FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR COMMUNITIES AND ORGANIZATIONS SOUTH OF 60TH PARALLEL

> 2018/2019 CALL FOR PROPOSALS

Indigenous Services Canada

Services aux Autochtones Canada

Canada

FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR COMMUNITIES AND ORGANIZATIONS SOUTH OF 60TH PARALLEL

> 2018/2019 CALL FOR PROPOSALS

FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR COMMUNITIES AND ORGANIZATIONS SOUTH OF 60TH PARALLEL

The proposal package must be received by the Department of Indigenous Services Canada no later than 11:59 p.m., Mountain Time, April 30th, 2018.

Proposals may be submitted electronically via email at **HC.FNECP_FNIHB_PHPCD-PPNPE_ DGSPNI_DSPSP.SC@HC-SC.GC.CA** before this deadline. Alternatively, a hard-copy proposal submission may be sent via Canada Post, courier, or fax. Please note that proposals that are submitted exclusively by courier or Canada Post must be postmarked by April 30th, 2018. Please send completed proposals to:

First Nations Environmental Contaminants Program Coordinator
Chemical Safety of Traditional Foods
Environmental Public Health Division
Office of Population and Public Health
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch
Department of Indigenous Services Canada
Room 1603C, Jeanne Mance Bldg., A.L. 1916C
Tunney's Pasture, Ottawa, ON K1A 0K9

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IMPORTANT: This Call for Proposals has been revised so please read through it carefully as there have been many changes regarding the funding stream, length of agreements, amounts of funding, etc.

1 —

WHAT IS THE *FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM?*

The Department of Indigenous Services Canada's First Nations Environmental Contaminants Program (FNECP) is helping First Nations improve their health and wellbeing by supporting their capacity to identify, understand and whenever possible reduce the impact of exposure to environmental hazards through community-based surveillance, monitoring, research, risk assessment, education and communication planning.

This Program supports projects for the maximum length of three years (October 2018 to March 2021) and there is only ONE stream in 2018/19: **EXPOSURE ASSESSMENT & HUMAN BIOMONITORING**

See the **Appendix** for information

2 —

WHAT ARE THE CHEMICALS OF PRIMARY CONCERN?

List of contaminants that are included as focus areas for the First Nations Environmental Contaminants Program (FNECP), and that MAY be part of research projects under the FNECP:

- Persistent organic pollutants monitored under the Stockholm Convention on Persistent Organic Pollutants (2004).

  > Aldrin

  > Chlordane

  > Chlordecone

  > Dieldrin

  > Endrin

  > Heptachlor

  > Hexabromobiphenyl

  > Hexabromodiphenyl ether and heptabromodiphenyl ether

  > Hexachlorobenzene (HCB)

  > Alpha hexachlorocyclohexane

  > Beta hexachlorocyclohexane

  > Lindane

  > Mirex

  > Pentachlorobenzene

  > Polychlorinated biphenyls (PCB)

  > Technical endosulfan and its related isomers

  > Tetrabromodiphenyl ether and pentabromodiphenyl ether

  > Toxaphene

  > DDT

  > Perfluorooctane sulfonic acid, its salts and perfluorooctane sulfonyl fluoride

  > Polychlorinated dibenzo-p-dioxins (PCDD)

  > Polychlorinated dibenzofurans (PCDF)

- Heavy metals monitored under the Convention on Long-range Trans-boundary Air Pollution Protocol on Heavy Metals (1998–2012) (Cadmium, Lead and Mercury) as well as Arsenic.

- Radon (a radioactive, colourless, odorless gas occurring naturally as an indirect decay product of uranium or thorium).

- Glyphosate

Contaminants that will NOT render your proposal eligible for review:

- Biological contaminants (living organisms such as bacteria, enzymes, fungi, viruses, dust mites, moulds).

3 —

HOW DO I SUBMIT A PROPOSAL?

WHAT INFORMATION IS REQUIRED IN A PROPOSAL?

- If you wish to submit a proposal, please adhere to 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 font formatted for 8.5" x 11" size paper.
  - > Proposal needs to be post-dated before the deadline.

Complete proposals (electronic or hard-copy) must be sent to the First Nations and Inuit Health Branch, Department of Indigenous Services Canada by 11:59 pm Mountain Time, April 30th, 2018. Proposals may be submitted electronically via email before this deadline. Alternatively, a hard-copy submission may be sent via Canada Post, courier, or fax. Please note that proposals that are submitted exclusively by courier or Canada Post must be postmarked by the submission deadline.

Proposals arriving after the deadline will not be eligible for consideration.

Successful applicants will be notified of the funding decisions by August 31st, 2018.

Electronic submissions can be sent to:
HC.FNECP_FNIHB_PHPCD-PPNPE_DGSPNI_DSPSP.SC@HC-SC.GC.CA

Fax Submissions can be sent to: 613-952-8639

Hard/paper-copy submissions can be sent to:
First Nations Environmental Contaminants Program
Environmental Public Health Division – FNIHB
Department of Indigenous Services Canada
Room 1603C Jeanne Mance Bldg, A.L. 1916C
Ottawa, ON K1A 0K9

IMPORTANT

The Funding Recipient shall provide the Minister with sixty (60) days to review any reports submitted under this Agreement which contain environmental analysis, findings or recommendations prior to any release of such reports, or disclosure of any of their findings, to the media or the public.

4 —

WHO CAN I CONTACT FOR MORE INFORMATION?

For more information on the First Nations Environmental Contaminants Program, including funding eligibility and project ideas, or to submit a proposal, please contact **HC.FNECP_FNIHB_PHPCD-PPNPE_DGSPNI_DSPSP.SC@HC-SC.GC.CA, or call Harold Schwartz at (613) 612-1596.**

APPENDIX

EXPOSURE ASSESSMENT & HUMAN BIOMONITORING

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Chemical surveillance and monitoring enables First Nations (FN) communities (on-reserve) and FN organizations south of 60° to gather timely and accurate information to identify and define potential for, and actual human exposures to, toxic substances. This information provides FN leaders with an early indication about key chemical contaminant concerns in their community, traditional territory or traditional lands across Canada, creating a foundation for risk mitigation action.

Selected proposals can receive up to **$100,000 over three years** (October 2018 to March 2021) for exposure assessment and human biomonitoring* projects.

1. WHO CAN APPLY FOR FUNDING?

1. First Nations communities (on-reserve) and First Nations organizations south of 60° parallel in Alberta, Saskatchewan, Manitoba, Ontario, Québec and Atlantic Canada.
2. Bands, Districts, Tribal Councils and Associations, Councils, governments of self-governing First Nation and Inuit communities and regions.
3. Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf of or in partnership with a First Nation community.

NOTE: The FNECP requires that all funded projects be carried out in partnership with academia, and must be identified as a partner in the proposal.

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* Method of assessing human exposure to chemicals by measuring the chemicals (or their metabolites) in human tissues or specimens, such as blood or urine. (CDC 2005)

2. HOW ARE ELIGIBLE PROPOSALS EVALUATED?

This program involves a competitive selection process. As a result, not all eligible proposals that meet the mandatory criteria will receive funding.

Proposals that pass Mandatory Criteria Review (MCR) will move on to the Science Peer Review (SPR) followed by the Community-Based Merit Review (CBMR). Scores from both the SPR and CBMR will be tallied and the highest ranking proposals will be funded up to the maximum of available program funding.

The following are the steps involved in the review process:

A) MANDATORY CRITERIA

The Department of Indigenous Services Canada's role is to assess the merit of the proposal against the criteria provided below. All criteria must be met in order for proposals to move onto the next step in the evaluation process (Science Peer Review).

✓

☐ Request for funding per proposal must not exceed $100,000 over the three years (October 2018 to March 2021).

☐ Project must be community-based (First Nations are the lead on the project and work in collaboration with academia).

☐ First Nations MUST partner with academia who have a strong background in **chemical exposure assessment and/or human biomonitoring.**

☐ This stream encourages a particular focus on persistent organic pollutants included under the international Stockholm Convention and heavy metals identified under the Convention on Long-range Trans-boundary Air Pollution, Protocol on Heavy Metals (for the list of admissible contaminants, see Call for Proposals Section 2—"*What are the chemicals of primary concern?*").

☐ The project proposal includes conventional methodologies that assess human exposure and body burden of contaminants through appropriate combination of the following:

- Sampling of traditional foods, well water, air or soil (soil sampling must not pertain to a site risk assessment).

IN COMBINATION WITH

- Dietary surveys through the administration of 24-hour dietary recall and/or Food Frequency Questionnaire, a survey of housing conditions for radon projects, or biomonitoring where appropriate.

☐ Project outcomes must be linked to the health of community members (e.g. use results to develop recommendations for health promotion and disease prevention).

☐ Project must include the integration of local and/or traditional knowledge.

☐ Project proposal must include all elements outlined in section 3 below "PROPOSAL TEMPLATE".

☐ A project that has previously received funding from the First Nations Environmental Contaminants Program must include a summary of the analysis and results from the previous project(s) and needs to clearly demonstrate how the new proposal builds on previous project results.

☐ Project proposal must demonstrate how it will report on the implementation and results of the project.

☐ Project proposal must state which accredited laboratory will be used to analyze samples.

☐ Project proposal must include a Band Council Resolution or other accepted statement of support from the community or organization that is submitting the proposal.

B) SCIENCE PEER REVIEW

If the proposal passes Mandatory Criteria, it will then undergo an external Science Peer Review which will cover suitability of project design, timeframe, budget, project team expertise, sound methodology, etc.

The Science Peer reviewers will use the following criteria to evaluate each eligible proposal.

TABLE 1: CRITERIA USED BY SCIENCE PEER REVIEWERS

DESCRIPTION	RATING
Scientific excellence/expertise of principal investigator and team:	
• relevant academic credentials	/20
• relevant experience/expertise/knowledge	/20
• relevant publications	/10
Methodology:	
• Clarity and scope of objectives	/20
• Clarity, adequacy and sound methodology	/20
• Suitability of proposal design for meeting the objectives	/20
Does the proposal include a review of existing literature on key topics of the proposal?	/10
Does the proposal include a knowledge translation plan?	/10
Achievable within the appropriate timeframe?	/20
Appropriateness of budget	/25
Overall clarity and organization of proposal	/25
TOTAL	/200

C) COMMUNITY-BASED MERIT REVIEW

Once the Science Peer Review is completed, a Selection Committee involving members of First Nation communities and organizations who have a strong background in environmental contaminants, First Nations health and community issues, will review and assess aspects in the proposal such as capacity building, training, traditional knowledge, etc.

Proposals will then be ranked and recommendations will be made to the Department of Indigenous Services Canada.

The Selection Committee uses the following criteria to evaluate each eligible proposal.

TABLE 2: CRITERIA USED BY THE SELECTION COMMITTEE

DESCRIPTION	RATING
Does the project demonstrate a rigorous approach to community engagement?	/25
Does the project build capacity in First Nations communities? Is there training of First Nations involved?	/25
Does the project team include: • Community-based researcher(s) and community member(s); and, • Investigator(s)/Project Leader with recognized skills and relevant expertise?	/20 /20
Has traditional knowledge been integrated into the research?	/25
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?	/25
Is the time frame for completion of the project feasible?	/15
Are the budget and resource requirements realistic and appropriate to the project?	/10
Has co-funding been sought with partners? (This should be discussed in section 7 "Project Team/Partners") on page 17.	/10
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.	/25
TOTAL	/200

3. PROPOSAL TEMPLATE

(IN PREPARING YOUR PROPOSAL, PLEASE USE THE LIST OF TIPS AND QUESTIONS PROVIDED IN EACH SECTION BELOW)

PROPOSAL ELEMENT CHECKLIST:

- ☐ Cover page
- ☐ Plain language summary (maximum 1 page)
- ☐ Community background (maximum 2 pages)
- ☐ Project description
- ☐ Workplan and timelines
- ☐ Methodology and data collection
- ☐ Project Team/Partners
- ☐ Communication and/or dissemination plan
- ☐ Project evaluation
- ☐ Budget
- ☐ Research Ethics Review
- ☐ Letter(s) of support from a mandated authority
- ☐ Appendices

☐   COVER PAGE

First Nations Environmental Contaminants Program

PROJECT TITLE:

Applicant Information

Name of community or organization:

Name of community lead/coordinator for project:

Name of community financial manager:

Address:

Telephone:

Fax:

E-mail:

* INSERT OFFICIAL ORGANIZATION LOGO HERE

NAME OF ACADEMIC PARTNER:

Name of academic institution:

Name of Principal Investigator:

Address:

Telephone:

Fax:

E-mail:

Date of submission:

**Amount of Funding Requested from the Department
of Indigenous Services Canada: $**

☐ # PLAIN LANGUAGE SUMMARY
(MAXIMUM 1 PAGE)

- 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 environmental contaminants?
    - ☐ How is this project linking environmental contaminants to the health of community members?
    - ☐ How will the anticipated results of the project help your community?
- 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?

NOTE:
You need to demonstrate a strong link between environmental contaminants and the health of First Nations. 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.

☐ # 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 the presence of environmental contaminants, etc.).

B. Explain what makes your community vulnerable to environmental contaminants (e.g. past and present industrial activities, dependence on country foods, pesticide use, etc.).

C. How does your community's vulnerability to environmental contaminants impact health issues in your community (e.g. food safety, access to safe drinking well water, altered lifestyles/cultural activities, etc.)?

D. Are environmental contaminants and their effects on health an issue for particular members of your community (e.g. Elders, women, children, etc.)?

☐ 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 yet 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. Include a summary of analysis and results.

RATIONALE

- How have environmental contaminants affected the health of your community and/or how might they 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 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 develop consumption recommendations 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 environmental contaminants.

- Provide detailed information of how this project will support community members' engagement in research. Will training be involved? How will people involved continue in this work when the funding ends?

YOUTH

- The FNECP encourages the 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 and how they can or will be beneficial (e.g. new skills and knowledge acquired).

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.

☐ 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.).

TABLE: WORKPLAN AND TIMELINES

PROJECT OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE/ DATES	FACTORS AFFECTING TIMING	ACTIVITY #

☐ METHODOLOGY & DATA COLLECTION

- Describe how you will accomplish the **research activities** outlined in the work plan (e.g. data collection strategies, community consultations, analyses of results, etc.). Please identify the activity number for each activity.
- Where will the work be conducted?
- How will the data be collected, analyzed, interpreted, 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 data?
  - If your community has an existing protocol, please include details.
  - Which accredited laboratory will you use to analyze your samples for contaminants?

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

☐ PROJECT TEAM/PARTNERS— WHO WILL DO THE WORK?

- The Project Leader/Principle Investigator must include relevant publications.
- For this section, a table should be developed listing all individuals to be involved including their 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 Nations, government, agencies, groups, associations, academics, professionals, financial contributors, etc.).
- Project team members' **résumés must be included** as appendices to the proposal.

TABLE: PROJECT TEAM AND PARTNERS, THEIR AFFILIATIONS AND PROJECT ROLES

NAME	CONTACT INFORMATION (PHONE/EMAIL)	AFFILIATION	PROJECT ROLE	ASSOCIATED ACTIVITY #

☐ COMMUNICATION AND/OR DISSEMINATION PLAN

- Describe in detail how the results will be communicated to the community throughout the project (e.g. Facebook, newsletter, community bulletin, etc.).
- Describe how the results will be communicated or disseminated to other interested parties and decision-makers (e.g. funding organizations, other First Nation communities, governments, etc.).
- Describe how the project's results will be communicated regionally, nationally or internationally.

☐   PROJECT EVALUATION

- Indicate how the project will be evaluated and by whom. How will you 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*.

☐ BUDGET

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources for each year of the project, as well as a total budget for the duration of the project. 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 ($ per hour/day/week).

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 a way to thank them 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.*

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. For any services provided by a community member (e.g. laborers, Elders), the community member should be identified in the proposal by name.

TRAVEL, ACCOMMODATION AND MEAL COSTS:
Include all travel, accommodations and meal costs, and indicate the purpose of travel. Please use government travel rates by visiting the Travel section of the Treasury Board of Canada Secretariat website (**www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp**). To get the most up to date government travel rates select Appendix C—Meal & Incidental Rates (Canada/USA) (**www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php**).

EQUIPMENT AND FACILITIES:
Equipment cost. Specify the type of equipment that is needed to conduct your project and the extent to which it will be used (e.g. camera, microphone, monitoring or sampling equipment). NOTE: All equipment purchased with FNECP funding is to remain the sole property of the First Nations communities.

ADMINISTRATIVE/MANAGEMENT COSTS

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 BELOW.

Use a separate table for each year, and an additional table for the overview of all years.

BUDGET SUMMARY

Total funding requested from the Department of Indigenous Services Canada = $

Total support from other sources, including in-kind = $

Total cost of the project (Department of Indigenous Services Canada request plus support from other sources) = $

TABLE: PROJECT BUDGET

EXPENSE	DESCRIPTION	DEPARTMENT OF INDIGENOUS SERVICES 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					
Laboratory Expenses (detailed with cost per sample)					
Other					
Core Expenditures Subtotal 1					
Administrative/Management Costs (maximum 10% of total request from the Department of Indigenous Services 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					
Admin Subtotal 2					
Total Cost of Project (subtotal 1 plus subtotal 2)					

☐ RESEARCH ETHICS REVIEW

Every human health research project involving First Nations will be required to obtain an Approval Certificate from at least one ethics review board or committee before receiving funding approval from the FNECP (e.g. Health Canada-Public Health Agency of Canada Research Ethics Board, University Research Ethics Board).

The Research Ethics Review does not need to be completed at the time of application, but will be needed before funding can be provided. Your project team will be responsible for this part of the review.

Information on applications can be found on the **Research Ethics Board** section of the Health Canada website.

☐ LETTER(S) OF SUPPORT FROM A MANDATED AUTHORITY

- Letter(s) of support by a mandated authority (Band councils, hunters and trappers organizations, hamlet councils, municipalities, First Nations organization, etc.) for each community involved in your project should be included in your submission. The letter(s) 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.

☐   # APPENDICES

This could include the following:

- Background information or résumés to show that the person conducting the research, and the research team, have the knowledge and skills required to successfully run this research project.
- Relevant background information (if available).
- Relevant project materials that you may have ready such as interview questions, consent forms (sample to follow), etc.

SAMPLE CONSENT FORM

Name of project: _____

Project start/end date: _____

Purpose of Project: _____

_____

_____

Name of Interviewee: _____

Name of Interviewer(s): _____

Place: _____ Date: _____

I, _____, hereby agree to give my consent and involvement in the (**state the name of your project**).

1) The participants are informed that:

    i)   This is <u>an invitation for you to participate in this study</u>,
        1. You have a right to choose to not participate at any time.
        2. You have the right to not answer any questions that you are not comfortable with, before the interview is even started or during the interview.
        3. The data/information collected is going to be permanently stored by (**state who will store the data and who will have access to it**).

    ii)   The interview recordings, whether they are audio, video, written or photographic, and the resulting translations, and /or transcriptions and/or images will be used for the following purposes: (**list the purposes**)

        1.

        2.

        3.

SAMPLE CONSENT FORM

(**Name your organization or community**) will not use the interview recordings, whether they are audio, video, written or photographic, and the resulting translations and/or transcriptions and/or images, for any other purposes without the consent of the interviewee.

_____   _____

Participant Name (Print Name)   **Date**

_____   _____

Participant Signature   **Date**

_____   _____

Witness Signature   **Date**

(**Name of organization or community**) agrees to use the information according to the terms outlined above.

_____   _____

Signature of Interviewer   **Date**

Copy Provided to Participant: ☐ **YES**   ☐ **NO**

SUGGESTION FOR DEVELOPING YOUR PROJECT EVALUATION
(NOT MANDATORY BUT VERY USEFUL)

EVALUATION TECHNIQUES

Below please find some evaluation techniques you might want to include as part of your project evaluation:

ACTIVITY LOGS: Track regular activities and provide a running account of what happened. These can provide anecdotal information that is not usually captured in more formal surveys or consultations. Keeping an activity log is a great tool to assist in writing reports, providing regular updates on initiatives, and providing valuable qualitative data to evaluations.

SURVEYS: Surveys consist of a series of closed or open ended questions. They can be done by hand, on-line, over the telephone, through email or face-to-face. Surveys are easy to administer; however, developing questions that are easy to understand and measure can be difficult. Plan to test out survey questions on colleagues and members of your target audience ahead of time so you can modify them accordingly.

INTERVIEWS: An interview is a conversation between two or more people where questions are asked by the interviewer to obtain information from the interviewee. Interviews can be done over the telephone, on the radio or face-to-face.

FOCUS GROUPS: Focus groups provide opportunities for in-depth consultation. Traditionally they consist of between 6 to 10 participants with a particular interest, involvement or stake in the subject being discussed. During focus groups, a facilitator leads the group through a series of questions with a recorder summarizing the discussions.

COMMUNITY CONSULTATIONS: Community consultations bring together interested people for information and discussion of an issue. Community consultations are open to the public and can attract either a small or a large group based on the level of interest in the issue being discussed. During community consultations, presentations are given followed by a facilitated discussion.

AUDITS: An audit is a form of evaluation that assesses an organization, system, process, project or product. It can consist of simple inventories (e.g. how many community freezers are in a community) or be more detailed such as the assessment of how many community members have access to safe drinking water. An audit can be performed at the beginning of a project to provide a baseline for future measurements. By doing this you are able to track changes, modify activities and determine their impact.

DEVELOPING A PROJECT EVALUATION TABLE

To structure your project evaluation you might want to consider developing a table that includes your objectives and activities. If you want to develop a table, below are some suggestions that might be helpful.

1. Fill in the objectives and activities by copying what you have already completed in the previous sections of the proposal.

2. For each activity, include performance indicators that will be used to evaluate the activities. Performance indicators are qualitative or quantitative measures used to monitor project performance. Quantitative indicators are statistical measures such as number, frequency, percentile, ratios, variance, etc. Qualitative indicators are judgment and perception measures such as the presence or absence of specific conditions, the extent and quality of participation, or level of satisfaction.

3. For each performance indicator, describe how data will be collected and what tools will be used (some techniques are described above).

4. Include any comments (if needed) to further explain what you plan to do.

TABLE: PROJECT EVALUATION

PROJECT OBJECTIVES	PROJECT ACTIVITIES	PERFORMANCE INDICATORS	DATA COLLECTION TECHNIQUES/ TOOLS	COMMENTS

FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR
COMMUNITIES AND ORGANIZATIONS SOUTH OF 60ᵀᴴ PARALLEL