



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada



# EXPERT ENGAGEMENT INITIATIVE ON CLEAN GROWTH AND CLIMATE CHANGE

## APPLICATION FORM

OCTOBER 2018

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Aussi disponible en français

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## STEP 1 - CHECK YOUR ELIGIBILITY

Before applying, complete the eligibility checklist below to ensure that you meet the eligibility criteria for funding. If you answer “No” to any of the following questions, your project is ineligible for funding under the Expert Engagement Initiative. Please review the details on eligibility criteria outlined in the Expert Engagement Initiative Applicant Guide.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are you an organization that is (or will be) incorporated under the <i>Canada Not-for-profit Corporations Act</i> ?
<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal address climate change adaptation and mitigation and clean growth?
<input type="checkbox"/>	<input type="checkbox"/>	Are your planned activities eligible for funding (see section 5.2 of Applicant Guide)?
<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal address the program objective (see section 2.2 of Applicant Guide)?
<input type="checkbox"/>	<input type="checkbox"/>	Is the amount requested from Environment and Climate Change Canada no more than \$20 million over five years, beginning in fiscal year 2019-2020?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have Letters of Commitment from at least ten (10) experts that have committed to be involved in the governance and/or operations of Institute <sup>1</sup> ?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have Letters of Support from at least three (3) organizations active in clean growth and climate change in Canada?

<sup>1</sup> The not-for-profit organization that will be the funding Recipient herein will be referred to as the "Institute".

## STEP 2 - COMPLETE THE APPLICATION FORM

### SECTION A: APPLICANT CONTACT INFORMATION

Applicant organization name:

Applicant contact name:

Email address:

Street address (include city, province/territory, postal code):

Mailing address (if different from street address):

Mandate (describe the proposed Institute's mandate using 250 words or less):

Organization website (if applicable):

## **SECTION B: PROPOSAL CONTEXT**

Provide an overview of the clean growth and climate change research and advice landscape in Canada, including a description of deficiencies and gaps that this proposal will seek to address.

Situate the activities and expertise of the Applicant organization and management team in the context of current and past activities undertaken in Canada on clean growth and climate change issues.

**Please fill out the section on the following pages (*maximum 1000 words, 2 pages*).**

## PROPOSAL CONTEXT

**PROPOSAL CONTEXT (CONTINUED)**



## **SECTION C: WORK PLAN**

### **Work plan:**

List the key activities that will be undertaken on an annual basis and identify any resulting milestones that will be achieved in each year, and the estimated costs associated with completing those activities and reaching those milestones.

- Key activities are a series of tasks performed, that result in outputs and ultimately contribute towards the program objective.
- Milestones are specific points achieved or reached in your timeline as a result of completing activities. At least one milestone must be identified in each year, with up to four key milestones per fiscal year. Over the course of the contribution agreement, the Recipient will be required to demonstrate that the milestones have been achieved.
- Associated costs are the estimated costs, based on your activities and budget, which are required to achieve the milestones identified. Costs should reflect and align with the listed activities required to achieve the milestones.
- Responsible personnel are those individuals and/or organizations responsible for the activities required to achieve the identified milestone(s). Identify all responsible personnel and their titles and/or partner organizations.

**Please complete the chart on the following pages. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

**WORK PLAN**

Timeline	Key Activity	Milestone(s)	Associated Costs (\$)	Responsible personnel
Year 1 (2019/20)				
Year 2 (2020/21)				
Year 3 (2021/22)				

**WORK PLAN (CONTINUED)**

Timeline	Key Activity	Milestone(s)	Associated Costs (\$)	Responsible personnel
Year 3 (continued)				
Year 4 (2022/23)				
Year 5 (2023/24)				

## **SECTION D: PLANNED OUTPUTS**

**What are the direct products or outputs stemming from the activities being undertaken?**

Examples of outputs may include, but are not limited to:

- Research reports
- Issue briefs/other informative or research material
- Best practice reports or guides
- Completed curriculum or training material
- Training sessions/webinars/information sessions
- Interactive map or web applications
- Establishment of an information hub or user platform

**Please fill out the section on the following page (*maximum 500 words, 1 page*).**



## SECTION E: COSTS

### Sources of funding

There is no requirement for Applicants to secure other sources of funding. However, if Applicants anticipate receiving other sources of funding, they must identify this. All funding sources that will provide either cash or in-kind support to the Institute must be identified.

In-kind support is the cash-equivalent of a good, service or support provided to the Institute, for which no cash is exchanged. In-kind support should be identified at market value.

**Please complete the following chart. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

Contributor	Time Period	Cash	In-kind	Total

**Detailed Budget**

Identify all cost elements included in the budget for which funding is being sought from Environment and Climate Change Canada. Indicate the amount required from Environment and Climate Change Canada per cost element, per applicable year. Costs must be reasonable and necessary and based on sound assumptions.

**Please complete the chart on the following page. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

## DETAILED BUDGET

Cost Element	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Year 4 (\$)	Year 5 (\$)	Total (\$)
Salaries and Benefits						
Contractors and professional services						
Communications activities, printing						
Materials and supplies						
Travel and hospitality						
Administrative Costs						
Contribution to partner organizations (if applicable)						
Other (if applicable): _____						
Other (if applicable): _____						
Other (if applicable): _____						



## SECTION F: GOVERNANCE PLAN

### **Applicants must:**

- Describe the Institute's governance model, including its governance structure, composition and decision mechanisms.
- Explain how the Institute will ensure accountability and representativeness in its governance.
- Explain the process by which the Institute will make decisions and select the topics and projects that it will support, to advance the activities proposed in the Climate Institute Strategy.
- Explain the mechanism by which project ideas can be brought forward to the Institute for consideration and discuss how these will be assessed. Describe how the Institute is positioned to respond to new opportunities and priorities that emerge.

**Please fill out the section on the following pages (*maximum 1000 words, approximately 2 pages*).**





## **SECTION G: MANAGEMENT TEAM**

Identify and provide details on key personnel who will lead the work of the Institute (on the Board of Directors, on an advisory council (if applicable), on staff, etc.), including their qualifications, experience, and key duties and responsibilities. This section should demonstrate the group's experience and capacity to execute the Climate Institute Strategy.

**Please complete the chart on the following page. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

**MANAGEMENT TEAM**

Name and Title	Role	Qualifications and Experience	Key Responsibilities

## SECTION H: PARTNER ORGANIZATIONS

Summary of organizations associated with the Institute (e.g., other not-for-profits, academic institutions, professional associations, private enterprises, governments, representation organizations), a description of their involvement (e.g., respective roles, and cash and in-kind contributions, if applicable) and their expected outcomes from participation, including expectations to be Ultimate Recipients of EEI funding (if applicable).

**Please complete the chart on the following page. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

**PARTNER ORGANIZATIONS**

Organization Name	Role	Expected Outcomes

## SECTION I: INTELLECTUAL PROPERTY

This section focuses on demonstrating the Institute has an IP strategy that will support dissemination of information and tools to a wide cross-section of Canadians.

**Applicants must:**

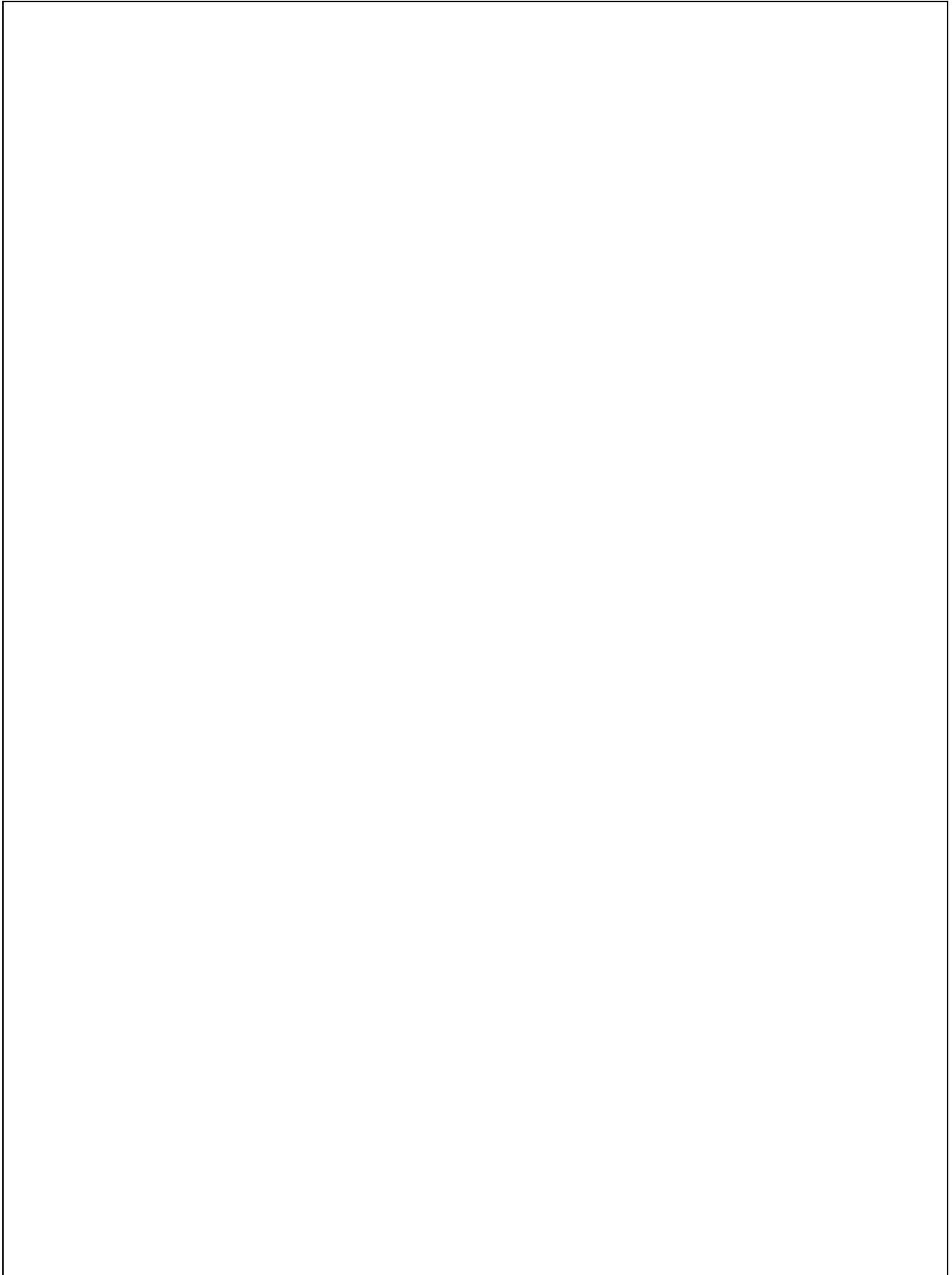
Describe the intellectual property strategy that will be implemented. An open source approach is encouraged, but not required. Description should:

- Explain how the IP strategy will support dissemination of information and decision-support tools to Canadians.
- Describe who will own Institute-supported intellectual property and how it will be licensed.

**Please fill out the section on the following page (*maximum 500 words, approximately 1 page*).**



## INTELLECTUAL PROPERTY



## SECTION J: EQUITY, DIVERSITY AND INCLUSION PLAN

This section focuses on demonstrating action and support to help more women and underrepresented groups participate.

### **Applicants must:**

Describe the Institute's gender balance and diversity plan, which includes:

- How gender and diversity has been or will be taken into account in the composition of a balanced Board of Directors, and how the Institute will endeavour to increase representation of women, Indigenous peoples and other underrepresented groups concerning both employment and leadership in the Institute.
- Description of activities that will be undertaken by the Institute to ensure that women, Indigenous peoples and other underrepresented groups are meaningfully represented in and benefit from the Expert Engagement Initiative.
- Plans to address gender and diversity considerations in the activities of the Institute, including research, analysis, convening and communications, to promote diversity and gender balance and identify opportunities and considerations for women, Indigenous peoples and other underrepresented groups in clean growth and climate change.

**Please fill out the section on the following page (*maximum 500 words, approximately 1 page*).**

## EQUITY, DIVERSITY AND INCLUSION PLAN

## **SECTION K: OFFICIAL LANGUAGES PLAN**

Provide a detailed official languages plan (see the Applicant Guide for more information).

**Please fill out the section on the following page (maximum 500 words, approximately 1 page).**

## OFFICIAL LANGUAGES PLAN

## **SECTION L: RISK MANAGEMENT PLAN**

This section focuses on the primary risks to the Climate Institute Strategy and on the Applicants' proposed mitigation strategies.

### **Applicants must:**

Describe the three to five main risks that could have an impact on the Institute's ability to carry out its activities and achieve its desired objectives, as well as the approaches that will be used by the Institute to mitigate each of these risks. If the Institute will be accepting funding from other sources and there is a risk associated with these funding sources, including real or perceived conflicts of interest or issues of credibility, this risk should be addressed in this section.

**Please fill out the section on the following pages (*maximum 1000 words, approximately 2 pages*).**

## RISK MANAGEMENT PLAN

Risk	Likelihood	Severity	Mitigation





## **SECTION M: COMMUNICATIONS PLAN**

Provide a detailed communications plan (see the Applicant Guide for more information).

**Please fill out the section on the following page (*Maximum 500 words, approximately 1 page*).**

## COMMUNICATIONS PLAN

## SECTION N: PERFORMANCE MEASUREMENT

The Institute is expected to collect data to measure and report on their performance. The Institute will be asked to track their activities and outcomes and submit annual reports to ECCC. They will be expected to generate adequate metrics to demonstrate the results and to work with ECCC to support the Department in reporting on program results. Data requirements include, but are not limited to:

- Products (e.g., number of reports, guidance documents or other tools, events)
- Impact (e.g., partnerships, participation in events, distribution and uptake of recommendations)
- Diversity outcomes (e.g., inclusion of under-represented groups within senior leadership, participation of under-represented groups in research)

### **Applicants must:**

- Identify three to five expected outcomes that the Institute will achieve. Applicants should consider the program objective when developing outcomes (see Section 2.2 Program Objective in the Applicant Guide). Explain the mechanisms through which the Institute will monitor, measure and report on its performance. Specify key performance indicators.
- Describe how data will be collected to report on results, as per the reporting requirements of the EEI outlined above, and based on the Institute's outcomes and the program objective.
- Identify the specific indicators and targets that will measure the Institute's performance in achieving outcomes. You must identify a minimum of one indicator per outcome.
- Describe how results will be gathered and used to measure the achievement of the program objective.

**Please complete the chart on the following page. If you require more space, please attach a separate sheet and be sure to include the Applicant name at the top of the page.**

## PERFORMANCE MEASUREMENT

Outcome	Indicator(s)	Target	Source of data	Data collection frequency

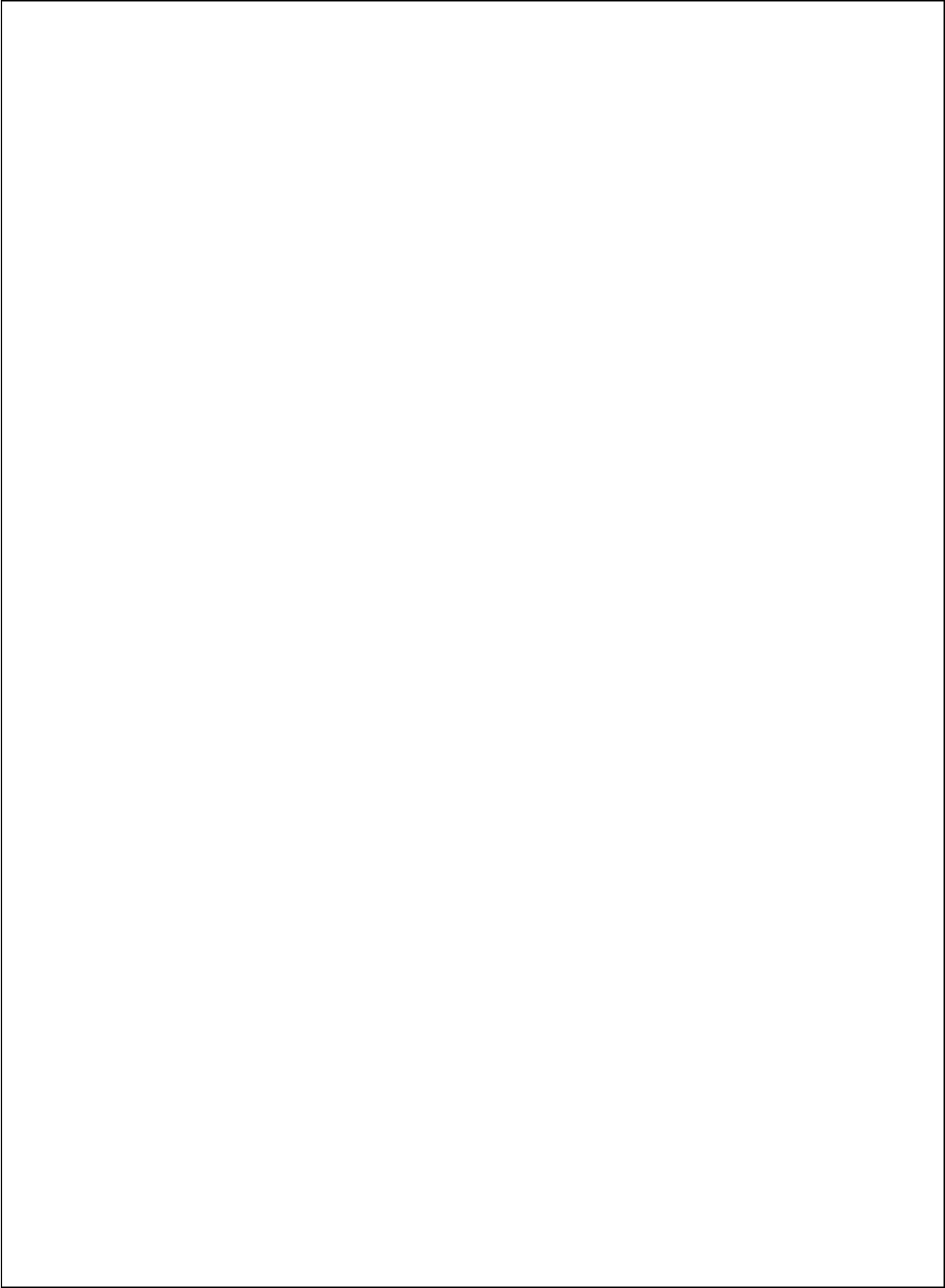
### STEP 3 - COMPLETE THE CLIMATE INSTITUTE STRATEGY

Outline a strategy detailing the vision and mission for the Institute and how it will develop and deliver expert advice that is policy-relevant, timely and responsive to the needs of decision-makers and Canadians.

**Applicants must:**

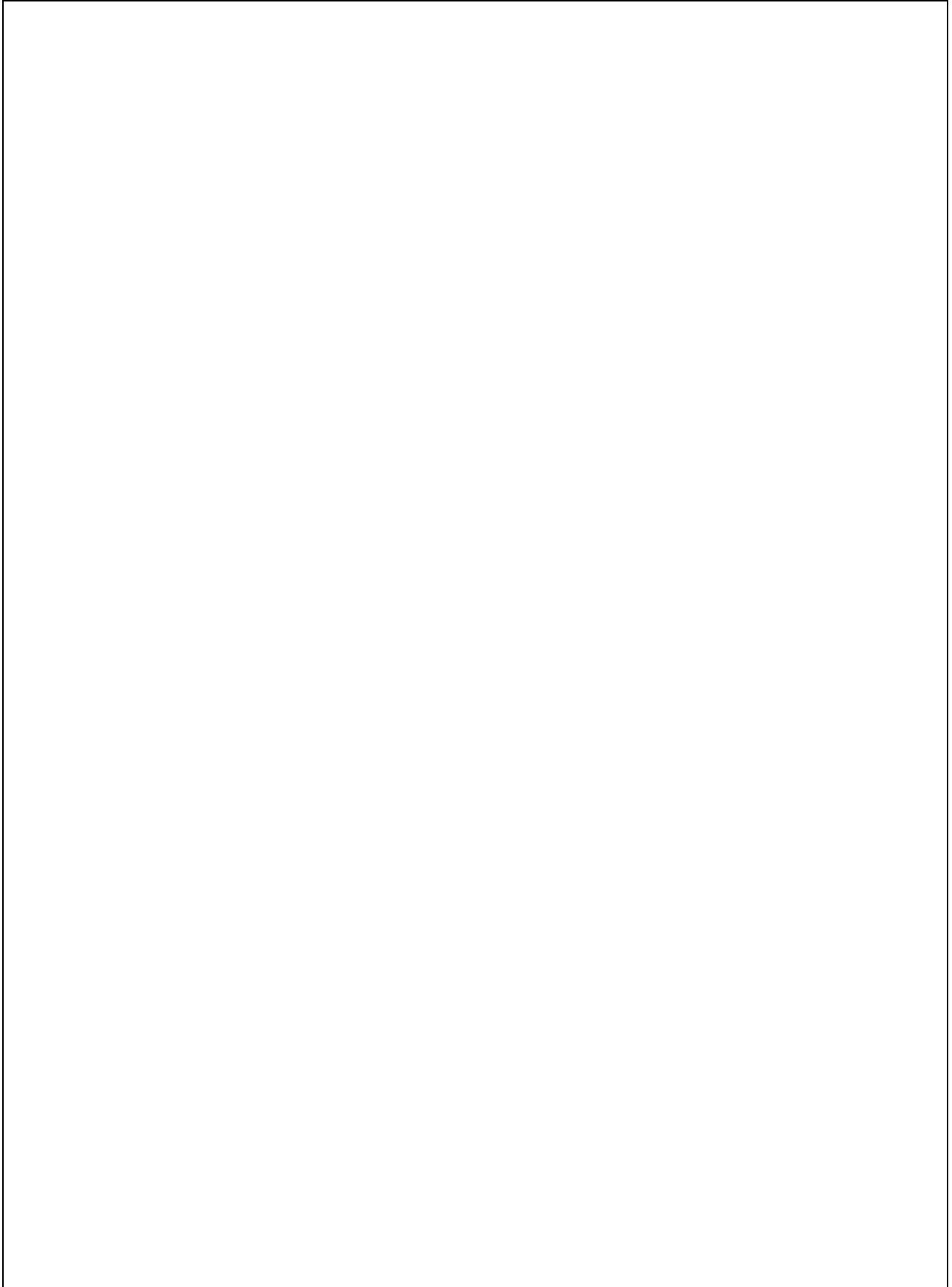
- Describe the Institute, including its geographic location, represented sectors and interests, linkages and partnership opportunities.
- Explain the focus of the Institute, how topics for consideration will be selected and prioritized and how it will ensure these issues are topical and relevant.
- Present the vision for the development of the Institute and explain how it is projected to become a trusted and authoritative source of advice and information on clean growth and climate change in Canada.
- Describe how the Institute will leverage existing strengths in Canada, including developing partnerships and engaging a diverse group of experts.
- Describe the expected benefits of the Institute.
- Demonstrate that the Institute will be widely considered a credible, accessible and authoritative source for forthright, independent advice on clean growth and climate change in Canada.
- Demonstrate that the Institute will reflect the breadth of clean growth and climate change – through the participation of individuals and partner organizations from multiple sectors and the provision of advice that is cross-cutting across the areas of clean growth and climate change, including adaptation, mitigation and clean technology and that is relevant across Canada, nationally, regionally and locally.
- Demonstrate commitment to the meaningful involvement of a broadly representative cross-section of Canadians, including Indigenous Peoples and representatives from the different regions of Canada, in the governance and operations of the organization (e.g., role on the board of directors, membership, advisory council, or staff).

**Please fill out the section on the following pages, or attach as a separate document (*maximum 2500 words, approximately 5 pages*).**





## CLIMATE INSTITUTE STRATEGY (CONTINUED)









## STEP 4 - GATHER YOUR SUPPORTING DOCUMENTATION

All information and supporting documentation must be included with the Application Form. No additional information received after the application deadline will be taken into consideration.

Appendices must be provided at the same time as the written proposal and the EEI Application Form. The following appendices must be provided as part of the Application:

- 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

### Governance Documents

Applications must include the Articles of Incorporation for the Institute (either the Articles of Incorporation on file with Corporations Canada, the articles that will be filed upon incorporation of the not-for-profit, or the amended articles that are intended to be filed).

Applications must include any bylaws for the Institute, either in force or planned.

An organization chart must be included, providing an overview of the governance structure, responsibilities and roles.

### Letters of Commitment and Letters of Support

**Applications must include one page (maximum) Letters of Commitment from qualified experts that have committed to a role with the proposed Institute (either on the Board of Directors, staff, or formal advisory council). Applications must also include one page (maximum) Letters of Support from organizations active in the areas of clean growth and climate change indicating their endorsement of the proposal. A minimum of ten (10) Letters of Commitment from individual experts and three (3) Letters of Support from organizations must be submitted.**

Proposals that do not provide the required Letters of Commitment and Letters of Support will **not be eligible for funding**.

**Letters of Commitment** from individual experts must provide details on their intended role with the Institute. **Letters of Support** from organizations (e.g., not-for-profit organizations, academic institutions, provincial, territorial, municipal and indigenous governments) must explain their role with the Institute, involvement in its activities, and, if applicable, any financial or in-kind contributions.

Applicants are strongly encouraged to secure Letters of Commitment and Letters of Support beyond the minimum requirements outlined above. The demonstration of strong support from individuals and organizations active in clean growth and climate change in Canada will be taken into account during the assessment of proposals.

Letters of Commitment and Letters of Support must adhere to the following requirements:

- **Length:** Maximum of one page; additional content will not be considered.
- **Format:** Letters can be submitted as PDF or Microsoft Word documents only.
- **Contents:**
  - Qualifications of the individual/organization.
  - Planned role for the individual/organization in the Institute.

- Statement of support/commitment to participation.
  - If applicable, any financial or in-kind contributions that the organization will provide to the Institute.
- **Language:** Written in one of Canada's official languages (English or French).
- **Submission:** The letters must be attached to the Application and each letter should not exceed one page.

## Resumes of Management Team

### Applicants must:

- Provide a short resume (CV) for each of the proposed members of the Board of Directors, senior staff and other governance positions identified (e.g., advisory council). The resumes (CV) should highlight experiences and accomplishments that relate to the roles and responsibilities to be undertaken.
- Include a description of the roles and responsibilities that will be assumed by each of the proposed members of the management team.

## STEP 5 - SUBMIT YOUR APPLICATION AND SUPPORTING DOCUMENTATION

- Once you have completed your application sign the Applicant Declaration on the following page.
- Attach the application form, the signed declaration page, and all required and other supporting documents and submit your package electronically to [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca) by **January 14, 2019 at 11:59PM (PST)**.
- In the email subject line, include the name of the Applicant.

An email confirming receipt of your application will be sent within 5 business days. If you do not receive an email confirmation, please contact us by email at [ec.expertscpc-pcfexperts.ec@canada.ca](mailto:ec.expertscpc-pcfexperts.ec@canada.ca). It is strongly recommended that you retain a copy of the email to show the date and time the application was submitted.

### **Applicant declaration:**

- ☐ I have carefully read and understand the eligibility criteria for this program as described in the Applicant Guide, and I confirm that I meet these criteria.
- ☐ I confirm that the statements in this application are true and complete.
- ☐ I confirm my permission to share the information in this form with other federal government departments for the purpose of assessing the proposal.
- ☐ I have retained a copy of the completed application for my records.
- ☐ I accept the conditions of this initiative and agree to accept the final decision made by ECCC.
- ☐ I accept that federal government institutions are bound by the requirements of the *Access to Information Act* and the *Privacy Act*, as well as the *Library and Archives Canada Act*. These laws govern the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.
- ☐ I understand that funding is subject to the signing of a funding agreement.
- ☐ I agree to provide ECCC information to demonstrate the achievement of milestones identified in this application.

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Signature