Natural Resources
Canada

Ressources naturelles
Canada

Growing Canada's Forests:

Future Participants Respondent Guide

**2BILLION
TREES**

Canada

Growing Canada's Forests:

Future Participants Respondent Guide

Table of Contents

1. Purpose of the Request for Information (RFI)

In 2020, the Government of Canada committed to planting two billion additional trees over the next 10 years as part of a broader approach to nature-based climate solutions. To identify and determine the interest of organizations in Canada in implementing or contributing to large-scale single or multi-year tree planting projects, its [Growing Canada's Forests (GCF) program](#) is accepting Requests for Information (RFI). We want to understand your vision and capacity as we finalize the design of the GCF program.

This document guides you through the process of contributing information to the GCF program through a RFI. A number of criteria (e.g. the types of eligible organizations) that will be put in place to fund potential projects in the future are described. In your response, we are asking you to identify which criteria would apply to your organization or to the project(s) you have in mind.

If you do not have a project in mind, but would consider applying to a funding opportunity in the future, your feedback is also welcome on the criteria and information set out in this RFI. In these cases, we ask that you complete as much of the RFI as possible and provide responses to the questions contained within the response form.

This RFI is also intended to identify potential linkages within the supply chain and facilitate collaboration by sharing contact information with provinces and territories and other organizations. If you agree to this in your response form, you may be contacted by NRCan for further information.

Participation in this RFI is encouraged, but is not a condition or prerequisite for participation in any subsequent Request for Proposals.

Please use our Growing Canada's Forests: Future Participants Respondent form to provide a response to this RFI. Even if you have multiple projects in mind, please submit only one response per organization and include additional information as necessary. Tombstone information can be submitted as one piece with multiple projects as annexes.

Please note that this RFI is part of an engagement process and **will not result** in funding proposed projects. It is not a Request for Proposals (RFP) and no funding agreement will be entered into based on any response/submission to this process. As a result, the Government of Canada will not accept any liability, financial or otherwise, nor should respondents undertake any work chargeable to Canada. Natural Resources Canada (NRCan) does not consider this RFI to constitute a commitment to issue an RFP for the GCF program.

2. Eligibility requirements

2.1. Eligibility for large-scale projects

Eligible participants considered for implementing or contributing to single-year or multi-year large-scale tree planting projects would be:

- a provincial or territorial government or one of their agencies;
- a municipal or local government or one of their agencies, or a regional municipal organization;
- a not-for-profit organization (legally incorporated and registered in Canada), such as a registered charitable organization, volunteer organization, community, professional, industry or other association, land conservation organization, or non-government organizations;
- a for-profit organization;
- an Indigenous organization[1] (for profit and not-for-profit) or community.

2.2. Eligible activities and costs

Eligible activities would consist of activities directly related to tree planting, managing trees and forests, and monitoring the health and growth of planted trees. Eligible activities would not cover any such costs where the planting, management and monitoring is legally required following commercial activity or as a condition for impact assessment approval.

Eligible expenditures are those necessary to support the tree planting supply chain and must be directly related to the implementation and conduct of a project. Eligible expenditures for program funding will consist of:

- Salaries and benefits, and employee recruitment and training;
- Professional, technical, and capacity building services;
- Community and landowner engagement;
- Translation, production, printing, publication and distribution, and media services;
- Contractors, such as for tree planting and silviculture;
- Materials and supplies, such as seeds and trees for planting;
- Transportation;
- Facilities;
- Machinery and equipment;
- Travel expenses including accommodation, and venue expenses;
- Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners are involved;
- Overhead expenditures provided they are directly related and essential to the conduct of the project, up to 15% of eligible expenditures; and

---

[1] Indigenous nations entities (as self-defined and representing nation-based collectives - could be linked by cultural or linguistic background, geographical area or historical treaty lines), nation member communities or member organizations on behalf of nation entities, Section 35 rights-bearing Métis entities, national and regional Indigenous organizations, self-governing Indigenous governments, Indigenous owned or operated businesses, other Indigenous organizations.

- GST, PST or HST, net of any tax rebate to which the recipient is entitled.

2.3 Cost sharing

Recognizing that the Government of Canada will ultimately be looking to enter into cost-sharing[2] agreements, consideration should be given to how your organization would finance a proposed project. While subject to change, the maximum NRCan contribution for eligible project costs are 50% of eligible expenditures. Indigenous organizations will be encouraged at a later stage to contact NRCan for further information on cost sharing.

3. Information for Completing the Future Participants RFI form

Where applicable to your organization type and if the information is known, we encourage you to provide details in our Growing Canada's Forests: Future Participants Respondent form to the best of your knowledge. This information will not be retained in the context of any subsequent Requests for Proposals. The information will be used to better understand your organizations' interest and capacity to participate in the GCF program. The main sections of the form are:

- Respondent contact information
- Organization overview
- Project information and overview
- Forecasted project costs and funding sources
- Collaboration
- General questions for project delivery consideration
- Diversity and inclusion
- Authorization
- Project submission and NRCan contact information

A description of each section is included below to assist you in completing your RFI. The numbered segments within each section correspond with the numbering on the RFI form.

It is recommended that you save your work often, prior to submitting your response form to the GCF program.

Respondent contact information

1. **Legal Name of Respondent:** The legal name is the official name of the Organization or Business at registration or incorporation. This may be different from the organization's operating name (e.g. Legal Name 123456 Northern Ltd, operating publically as ABC Moving Services).

2. **Project Name:** Provide a short, clear and concise name describing your proposed project. You can include some details on the nature of your project. For example, *Planting a Greenbelt around Cityville*.

---

[2] In this document, the terms "cost-shared" and "cost-sharing" refer not to official cost-sharing agreements, but to situations where the Government of Canada will fund a portion of a project through a contribution agreement and the recipient will be required to also provide a portion of the funding.

3. **Primary Contact Name:** Enter the person authorized to represent the business or organization. This person will be the main point of contact regarding your RFI submission.

4. **Phone Number (Primary Contact):** Be sure to include the area code of the primary contact's phone number.

5. **Email Address (Primary Contact):** Include the direct email address for the primary contact and not a generic email address for the organization.

6. **Organization Type:** This information is important to determine if the respondent would be meeting the eligible recipient type.

   o **Provincial and Territorial governments** and their agencies.
   o **Municipal or local governments** and their agencies, includes local forms of government with elected authorities (e.g. mayor and council).
   o **Indigenous Governments or Organizations,** includes Indigenous nations entities (as self-defined and representing nation-based collectives - could be linked by cultural or linguistic background, geographical area or historical treaty lines), nation member communities or member organizations on behalf of nation entities, Section 35 rights-bearing Métis entities, national and regional Indigenous organizations, self-governing Indigenous governments, Indigenous owned or operated businesses, other Indigenous organizations.
   o **For-Profit** includes businesses such as incorporated companies, corporations or co-operatives.
   o **Non-Profit** includes organizations such as tree planting charities, community associations and organizations, and industry or sector associations.

7. **Brief Description of Organization and its Mandate:** This information will be used in part to determine if the respondent has the mandate and capacity to undertake a project of this nature.

Organization overview

8. **Type of participation:** Check the box that best describes how your organization is interested in participating in cost-shared tree planting projects. Check all boxes that apply and briefly provide more details in the space below if required.

9. **Years of experience:** Enter the number of years your organization has in the areas selected in question 8.

10. **Quantitative estimates of achievements:** Describe, to the best of your ability, a quantitative estimate of your past activities. This could be number of trees planted, hectares planted, number of seedlings produced or tree planting projects managed. Be sure to describe the measure used for the estimate. For example, planted 1 million seedlings in Alberta or produced an average of 60 million seedlings for reforestation in the past three years.

11. **Enabling your project**: Identify and describe the top three factors that would enable or facilitate your participation in the GCF program and describe how your organization would address these factors. For example, securing funding to expand your operations, securing a source of seedlings/trees, finding access to land, finding labour, monitoring the trees for survivability. Be sure to describe how your organization would address these elements to ensure project success.

Project information

12. **Project Location (Community):** Provide the name of the province(s)/territory(ies) and the region or city where the proposed project would take place. For projects in multiple areas, identify all locations.

13. **Potential Start Date:** The date the first activity of the proposed project is expected to get underway. Costs incurred before the start of the project or signing of the contribution agreement may not be reimbursed.

14. **Expected End Date:** The date all project activities are expected to be completed.

15. **Location types:** Please identify the location types for your projects. You may select more than one if you have multiple location types.

16. **Estimate of number of incremental trees:** Fill out the table providing the number of trees you estimate planting per year for your proposed project to the nearest thousand. If you have multiple locations per year, please provide the total number of trees. When not anticipating to planting any trees in any given year, please leave blank.

17. **Approach for securing trees:** Indicate your short-term and long-term plan for accessing seedlings and trees for your proposed project. Be sure to highlight any partnerships and collaborations with regard to increasing nursery capacity.

18. **Estimate the land area required to plant the incremental trees:** Provide an estimate of the land area required to plant the number of trees you have estimated in question 16. Provide the answer in hectares. Free online area conversion calculators can assist if required.

19. **Approach for securing land:** Indicate your short-term and long-term plan for accessing land to plant the incremental trees indicated in question 18. This includes agreements in principal with landowners on providing land for tree planting incremental trees or partnerships with other organizations.

20. **Indigenous lands or traditional territory**: Indicate if, to the best of your knowledge, your proposed project will take place within or adjacent to Indigenous lands or traditional territory, including lands governed by a modern treaty. If you do not know, simple check the "Do not know" box, but understand that this information will be required in any subsequent agreement.

21. **Project Overview:** Describe the project in a few paragraphs. Please provide brief answers to all the sections. Be as concise as possible with your responses; however, do not leave out important information in order to be brief. Answer all sections as best as you can with information available to you. Incomplete answers will not necessarily result in the rejection of your application.

    a. **Proposed approach:** Describe the key activities your organization would like to carry out in the context of implementing one or more tree planting projects. If applicable, include how you will ensure the right trees are planted in the right location, and post-planting activities such as monitoring for tree health and survival as well as reporting on project outcomes.

    b. **Readiness & Capacity Building:** Describe your organization's experience and readiness as it relates to your proposed contribution to the GCF program. Describe any capacity building needs or potential gaps in your ability to participate.

c. **GHG emission reductions & Co-benefits**: Describe how your proposed project will contribute to maximizing greenhouse gas (GHG) emission reductions or increasing carbon sequestration, and how your proposed project will lead to measurable biodiversity and human well-being co-benefits. Examples include, but are not limited to:
   i. Improvement or creation of a community park
   ii. Extension of a green belt around a city
   iii. Forest health restored, or increased forest area, for habitat
   iv. Increase biodiversity to increase forest resilience to climate change
   v. Creating green jobs for a local community or youth
   vi. Engagement and creation of jobs with Indigenous youth

Forecasted project costs and funding sources

22. **Cost of proposed project:** Provide details on the types of costs for your proposed project. Section 2.2 provides types of costs that are eligible under the GCF program.

23. **Financing your project:** Recognizing that the Government of Canada will ultimately be looking to enter into cost-sharing agreements, describe how your organization would finance a proposed project. Has your organization considered using multiple sources of funding to finance project costs? If yes, please describe any funding partnerships or different funding mechanisms your organization is considering. If you are not considering using different sources of funding, please explain why.

Collaboration

24. **Collaboration:** Is your organization seeking collaborators and partners to develop a tree planting project or to build capacity to undertake a tree planting project? If yes, please describe the nature of the collaboration or partnership you are seeking. This could be a financial arrangement, in-kind contributions, access to land or any type of collaboration that allows you to implement your proposed project. Please be sure to describe the nature of this collaboration.

General questions for project delivery consideration

25. Regardless of whether or not you have a project(s) in mind as part of your response to this RFI, we would welcome feedback on the following questions. Please keep in mind, responses will help inform and identify the most appropriate program delivery scenarios of a future funded Request for Proposals (RFPs) with respect to implementing or contributing to large-scale single or multi-year projects.
    a) The questions within this RFI would generally reflect the types of questions being included in a formal funding RFP. In your view are there elements missing that should be considered to ensure projects are well assessed and represent good value for money for the Government of Canada? If so, what additions would you suggest.
    b) Are there questions within this RFI, if transposed into a funding RFP, that would create barriers to participation and prevent the program from reaching its goal with respect to large-scale single or multi-year projects? If so, please elaborate on those barriers.
    c) Are there specific criteria, in your experience as an organization involved in large-scale tree planting projects that should be weighted more heavily than others for the sake of achieving the goals of the GCF program? If so, which ones would those be and why?

d) Monitoring results of tree plantings will be a significant undertaking. Are there best practices (whether tools, systems or processes) that you would like to identify. If so, could you please provide details about where this best practice exists, what its benefits are, and how it works.

e) Are there tools/mechanisms that you, as an organization participating in a future large-scale project, would like to see to enable collaboration between various funding recipients? If so, what would those tools/mechanisms be or look like, and are there any best practices that you are aware of and would like to identify?

Diversity and Inclusion

Building a sustainable, inclusive, and dynamic economy helps all Canadians prosper. Recognizing that systemic barriers remain in achieving the full participation of underrepresented, disadvantaged, or equity-seeking groups (including, but not limited to, women, Indigenous Peoples, persons with disabilities, members of visible minority/racialized groups), the information collected in this section helps the Government of Canada identify the potential impacts of its policies, programs and services on diverse groups of people.

The information you provide in this section is protected under the *Privacy Act*. As such, the GCF program will only use it for the purposes of assisting the program better design how to solicit this kind of information in future Requests for Proposals, and for no other purposes.

4. Submitting your response

Please follow the following steps to submit your RFI. To ensure the health and safety of our workers during the COVID-19 pandemic, we encourage response forms to be sent via email. However, should this not be possible, please contact the email address below for a mailing address.

1. Download our Growing Canada's Forests: Future Participants Respondent form and save as a separate file.
2. Fill in the form.
   - Please make sure your response is not scanned since data will be extracted from the electronic version for processing by NRCan.
3. Print, sign, scan and save as a separate file the Authorization page.
   - Alternatively, you can digitally sign the form and send as one file.
4. Email your Request for Information form as well as your signed Authorization page to nrcan.2btrees-2garbres.rncan@canada.ca by **Thursday, May 27, 2021, 5:00 p.m. EDT**
5. In the email subject line use the following format to assist with the processing your submission: 2021 RFI – [Province / Territory] – [Organization Name]
   - Replace the information in the square brackets with the appropriate province/territory and organization name for your project (e.g.: 2021 RFI – MB – ABC Enterprises)

5. Confidentiality & Authorization

This last page of the RFI response form describes how the use and distribution of information collected through this RFI will comply with both the *Privacy Act* and the *Access to Information Act*. This section is to be completed by a representative duly authorized to make the declarations and submit the response to NRCan.

Pursuant to the *Privacy Act*, the program will keep confidential any personal information it may collect and will not disclose or transmit said information without your written consent.

Pursuant to the *Access to Information Act*, the GCF program will protect from disclosure any information of a financial, commercial, scientific or technical nature it collects from you so long as you treat said information as confidential in your own establishment.

If you choose to send the information or other confidential information to the program by e-mail, the GCF program will respond by email. Similarly, if your correspondence is through regular mail, the program's response will be in like manner. However, in all cases, the program will use e-mail correspondence to you for all non-confidential matters.

In this section, you may also express your interest in having NRCan share your basic contact information with other interested participants for facilitating collaboration. By checking the box for this purpose, you acknowledge and agree that the Government of Canada will not accept any liability for any business relationships, including joint ventures or partnerships that would result therefrom. Leaving the box unchecked will not adversely affect the assessment of your RFI.

6. For more information

For any questions surrounding this RFI process, please do not hesitate to contact us by email at [nrcan.2btrees-2garbres.rncan@canada.ca.](mailto:nrcan.2btrees-2garbres.rncan@canada.ca)