



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada



# EXPERT ENGAGEMENT INITIATIVE ON CLEAN GROWTH AND CLIMATE CHANGE

## APPLICANT GUIDE

OCTOBER 2018

PDF:  
En4-347/2018E-PDF  
978-0-660-28132-2

Unless otherwise specified, you may not reproduce materials in this publication, in whole or in part, for the purposes of commercial redistribution without prior written permission from Environment and Climate Change Canada's copyright administrator. To obtain permission to reproduce Government of Canada materials for commercial purposes, apply for Crown Copyright Clearance by contacting:

Environment and Climate Change Canada  
Public Inquiries Centre  
7th Floor, Fontaine Building  
200 Sacré-Cœur Boulevard  
Gatineau QC K1A 0H3  
Telephone: 819-997-2800  
Toll Free: 1-800-668-6767 (in Canada only)  
Email: [ec.enviroinfo.ec@canada.ca](mailto:ec.enviroinfo.ec@canada.ca)

Cover Photo: © Getty Images

© Her Majesty the Queen in Right of Canada, represented by the Minister of Environment and Climate Change, 2018

Aussi disponible en français

## Contents

1. Purpose .....	4
2. About the Program .....	4
2.1 Expert Engagement Initiative (EEI) .....	4
2.2 Program Objective .....	4
3. Eligibility .....	4
3.1 Eligible Recipients .....	4
3.2 Activities.....	5
3.3 Mandatory Eligibility Criteria .....	5
3.4 Governance and Operations .....	6
3.4.1 Board of Directors .....	6
3.4.2 Staff.....	6
3.4.3 Director / CEO .....	7
4. Application and Selection Process .....	7
4.1 Call for Proposals .....	7
4.2 Application Requirements .....	7
4.2.1 Contents.....	7
4.2.2 Formatting.....	7
4.3 How to Apply.....	8
4.4 Recipient Selection.....	8
4.5 Communicating Funding Decision .....	8
4.6 Service Standards.....	9
4.7 Retention of Applications .....	9
4.8 Confidentiality.....	9
5. Program Administration.....	10
5.1 Funding Agreement .....	10
5.2 Funding Parameters.....	10
5.2.1 Funding Level and Duration .....	10
5.2.2 Type of Funds.....	10
5.2.3 Other Funding Sources.....	10
5.2.4 Eligible Expenditure Period .....	10
5.2.5 Eligible Expenditures.....	11
5.2.6 Ineligible Expenditures.....	11
5.3 Monitoring, Guidance and Support .....	12
5.4 Reporting Requirements.....	12
5.4.1 Required Reports .....	12
5.4.2 Reporting Assistance.....	12
5.4.3 Submission Details .....	12
5.4.4 Retention of Reports.....	12
5.5 Partner Organizations .....	12
5.6 Intellectual Property .....	13
5.7 Equity, Diversity and Inclusion .....	13
5.8 Official Language Requirements .....	13
5.9 Communications .....	14
6. Other information.....	14
6.1 Website .....	14
6.2 Frequently Asked Questions (FAQs) .....	14
7. Contact us .....	14



## 1. Purpose

This Applicant Guide provides information and outlines requirements for applicants to apply for federal funding under the Expert Engagement Initiative on Clean Growth and Climate Change.

Please read this guide carefully before submitting an application form.

## 2. About the Program

### 2.1 Expert Engagement Initiative (EEI)

The Expert Engagement Initiative (EEI) on Clean Growth and Climate Change is a new opportunity to strengthen the capacity of experts within Canada to provide advice and inform decision-making in support of ambitious action on clean growth and climate change.

Through an investment of up to \$20 million over five years, the EEI will offer contributions to a not-for-profit Recipient under the terms of a Contribution Agreement that will be negotiated with the successful applicant to implement their proposal for an “Institute” that will develop and provide independent and expert-driven analysis and inform action to achieve progress on clean growth and climate change in all sectors of Canadian society and in all regions of Canada. The EEI will support the Recipient’s execution of a full range of activities intended to present policy-relevant and timely advice on best practices (compiling, analyzing, translating and synthesizing information from academic literature, reports, case studies, and input from experts) and develop guidance to increase climate change literacy and support informed action. These activities will be set out in the *Climate Institute Strategy* proposed by Applicants, and will be evaluated as part of the application process (see *Section 4 Application and Selection Process* for details). The central objective for Applicants will be to propose a *Climate Institute Strategy* that will support ambitious and informed action on clean growth and climate change.

### 2.2 Program Objective

The objective of the expert engagement initiative is to support the identification of best practices and the development and provision of independent and credible advice to Canadians and governments to inform future actions on clean growth and climate change and help Canada meet its climate change commitments, present and future, in a cost-effective, efficient and equitable manner.

## 3. Eligibility

### 3.1 Eligible Recipients

Recipients eligible to receive funding are new or existing not-for-profit organisations, incorporated under the [\*Canada Not-for-Profit Corporations Act\*](#). The successful not-for-profit organisation will be herein referred to as the “Institute”. Incorporation of the Institute must take place before a Contribution Agreement is signed.

## 3.2 Activities

The Recipient is expected to undertake the following core activities:

- Undertake and document high quality analysis and research to address critical policy questions and inform the evolution of policies and programs that promote progress on clean growth and climate change in Canada;
- Develop practical and forward-looking advice with associated tools and guidance, based on high quality analysis and research, to support informed decision-making by governments and Canadians;
- Convene and facilitate participation from diverse interests and perspectives to build connections, foster collaboration and identify solutions for clean growth and climate change that work for Canadians; and,
- Compile, integrate and communicate available information and data on clean growth and actions to address climate change and translate it into useable and comprehensive advice for governments and Canadians to improve climate literacy in Canada and encourage climate action.

The Recipient is also expected to undertake the following administrative activities:

- manage the financial resources allocated to the Institute through this initiative;
- establish a workplan, including identifying priorities and choosing activities that will address gaps and produce policy-relevant and timely research;
- develop and maintain relationships with current and potential partners to achieve the Institute's objectives; and,
- monitor and report to Environment and Climate Change Canada on activities and achieved results per the Contribution Agreement requirements.

The Recipient will be responsible for executing the workplan and administering the EEI Contribution Agreement.

The Institute should be a fully functioning organization capable of fulfilling core activities with its own staff and resources. However, it is acknowledged that the Recipient may want to redistribute portions of the funding it receives to fulfill activities outlined in the Contribution Agreement in partnership with existing organizations, to leverage existing areas of research and analytical strength in Canada. Organizations or individuals that carry out activities for which they receive EEI funding will be known as the "Ultimate Recipients" and will be selected through processes conducted independently by the Recipient. Applicants should strive to ensure that no more than 25 percent of the EEI funding is redistributed to Ultimate Recipients. Applications that propose to redistribute up to 33 percent of the EEI funding to Ultimate Recipients will be considered. Lobbying and fundraising activities (or that can be perceived as such) are ineligible activities that will not be funded through the EEI.

## 3.3 Mandatory Eligibility Criteria

Applications must meet the following mandatory eligibility criteria:

- the applicant must be an eligible Recipient (see *Section 3.1 – Eligible Recipients*)
- the proposed activities must be comprehensive of and include only eligible activities (see *Section 3.2 – Activities*)
- the applicant must outline a plan on how the applicant will provide advice on clean growth and climate change in Canada, inclusive of adaptation, mitigation, clean technology and carbon

pricing, to address gaps in the provision of cross-cutting advice on best practices to inform future climate action, leveraging areas of existing research strengths in Canada

- the amount requested from Environment and Climate Change Canada must be no more than \$20 million
- the funding requested from Environment and Climate Change Canada must cover the full period 2019/20 to 2023/24, and not extend beyond 2023/24
- the applicant must include, at a minimum, letters of commitment from ten individuals with expertise in the area of clean growth and climate change and a planned role in the Institute (e.g., Board of Directors, staff, formal advisory council)
- the applicant must include, at a minimum, Letters of Support from three organizations operating in the area of or with clear and significant interests in clean growth and climate change (e.g., not-for-profit organizations; post-secondary institutions; private sector enterprises; provincial, territorial, municipal and/or Indigenous government)

**Applicants are encouraged to secure Letters of Commitment and Letters of Support beyond the minimum requirements outlined above**, which will be considered in the assessment of applications.

### 3.4 Governance and Operations

The Recipient must put in place governance and administrative structures. At a minimum this is expected to include a Board of Directors, Staff and Director/CEO. Additional structures, such as an advisory council and/or Institute membership is at the discretion of the Applicant.

The Government of Canada will have no role in the governance or operations of the Institute. The Government of Canada will not have a role on the Board of Directors. The Government of Canada will not play a role in the implementation of activities or the management of any relationships between organizations involved with the Institute.

Applicants will be required to demonstrate that diversity, including gender, has been or will be taken into account in the composition of their Board of Directors, governance and planned operations (see *Section 5.7 Equity, Diversity and Inclusion*).

#### 3.4.1 Board of Directors

The Institute must have a Board of Directors to govern its activities under the EEI. The Board of Directors will be responsible for the Institute's management, strategic direction and financial accountability, as well as the execution of the Institute's annual corporate plan, reflective of the Contribution Agreement and aligned to the Climate Institute Strategy. The Board of Directors will also be responsible for the approval of the Institute's annual reports, audited financial statements, and other reporting requirements (see *section 5.4 Reporting Requirements* for details).

#### 3.4.2 Staff

The Institute must put in place an administrative structure, including operational staff hired by the Institute and responsible for the delivery of activities in the *Climate Institute Strategy* and as outlined in annual corporate plans, including the redistribution of program funds, internal projects and partnerships.

### 3.4.3 Director / CEO

The Institute will have a Director or Chief Executive Officer who reports to the Board of Directors. The Director / CEO will be responsible for the Institute's operations and the implementation of annual corporate plans.

## 4. Application and Selection Process

### 4.1 Call for Proposals

Applicants may submit proposals until January 14, 2019 at 11:59PM (PST). Late submissions will not be accepted.

### 4.2 Application Requirements

#### 4.2.1 Contents

Applicants must provide a complete package consisting of one electronic version of the EEI application form and required appendices.

All applications must include the following elements:

1. [EEI application form](#)
2. Appendices\*
  - a. Governance Documents (including the Institute's Articles of Incorporation, organization bylaws, organization chart)
  - b. Letters of Commitment from individuals and Letters of Support from organizations
  - c. Resumes of management team

*\* Environment and Climate Change Canada reserves the right to seek additional information that is required from Applicants for the assessment of proposals.*

#### 4.2.2 Formatting

- **Document Type:** All applications, including the EEI application form, must be typed.
- **Font:** Must be easy to read (11-point minimum). Smaller type may be used in figures and tables but must be clearly legible.
- **Line Spacing:** Single.
- **Margins:** One (1) inch top, bottom, left and right.
- **Word Count Limit:** The word count limit specified under each section cannot be exceeded. The total word count limit for the application is 12,500 words or approximately twenty-five (25) pages, single-sided print, **excluding requested Appendices. PLEASE NOTE: Any section that exceeds the specified word count will only be read up to the maximum number of allocated words; additional content will not be reviewed.** Word count limit includes tables, graphs, and figures.
- **Tables, Graphs, Figures and Images:** Must be of a size that is easily readable or viewable and may be landscape orientation.
- **Page Numbering:** all pages must be numbered sequentially.
- **Paper Size:** Letter (8 ½ inches by 11 inches).
- **Application Language:** Official language (English or French) of choice. Applications will not be accepted in any other languages.

### 4.3 How to Apply

Applicants should review the eligibility criteria in Section 3.3 – Mandatory Eligibility Criteria prior to submitting an application. The application form includes instructions to assist applicants to complete an application.

Applicants may contact Environment and Climate Change Canada by email at [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca) if they require clarification or information on any elements of the program or application process. Applicants may also refer to the “[Frequently Asked Questions](#)” section on the Expert Engagement Initiative webpage for additional information.

All applicants must submit an application form in order to be considered for funding. Applicants must clearly demonstrate that they meet the eligibility criteria in Section 3.3 – Mandatory Eligibility Criteria. Detailed instructions to guide applicants on how to prepare and complete an application can be found in the [Application Form](#).

All application documents, including the EEI application form and required appendices must be submitted by e-mail to [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca) by the submission deadline (see *Section 4.1 – Call for Proposals*). **Mailed or facsimile (fax) submissions will not be accepted.**

### 4.4 Recipient Selection

Environment and Climate Change Canada will administer the assessment process, with the support of relevant federal organizations. Applications will be screened for eligibility prior to assessment. Only applications that meet all eligibility requirements (see *Section 3.3 – Mandatory Eligibility Criteria*) will be assessed.

All applications received will undergo an initial screening to determine whether they are eligible and complete. Any application determined ineligible (including incomplete applications) will be screened out of the application process.

The onus is on the applicant to provide clear, comprehensive and accurate information.

Proposals will be assessed and ranked based on a combination of factors, including, but not limited to:

- completeness and quality of application (application and related instructions)
- satisfaction of eligibility requirements (*Section 3.3 – Mandatory eligibility criteria*)
- clearly defined description of how it will achieve the initiative objective (*Section 2.2 – Program objective*)
- feasibility and quality of the *Climate Institute Strategy*

The Minister of Environment and Climate Change will make the final decision on the Recipient and the value of the Contribution Agreement.

### 4.5 Communicating Funding Decision

Environment and Climate Change Canada will assess all submitted proposals and select the successful applicant by March 2019. All applicants will be notified of the final decision. Results will not be shared before the application process has closed and decisions have been finalized.



Information on next steps will be provided to the successful applicant

Please note that decisions regarding eligibility and funding are final.

## 4.6 Service Standards

A service standard is a public commitment to a measurable level of performance that applicants can expect under normal circumstances. Environment and Climate Change Canada has set the following service standards for the timely review and assessment of Expert Engagement Initiative proposals under normal circumstances:

Service	Standard
General acknowledgement of receipt of application	Within 5 business days of receipt of application
Review, assessment and determination	Within 60 business days of the deadline to submit
Notification of approval/rejection of funding	Within 5 business days of final funding decision
Signing of contribution agreement	Within 60 business days of notification of successful application

## 4.7 Retention of Applications

An electronic copy of all applications, regardless of the results of the application process will be retained for ten (10) years for record keeping purposes. After ten (10) years it will be destroyed. Applications received outside the application process will not be read nor assessed.

## 4.8 Confidentiality

All information provided by applicants in an application, including supporting documentation, is collected by Environment and Climate Change Canada solely for the purpose of the Expert Engagement Initiative, under the authority of the *Department of the Environment Act*, and will be treated in accordance with the Federal Government's *Access to Information Act*, *Privacy Act* and *Library and Archives Canada Act*. These laws govern the retention, use and disclosure of personal and confidential information by Federal Government institutions. It is important that the applicant clearly identifies and labels any proprietary data, commercially sensitive information and potentially valuable results or ideas submitted to Environment and Climate Change Canada in connection with the application.

The Expert Engagement Initiative collaborates with other federal programs. In submitting an application, the applicant consents to the sharing of all the information by Environment and Climate Change Canada with other federal and provincial government institutions and, subject to confidentiality agreements, to its disclosure by Environment and Climate Change Canada to selected external experts (e.g., scientific, technical, financial, marketing, commercialization, credit agencies, etc.) for the purpose of assisting Environment and Climate Change Canada with proposal review and evaluation.

## **5. Program Administration**

### **5.1 Funding Agreement**

Federal contributions to the selected applicant are contingent on the signing of a contribution agreement between Environment and Climate Change Canada and the Recipient within 60 business days of the notification of approval. Otherwise, the federal funding may be cancelled. The agreement will outline the terms and conditions according to which federal funding will be provided.

EEl funding payments will be managed by Environment and Climate Change Canada and support Funded Eligible Expenditures as described in the Contribution Agreement.

### **5.2 Funding Parameters**

#### **5.2.1 Funding Level and Duration**

The maximum total federal contribution will be no greater than \$20 million over 5 years. The requested funding must be within this amount, and must cover the period of 2019/20 to 2023/24, inclusive, and not extend beyond this period.

#### **5.2.2 Type of Funds**

Funding delivered through the EEl will be provided in the form of non-repayable contributions.

#### **5.2.3 Other Funding Sources**

The maximum level of total Canadian government assistance (federal, provincial, territorial, and municipal assistance for the same eligible expenditures) cannot exceed 100% of the total eligible expenditures of a project.

Funding from Canadian government sources cannot be used where the total funding from all funding sources exceeds the total cost of the Institute.

There is no requirement for applicants to secure other sources of funding. However, other funding sources would be viewed positively, so long as the Institute is clearly non-partisan, independent and credible. All funding sources that will provide either cash or in-kind support to the Institute must be identified in the proposal. If there is a risk associated with accepting funding from different sources, including real or perceived conflicts of interest or issues of credibility, this risk should be addressed in the risk management section of the proposal.

#### **5.2.4 Eligible Expenditure Period**

Incurred costs may be considered eligible for reimbursement as of the date the applicant is notified of approval in writing by Environment and Climate Change Canada.

Payments can only be reimbursed by Environment and Climate Change Canada after the funding agreement between Environment and Climate Change Canada and the Recipient is signed. Only those expenditures described in the agreement will be considered for reimbursement by Environment and Climate Change Canada.

Payments for eligible expenditures will be issued subject to the achievement of defined milestones. Payment details will be included in the Funding Agreement between Environment and Climate Change Canada and the successful applicant.

### 5.2.5 Eligible Expenditures

The eligible expenditures include:

- salaries and benefits required to undertake activities
- contractors, management and professional services, including venue and conference expenses
- equipment rentals
- communications activities, including printing and distribution
- material and supplies costs
- hospitality costs
  - **note that hospitality expenses cannot be more than the rates determined in Appendix B of the [Directive on Travel, Hospitality, Conference and Event Expenditures - Canada.ca](#)**
- travel expenditures (including the cost of accommodations, vehicle rental and kilometric rates, bus, train, airplane or taxi fares, allowances for meals and incidentals)
  - note that travel and per diem expenses cannot be more than the rates and allowances determined in the [Travel Directive of the National Joint Council](#)
- administrative costs, such as monitoring and reporting activities
- other costs that are, in the opinion of Environment and Climate Change Canada, considered to be direct, reasonable and necessary for the successful implementation of the Institute and have been approved in writing by Environment and Climate Change Canada prior to being incurred

### 5.2.6 Ineligible Expenditures

The ineligible expenditures include:

- costs incurred outside the eligible expenditure period, including those for preparing the application;
- land costs (acquisition, leasing, property taxes);
- lobbyist fees;
- financing charges and interest payments on loans;
- expenditures for provincial sales tax, goods and services tax, and harmonized sales tax for which the Recipient is eligible for a rebate, and any other costs eligible for rebates;
- any goods and services costs which are received through donations or in-kind;
- fines and penalties;
- depreciation of assets paid for by the EEI;
- gifts, donations, entertainment expenses and alcoholic beverages;
- dues or other memberships other than regular trade and professional associations;
- extraordinary or abnormal fees for professional advice unless approval is obtained from Environment and Climate Change Canada before incurring the cost;
- discretionary severance and separation packages;
- costs related to the routine administration and operation of partner organizations, except the reimbursement of salary costs related to EEI objectives and activities; and,
- salary of members of the Board of Directors for that role.

## **5.3 Monitoring, Guidance and Support**

Ongoing administration of the EEI will be provided by Environment and Climate Change Canada officials. Environment and Climate Change Canada officials will work with the Institute for the negotiation of the Contribution Agreement, followed by ongoing monitoring and compliance.

## **5.4 Reporting Requirements**

The successful applicant will be required to report on progress and prepare, at a minimum, annual reports that provide details about project implementation and the progress towards the identified milestones and expected results. Additional reporting requirements may be outlined in the funding agreement between Environment and Climate Change Canada and the successful applicant.

### **5.4.1 Required Reports**

For the duration of the Contribution Agreement, the Institute must submit annual reports, including project goals, milestones, accomplishments, financial reports, activity plans and financial plans. These reports must indicate major achievements of the Institute over the year in question as well as forward-looking activity plans and financial plans. The annual reports must include statistical tables, summary reports, statements of other sources of funding, and audited financial statements.

These reports will be used by ECCC to assess the progress and to track the performance of the Institute against the terms and conditions of the Contribution Agreement. ECCC may request financial statements and reports more frequently than annually or semi-annually.

The Institute must also submit a final report at the conclusion of the Contribution Agreement to the Minister of Environment and Climate Change on the overall goal, achieved objectives, results and benefits of the Institute.

### **5.4.2 Reporting Assistance**

ECCC will prepare a mid-term review of the program, which will enable the Minister of Environment and Climate Change to assess the progress of the Institute, including but not limited to the achievement of objectives, performance milestones, expenditures, etc. The Institute will be required to support ECCC, providing documentation and information as needed, in the preparation of this review.

### **5.4.3 Submission Details**

All reporting requirements must be approved by the Institute's Board of Directors and submitted to ECCC no later than 12:00pm (noon) Eastern Daylight Time on March 31 of each year. Draft annual reports must be submitted to ECCC sixty (60) days prior to the filing deadline for review.

### **5.4.4 Retention of Reports**

Official records, including all semi-annual, annual and final reports, and supporting claims documentation must be kept a minimum of ten (10) years following the conclusion of the Contribution Agreement.

## **5.5 Partner Organizations**

Applicants are encouraged to develop partnerships and leverage existing expertise, building on the areas of strength already in place in Canada. Partnerships are not meant to replace the development of

new capacity within the Institute, and should go beyond existing activities. Partnerships will offer an opportunity for organizations other than the Recipient to be involved in this initiative by conducting research in partnership with the Institute, co-developing events or other projects, and/or providing other forms of support for the work of the Institute.

Unlike the applicant, partner organizations do not have to be not-for-profit organizations. Partners can include academic institutions, professional associations, private enterprises, governments (e.g., provincial, territorial, municipal, Indigenous).

## **5.6 Intellectual Property**

The Government of Canada will make no claim to ownership of intellectual property resulting from activities that it funds.

Applicants are encouraged to adopt an open source approach to intellectual property.

## **5.7 Equity, Diversity and Inclusion**

The Government of Canada is committed to work with partners from all aspects of Canadian society.

Applicants will be required to demonstrate that diversity, including gender, has been or will be taken into account in the composition of their Board of Directors, governance and planned operations.

The Recipient will be required to demonstrate on an ongoing basis how its governance, project selection process and operations considers impacts on underrepresented groups and encourages diverse participation and gender balance.

## **5.8 Official Language Requirements**

The Government of Canada is committed to taking positive measures to enhance the vitality of official language minority communities and to promote the use of English and French in Canadian society. The Recipient must agree to comply with the official languages requirements set out in the funding agreement.

As appropriate, the Recipient will be required to:

- Ensure that any communication, announcements or documents for the general public concerning activities, projects, services and programs are provided in both official languages.
- When delivering services, programs, projects or activities to the general public, to do so in both official languages, and provide services to official language minority communities, when appropriate, in such a manner that they may participate in these services on a basis comparable to the majority language community.
- Ensure that consultations with stakeholders regarding activities, projects and programs encourage participation in both official languages, as well as representatives from official language minority communities when appropriate.
- Implement any other measures that the department may identify including, without limitation, the inclusion of official languages provisions in the Recipient's agreements for further distribution of funding.



In addition, the Recipient should strive to communicate with individuals in the official language of their preference.

## **5.9 Communications**

The Institute's activities, results and accomplishments should be conveyed to external audiences, including potential participants from all sectors, public policy makers, the media and the public. Communications are subject to official language requirements (see *Section 7.4 Official Languages*).

## **6. Other information**

### **6.1 Website**

The Expert Engagement Initiative [website](#) provides information about the EEI and how to apply.

### **6.2 Frequently Asked Questions (FAQs)**

Consult the [Frequently Asked Questions](#) (FAQs) to learn more. FAQs will be maintained and updated as needed to provide additional information and guidance related to the EEI.

Questions submitted to [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca) may be posted on the EEI website as part of the FAQ document. No information about the Applicant or group posing the question will be made public.

## **7. Contact us**

If you have any question or require additional information, you can reach the EEI at: [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca)