involved in this project (e.g., First Nation or Inuit groups, government, agencies, groups, associations, academics, professionals, financial contributors, etc.).
- For each person please include information on their relevant knowledge, skills and/or experience for this project. This can be included in the Appendix section of the proposal with the description for each person (two pages maximum). Please note that one or two paragraph descriptions are acceptable.

Name	Affiliation	Project Role	Associated Activity #

8. COMMUNICATION and/or DISSEMINATION PLAN

- Describe in detail how the results will be communicated to the community throughout the project (beginning, middle and end).
- Describe how the results will be communicated or disseminated to other interested parties and decision-makers (e.g. funding organizations, other First Nation or Inuit communities, governments, etc.).
- Describe how projects results will be communicated with the regional and/or territorial climate change community.

9. PROJECT EVALUATION

- Indicate how the project will be evaluated and by whom. How will you to determine successes and lessons learned?
- For suggestions on how you might structure your evaluation please see the information at the end of this document *Suggestions for Developing Your Project Evaluation*.

10. BUDGET

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources. You should 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:

Honorarium compensation for participants (e.g. Elders) is a gratuitous payment as distinguished from compensation for service or hire and are often **used as ways to say thank you for their time and knowledge**. *Honoraria should not be used as an alternative to a service contract or as a replacement for salary, wages or professional fees.* 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. **For any services provided by a community members** (e.g. laborers, Elders), the community member should be identified in the proposal by name.

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 date 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. (e.g., monitoring or sampling equipment).



Administrative/Management Costs

In most situations, First Nation and Inuit Health Branch will allow **up to 10% of the total agreement amount** for administration 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)

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.

PLEASE COMPLETE YOUR BUDGET USING THE BUDGET TABLE PROVIDED ON THE NEXT PAGE

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?

Expense	Description	Health Canada Funding Request	Funding from Other Sources (including in-kind)	Comments	Associated Activity #
Core Expenditures					
Salary					
Salary					
Salary					
Honoraria					
Benefits					
Professional services					
Translation					
Training fees					
Transportation, accommodation 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)					

11. LETTER(S) OF SUPPORT FROM A MANDATED AUTHORITY

- Letter of support by a mandated authority (Band councils, hunters and trappers organizations, hamlet councils, municipalities, First Nations or Inuit organization, etc.) for each community involved in your project. This letter should be on official letterhead and be signed by an authorized person.
- Successful projects might be asked to provide certification documentation for their organization (e.g. letter of incorporation, registration number, bylaw, etc.). It is therefore recommended that applicants keep these files nearby in case the project is funded.
- Communities are encouraged to communicate with their appropriate authorities/community representatives to obtain any approvals needed for their proposed research.

12. APPENDICES

This could include the following:

- 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)
- Relevant background information (if available)
- Relevant project materials that you may have ready such as interview questions, consent forms (sample to follow), etc.

NOTES

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



Prepared by:

Climate Change and Health Adaptation Program
Environmental Public Health Division
Interprofessional Advisory and Program Support Directorate
First Nations and Inuit Health Branch
Health Canada

Ce guide est aussi disponible en français sur demande.