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Health Canada's *Climate Change and Health Adaptation Program for Southern First Nations*

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 Premières Nations vivant dans le Sud – Guide de présentation des demandes de financement

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1

Background on climate change adaptation

Climate change impacts are being felt across Canada and pose significant risks to communities' health and well-being, the economy, and the natural environment. These impacts will persist and worsen, even with a concerted effort to reduce greenhouse gas emissions. Mobilizing action on adaptation will help protect Canadians from climate change risks, build resilience, and ensure that society thrives in a changing climate. Adaptation can also play an important role in Canada's clean growth and climate change agenda by creating green jobs, spurring innovation, and reducing emissions.

In 2014, the Intra-governmental Panel on Climate Change stated that "Indigenous, local, and Traditional Knowledge systems and practices, including Indigenous peoples' holistic view of community and environment, are a major resource for adapting to climate change, but these have not been used consistently in existing adaptation efforts. Integrating such forms of knowledge with existing practices increases the effectiveness of adaptation."

Indigenous peoples have a strong desire to engage in climate change actions while also undertaking adaptation measures to protect health, and this is being seeing here in Canada and all around the world.

2

What is the *Climate Change and Health Adaptation Program for Southern First Nations?*

Health Canada's Climate Change and Health Adaptation Program (CCHAP) was developed to build capacity in research by funding community-based projects, enabling communities to develop health-related adaptation or action plans and communication materials that may help in adaptation decision-making at the community, regional and national levels with respect to human health and a changing environment.

The CCHAP was implemented in 2008 to support Northern First Nations and Inuit communities across the Canadian Arctic in climate change and health research. Since then, the Program has funded 95 community driven research and adaptation projects. This has allowed Inuit and Northern First Nations communities and organisations to take control of their own research agenda, and actively undertake projects which meet the needs and priorities of their communities in a meaningful and locally-appropriate manner—research that moves from a community-based to a community-led framework.

Projects have inherently taken a multidisciplinary approach to adaptation work, incorporating both science and Traditional Knowledge. Integrating these two knowledge streams has been essential in ensuring the effectiveness of the research and allows communities to move from research to implementation more effectively and more immediately.

Some of the areas of research that projects examined include: food security and access to traditional food (country food), protection of traditional medicines, engagement of Elders and youth, safety while on the land, impacts of extreme weather events, access to safe drinking water, and impacts of climate change on women and mental health.

The research projects supported by CCHAP in Northern First Nation and Inuit communities represent a significant Canadian contribution to support the global effort by Indigenous communities to adapt to climate change. The exchange of scientific and Traditional Knowledge between community researchers and scientists continues to be a key component of the program.

In southern First Nations' communities, there is a real and urgent gap in community driven research and adaptation plans to minimize risks to health. Communities are feeling the effects from numerous climate change impacts, from sea level rise, erosion, drought, extreme heat, floods, extreme and unpredictable weather, and access to traditional foods, to name a few.

Health Canada's new *Climate Change and Health Adaptation Program for Southern First Nations* will provide up to $100,000 annually for community-based or regional research and action oriented projects, to help southern First Nations minimize risks and adapt to the impacts of climate change on human health.

Regional/region can refer to an Eco zone, treaty or political zones or a cluster of communities who want to work together on tackling a climate change and health issue.

This program creates an opportunity for First Nations to engage with their communities and/or regions in monitoring, research, assessment, and discussion in order to develop local and/or regional adaptation action plans to reduce health risks caused by a changing climate. It is essential to support Indigenous voices in the climate change and health adaptation dialogue as Indigenous peoples are leaders of climate action and this Program is designed to support that leadership.

3

How is climate change affecting health in Canada?

Climate change is a global concern that leaves no part of the world untouched. The numerous scientific findings and local observations from the last 20 years clearly point to a climate that is rapidly changing with these changes having significant impacts on human health and wellbeing.

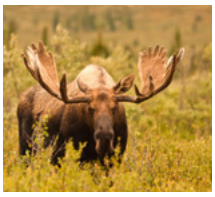
The expected outcomes of a warmer planet are numerous and will have direct and indirect health implications particularly for more vulnerable communities. More unpredictable and extreme weather, more erosion and landslides, more freezing rain in winter, shorter winter conditions, more forest fires, drought, flooding, melting sea and lake ice, melting glaciers, melting permafrost, and extreme heat in spring and summers are some of the events being observed across Canada. Health Canada developed this unique program to fund community-based or regional research and assessment projects in order to find culturally and locally appropriate adaptation action plans.

Some specific areas/issues related to human health and climate change can include, but are not limited to:

- unpredictable weather patterns
- extreme heat events
- drought
- forest fires
- travel safety
- irregular water conditions (flooding) and risk of illness
- decreased access to traditional/country foods
- impacts of invasive species on wildlife and/or plants
- expansion/migration of disease vectors
- altered lifestyles or cultural activities
- increased coastal erosion and safety

4

Who can apply for funding?



- All southern First Nation communities are eligible for funding. Southern is defined as being located ***south of 60°N***.
- Individuals, Band Councils, Tribal Councils and Associations, First Nation organizations and governments of self-governing First Nation.
- Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf or in partnership with First Nation communities. ***The community must identify them as partners in the research***.

5

What are the mandatory criteria for funding?

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

1. Request for funding ***must*** not exceed $100,000 per proposal for one year of funding. (Please note that program can only fund projects one year at a time. You must re-apply each year with no guarantee of funding for subsequent years.) Funding is released in April and needs to be spent by March of the following year.
2. Proposal ***must*** be community-based and/or regionally-based research projects and/or vulnerability assessments and/or adaptation plans.
3. Project ***must*** have a health focus.
4. Project outcomes ***must*** be linked to community and/or regional adaptation plans (e.g., use results to provide recommendations to decision-makers and to develop local adaptation action plans).
5. Project ***must*** include the integration of local and/or Traditional Knowledge.
6. Proposal ***must*** include all of the proposal elements outlined in section 6: *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. Project ***must*** demonstrate how they will report on the implementation and results of their projects.

NOTE:

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

6

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 and/or region?
- Where do these risks come from and how do they affect your community and/or region?
- Which members of your community and/or region are most vulnerable?
- What information do you need to assess and adapt to these risks?
- How is your community and/or region 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.
- Proposal must be provided electronically in English or French.
- Proposal must be submitted in size 12 fonts and on 8.5" x 11" size paper.
- Proposal 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 or region 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 use the Proposal and Budget template to complete your proposal.

7

How are eligible proposals evaluated?

This program involves a competitive selection process. *The program can only fund one project per community and/or region per year. As a result, not all eligible proposals that meet the mandatory criteria will receive funding.*

Proposals that meet the mandatory criteria are reviewed and scored by a First Nations Selection Committee. The committee is made up of First Nation community members from all regions, one youth and one Elder, as well as government and non-government representatives who have a strong background in climate change, health and 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 First Nations communities and/or region?	/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?	/20
2.4	Has traditional knowledge 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 and/or region? Is the research proposal of direct or indirect relevance for other First Nation communities? (This should be discussed in section 3: *Community or regional Background* of the proposal template)	/20
2.6	Is this the first time that the community and/or region is applying for funding from Health Canada's Climate Change and Health Adaptation Program? (*First time applicants will receive a higher score*)	/05
2.7	Does the proposal include well thought out plans for communicating with the community and/or region during the project and sharing research results with the community and/or region 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: *Project Partners* 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
2.13	Has an evaluation component been included? How will you determine best practices and lessons learned?	/10
	Total	**/200**

8

How do I submit a proposal?

Please contact the CCHAP Program directly to receive the Proposal and Budget Template. This will be e-mailed or mailed to you as requested.

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 cchap-pccas@hc-sc.gc.ca for any additional information.

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 of the final proposal must be sent to: cchap-pccas@hc-sc.gc.ca

Hard/paper-copy submissions can be sent to:

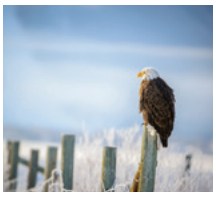
Climate Change and Health Adaptation Program
Environmental Public Health Division—FNIHB
Health Canada
200 Eglantine, Tunney's Pasture
Jeanne Mance Bldg, AL 1919A
Ottawa, ON K1A 0K9

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

The Climate Change and Health Adaptation Program will keep all proposals (whether successful or not) and may refer to them throughout the year.

9

Who can I contact for more information?



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

Appendix I

Proposal Template

Health Canada's *Climate Change and Health Adaptation Program Southern First Nations*

Funding Application Guide

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 and/or region 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 Board (REB)
12. Letter(s) of support from a mandated authority
13. Appendices

1. COVER PAGE

Climate Change and Health Adaptation Program for Southern First Nations 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 and/or region?
  - How is this project linked to climate change?
  - How is this project addressing the health risks or concerns?
  - How will the anticipated results of the project help your community and/or region 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 and/or region.

3. COMMUNITY OR REGIONAL BACKGROUND (Maximum 2 pages)

This section provides the opportunity to share information about the community and/or region and why this project is important to the community and/or communities in that region. Please include the following information in this section:

a. Some information on the history of your community and/or region (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 or region (e.g., dependence on country foods, fly-in, coastal erosion, etc.)

c. How does the communities' and/or regions' vulnerability to climate change impact health issues? (e.g., food security/safety, access to safe drinking water, travel safety, altered lifestyles/cultural activities, etc.)

d. Are climate change and its effects on health an issue for particular members of your community and/or region? (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 or regional research project including the names of any partners and funders.

Rationale

- How has climate change affected the health of your community and/or region and how might it affect your community and/or region 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 and/or region benefit from this project?
- How will the outcomes of the research be of direct or indirect relevance for other Indigenous 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 and/or region 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 and/or regional 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 potential 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 and DATA COLLECTION

- 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., Indigenous groups, governments, agencies, NGO 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 and/or region 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 Indigenous communities, governments, etc.).
- Describe how project results will be communicated with the regional and/or provincial 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?

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 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 Nations 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. RESEARCH ETHICS BOARD (REB)

Please indicate in this section whether or not your research involves collecting human health data.

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

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

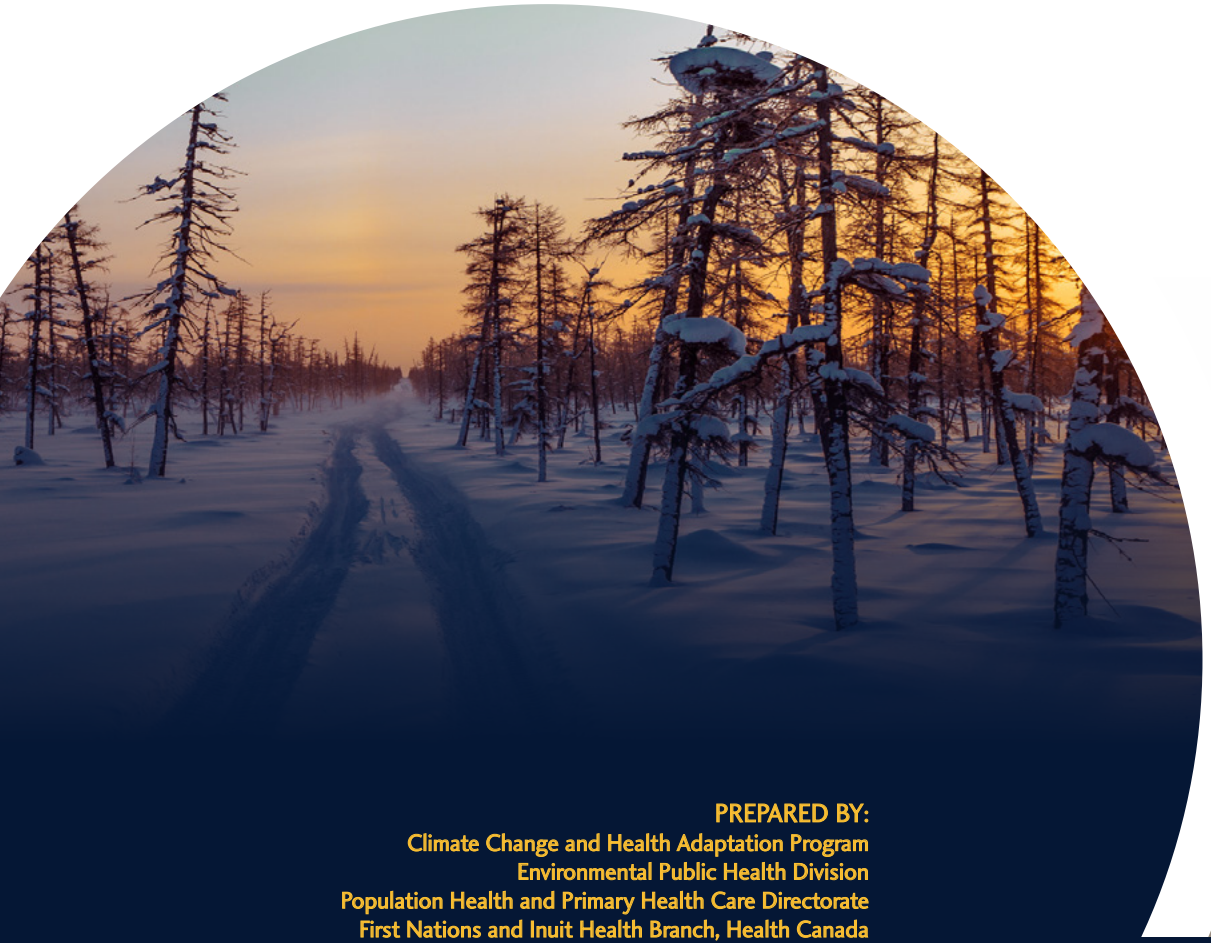
- Letter of support by a mandated authority (Band councils, hunters and trappers organizations, etc.) for each community involved in your project. This letter should be on official letterhead and be signed by an authorized person.
- Successful projects might be asked to provide certification documentation 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.

13. 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, etc.

NOTES



PREPARED BY:
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Environmental Public Health Division
Population Health and Primary Health Care Directorate
First Nations and Inuit Health Branch, Health Canada

Ce guide est aussi disponible en français sur demande.