



Environment and
Climate Change Canada

Environnement et
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Canada

Environmental Damages Fund

Applicant Guide



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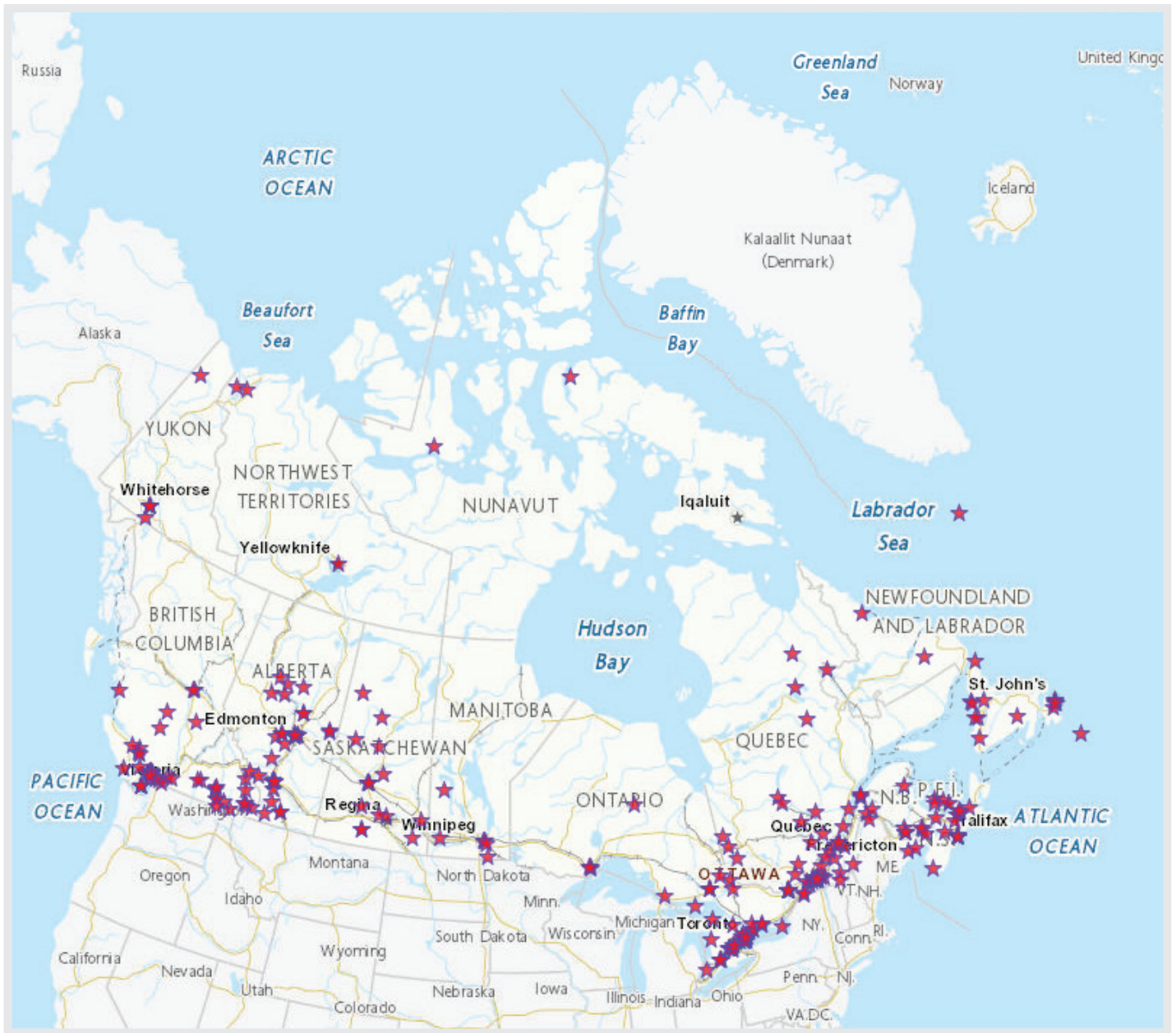
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Environmental Damages Fund: [project map](#).

Table of Contents

What is the Environmental Damages Fund?	1
What is the Purpose of this Guide?	1
Who Can Apply?	1
Who <i>Cannot</i> Apply?	1
What Projects May be Funded?	2
What Projects and Activities Will <i>Not</i> be Funded?	3
What Funding is Available?	3
What is the Maximum Duration of an EDF Project?	4
When is the Application Deadline?	4
How to Apply	4
STEP 1: Confirm Available Funds and Project Eligibility.	4
STEP 2: Prepare Your Funding Application Using the Grants and Contributions Enterprise Management System (GCEMS)	4
STEP 3: Submit Your Application	5
Guide to Completing an Online Application	6
Module 1: Tombstone Data	6
Module 2: Project Summary	6
Module 3: Project Details	7
Module 4: Project Budget	13
Module 5: Project Work Plan	15
Module 6: Evaluation Plan and Performance Measures	15
Module 7: Other Supporting Information	16
Module 8: Official Languages	16
Module 9: Certification	17
What Happens After You Submit a Project Application?	17
Contact Us	17

What is the Environmental Damages Fund?

The Environmental Damages Fund (EDF) is a specified purpose account administered by Environment and Climate Change Canada (ECCC), on behalf of the Government of Canada, to direct funds received from fines, penalties, court orders and voluntary payments to priority projects that will benefit Canada's natural environment. Through its support of these projects, the EDF helps to ensure environmental good follows environmental harm.

ECCC collaborates with the Department of Fisheries and Oceans Canada, Parks Canada, and Transport Canada to deliver the program. These federal departments are responsible for the enforcement of legislation that may be used to direct funds to the EDF such as, the *Fisheries Act*, the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Canada Shipping Act, 2001*.

The primary goal of EDF-funded projects is to restore the environment and conserve wildlife and habitats in a scientifically sound, cost-effective, and technically feasible way.

What is the Purpose of this Guide?

This Applicant Guide includes general information about the EDF program, specific information on how to complete an application for EDF funding, and instructions on how to apply using the online Grants and Contributions Enterprise Management System ([GCEMS](#)).

Contact the [EDF office in your region](#) to learn more about available funds in your area (see the end of this guide for contact information).

Who Can Apply?

To be eligible, applicants must be not-for-profit, and may include:

- non-government organizations (e.g., environmental community groups, registered charities, etc.);
- Indigenous organizations, defined as:
 - National, provincial, and territorial Indigenous organizations;
 - Tribal councils;
 - Indigenous communities.
- universities and academic institutions (e.g., community colleges, CEGEP);
- provincial, territorial, and municipal governments.

Applicants must provide an identification number for their organization in their proposal, such as a Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number.

Who Cannot Apply?

Ineligible applicants include:

- individuals;
- businesses;
- federal government departments and agencies (However they may partner with eligible applicants)
- offenders that have been fined or made monetary payments directed to the EDF (They are also not permitted to partner with eligible groups);
- international entities (However they may partner with eligible applicants or support a project. Projects must take place within Canada and/or the project activities must benefit Canadians).

What Projects May be Funded?

EDF funding is available for projects that fall into one or more of the following four EDF funding categories:

Restoration

- Restore the same type of natural resource(s) lost, of the same quality and value in the locale where the incident occurred;
- Restore the same type of natural resource(s) lost, of the same quality and value in another locale; or
- Restore the same type of natural resource(s), but of different quality in the locale where the incident occurred.

Environmental Quality Improvement

- Improve or enhance different natural resources in the locale in which the incident occurred;
- Improve or enhance different natural resources in a different locale; or
- Improve or enhance environments previously degraded by pollutant discharges or other human-induced alterations (e.g., tidal barriers, dike lands).

Research and Development

- Undertake the assessment or research of environmental damage in support of restoration planning, including the long-term effects and cumulative impacts of pollutant discharges, or for increased understanding of limiting factors for migratory bird populations; or
- Develop environmental damage assessment and restoration methods, including techniques for the valuation of damage; restoration alternatives (e.g., environmental management plans).

Education and Awareness

- Promote education related to environmental damage restoration, including training for the assessment and restoration of damage, or for increased awareness and compliance with environmental regulations; or
- Promote community capacity building and environmental stewardship in support of environmental damage restoration.

Project applications must clearly show how they satisfy the Fund Use Requirements, which are listed with each available funding amount ([EDF available funds page](#)). Projects that do not clearly show that they satisfy all aspects of the applicable Fund Use Requirements will not be eligible for funding. For examples of funded projects, see our [EDF project map](#).

EDF Calls for Proposals are competitive processes. Applicants must clearly explain all project details and expected results. The level of detail provided in your application must support the complexity of your project.

An Eligible EDF Proposal:

- must be carried out in Canada and/or the benefits of the project's activities must benefit Canadians;
- addresses one or more of the EDF's four funding categories;
- is complete and accurate with sufficient information to adequately assess the proposal;
- is scientifically sound and technically feasible;
- is cost-effective in achieving goals, objectives, and results;
- benefits the environment and addresses an environmental issue(s) or knowledge gap;
- measures results using one or more EDF performance indicator;
- satisfies all Fund Use Requirements as listed on the [EDF available funds page](#).

What Projects and Activities Will Not be Funded?

The following types of activities are not eligible to receive funding from the EDF:

- activities required by law and/or mandated by any levels of government;
- containment and clean-up of environmental spills;
- restoration of contaminated sites;
- infrastructure¹, particularly related to municipal, provincial, and federal government program areas
- lobbying or advocacy activities;
- recreation and tourism projects or beautification initiatives;
- preparation of formal curriculum materials²;
- core organization functions and activities such as meetings, maintenance, and administration (however, project specific administrative support is eligible);
- annual or regular organization events/campaigns;
- expenses to attend general conferences and workshops (project specific conferences and workshops are eligible);
- projects and/or activities already underway;
- continuation of projects previously funded by the EDF;
- projects outside of Canada;
- bursaries or cash incentives.

Please note, this is not a comprehensive list. If you are unsure about any of the examples listed above or the eligibility of your project and activities, please contact the [EDF office in your region](#).

What Funding is Available?

Available funding varies according to the number of fines and voluntary contributions directed to the EDF. In its sentencing decision, the court may recommend a specific recipient, location, and/or a specific project category and scope to be funded by a fine. This information is considered in the assessment of fines and in the preparation of Fund Use Requirements.

To determine if funds are available in your area, visit the [EDF available funds page](#), the online application portal (GCEMS), or contact the [EDF office in your region](#). To receive an email notification when new EDF funding is available, please ask the EDF office in your region to add you to the distribution list.

EDF funding is available to cover up to 100% of eligible project costs. The EDF does not require matching/partner funds; however, evidence of other project funding sources (i.e., additional contributions) or demonstration of your organization's ability to raise funds from sources other than the federal government (i.e., in a past project) **will be considered a project strength at the proposal evaluation stage**. Evidence of matching funds can include signed/dated letters of cash and/or in-kind support, as well as confirmation through email messages. It is recommended that matching contribution values be

¹ Expenses related to assembly of infrastructure (i.e., including labor costs and equipment rental) are ineligible. However, a project could use funding sources outside of EDF funding to fund assembly of the infrastructure, and utilize EDF funding for the following expenses:

- dismantling of existing infrastructure in a state of disrepair;
- removal of the dismantled materials;
- disposal of the old materials;
- planning of new infrastructure (i.e., engineering contracts for planning purposes, legal expenses);
- acquisition of new materials; and,
- transport of materials related to the infrastructure.

² Formal curriculum materials are defined by being a planned program of objectives, content, learning experiences, resources and assessment offered by provincially/territorially funded schools, or privately funded schools.

indicated in these letters. There is no required format for letters of support, but you can contact the [EDF office in your region](#) to obtain a template. Applicants can demonstrate their ability to raise non-federal funds by providing reliable evidence from past projects (i.e., letters, budget summaries).

What is the Maximum Duration of an EDF Project?

There is no maximum EDF project duration; however, the average EDF project is completed within three (3) years and typically does not exceed five (5) years.

When is the Application Deadline?

The deadline for submitting a funding application using the Grants and Contributions Enterprise Management System (GCEMS) portal is **15:00:00 Eastern Time**, on the date indicated on the [available funds page](#) and in [GCEMS](#).

How to Apply

STEP 1: Confirm Available Funds and Project Eligibility

[Log into GCEMS](#) using your GCKey to access the application. You can create a new GCKey if you have not applied to EDF before by following the onscreen prompts.

Review the Fund Use Requirements on the [EDF available funds page](#) associated with each available fund. Ensure your project activities satisfy all of those requirements and that proposed project activities are eligible EDF expenditures. For questions or clarification, please contact the [EDF office in your region](#).

Should you be unable to submit your application using [GCEMS](#), please contact the [EDF office in your region](#). Please note, we aim to respond to all enquiries within three (3) to five (5) business days, depending on volume.

For any technical issues related to website functionality and access (e.g., GCKey and SWIM), GCEMS technical support can be reached at sgesc-gcems-sgesc-gcems@ec.gc.ca.

STEP 2: Prepare Your Funding Application Using the Grants and Contributions Enterprise Management System (GCEMS)

Develop your EDF funding proposal using the GCEMS online portal and visit the [GCEMS application instructions page](#) for technical assistance documents, tutorials, and support throughout your application preparation.

As the website will automatically log applicants out after 15 minutes of inactivity, you are strongly advised to save your draft proposal in GCEMS frequently or to copy and paste content from an external document to avoid losing your work.

If desired, contact the [EDF office in your region](#) prior to the application deadline to discuss the application process with an EDF Program Officer. Officers can also help provide advice/information on:

- the EDF program and eligibility;
- the funding process; and
- official languages requirements.

Please note, EDF Program Officers can only provide guidance if it pertains to the above-listed information. To ensure transparency and fairness for all applicants, they will not provide general input or feedback on potential projects.

A Strong EDF Proposal:

- describes the project need within the local, regional and/or national context;
- describes the environmental issue(s) or knowledge gap the project aims to address with sufficient justification for the project;
- explains how the environment will benefit from the project;
- contains sustainable action for continued benefit;
- includes plans for follow-up after the project's end date to continue environmental benefits and encourage sustainability;
- identifies how risks to the environment and health and safety will be prevented (see [Module 3](#) for examples);
- is developed using Gender-based Analysis Plus (GBA+) and incorporates its practices throughout the life of the project (click [here](#) for more information on GBA+);
- explains how the principles of equity, diversity, and inclusion (EDI)³ will be meaningfully incorporated into the project and/or includes/explains concrete EDI-based practice(s) that will be implemented during the project;
- engages one or more ECCC priority groups (see [Module 3](#));
- contains an accurate and comprehensive work plan and budget;
- involves individuals and communities with local experience and knowledge;
- explains how project activities will meet project objectives and results;
- demonstrates via letter of support that the applicant has engaged with individuals, organizations, and/or communities who may be directly or indirectly impacted by the proposed project (i.e., Indigenous groups and organizations);
- provides evidence of matching funds via letters of support or demonstrates the ability to raise non-federal funds (this is considered a strength as matching funds are not mandatory under the EDF);
- includes objectives that are realistic, achievable, and measurable;
- demonstrates that the applicant is reliable, has a high awareness of the expertise it may lack and how to mitigate this gap, and possesses the necessary knowledge and skills required to execute the project.

STEP 3: Submit Your Application

Your application must be submitted in GCEMS before the stated deadline: **15:00:00 Eastern Time**. The EDF does not accept applications via email, mail or fax. Once you have submitted your proposal, you will receive an email from GCEMS acknowledging the receipt of your submission. If you do not receive a confirmation, please contact sgesc-gcems-gcems@ec.gc.ca.

Following the project review phase, you will receive notification on the funding decision of your proposal. If you do not receive a confirmation, please contact EDF-FDE2@ec.gc.ca.

When contacting ECCC about a proposal, always reference the GCEMS proposal ID number associated with the application.

³ EDI stands for equity, diversity, and inclusion where:

- **equity** is defined as the removal of systemic barriers (e.g., unconscious bias, discrimination, racism, sexism, ableism, homophobia, etc.), enabling all individuals to have equitable opportunity to access and benefit from the program;
- **diversity** is about the variety of unique dimensions, identities, qualities, and characteristics individuals possess along with other identity factors; and
- **inclusion** is defined as the practice of ensuring that all individuals are valued and respected for their contributions and are supported equitably in a culturally safe environment.

Guide to Completing an Online Application

The following information will enable you to complete an online project application for the EDF. Note, the EDF Applicant Guide is not a technical guide for navigating GCEMS, but rather provides EDF program-specific information to ensure project proposals meet the EDF program eligibility. **For any questions regarding navigating GCEMS, please contact sgesc-gcems-sgesc-gcems@ec.gc.ca.**

Module 1: Tombstone Data

Tombstone Data is a summary of organizational and contact information that auto-populates various modules of your GCEMS application. You must complete all fields:

- organization name, address, email, and phone number;
- contact information for the principal applicant representative (i.e., the individual representing the project/ responsible and knowledgeable about the project and application);
- select your organization type, provide an organization identification number (e.g., Charitable Number, Non-Profit Organization Registration Number or First Nations Band Number), and provide a brief description of your organization (including mandate);
- identify previous funding received from ECCC and/or other Canadian federal government departments/agencies.

Module 2: Project Summary

Project Summary: This module provides an overview of your project. All information is mandatory.

Project Title: A short, descriptive title to identify your project.

Project Start Date/End Date: When determining the proposed project start date, allow for additional time following the funding application deadline. Project start dates should be selected with considerations for the proposal evaluation process, program funding decisions, and funding agreement negotiation with the EDF if your project is successful. This process can take several months. Contact the [EDF office in your region](#) should you require further details or clarification.

Project Location: Provide your project's location, including information that links your project to any geographic priority regions identified in the Fund Use Requirements. Latitude and longitude coordinates are mandatory. If your project has multiple activity sites or is national in scope, note this in your application in the Project Description field and provide the coordinates for your organization's head office or primary office location in Project Location.

Project Goals/Objectives: Clearly state the goal(s) and objective(s) of your project and how it will benefit the environment. Provide a clear description of specific and measurable (performance indicator) objectives that are achievable and realistic during the timeframe of the project.

Project Description: Provide a summary description of your project, showing the link between the project, the stated goals, and the funding category. Identify the main purpose of your project by clearly explaining the environmental issue that the project will address and why it is important. Provide baseline information about the environmental issue that your project will address. Include details on how your project will help resolve the issue, and how the issue is linked to project objectives and indicators.

Explain how your project links to the priorities of the EDF, and its connection to the Fund Use Requirement. It is important that your summary be concise and include the key result(s) (performance indicator(s)) you expect to achieve with your project.

Project Team Experience: Describe any relevant qualifications and experiences of your project team members that could speak to the organization’s experience and ability to carry out your proposed project. Make clear connections on how the knowledge and experience of team members relate to the objectives you provided in the project description.

Financial Capacity: Describe your organization’s financial capacity to manage this project. This could include outlining other sources of funding for your project in the budget module, such as letters of support to indicate support from partnering organization(s) through in-kind support. Additionally, this could include a brief summary of past successful projects, demonstrating your organization’s experience managing a project budget of similar size and scale.

Project Management Capacity: Describe your organization’s experience in managing and delivering projects. Provide details on the duties and responsibilities of the position(s) identified in the human resources section of the budget. Include who will work on the project (e.g., project coordinator, volunteers, consultants, technical experts, etc.) and their roles/qualifications. Identify relevant qualifications and experiences of the project team. This section is an opportunity to demonstrate your organization’s experience and ability to carry out the proposed project.

Module 3: Project Details

Identify the primary EDF funding category that your project will address by selecting one (1) funding category from the drop-down list. Use the details in the What projects may be funded section to help determine which EDF funding category best describes your project. Applicants are encouraged to select all EDF Performance Indicators that apply to your project; selecting at least one (1) indicator is required.

EDF Funding Categories: For examples of past-funded projects, please refer to the [EDF project map](#).

#1: Restoration Projects: Restoration of damage caused to the environment.

#2: Environmental Quality Improvement Projects: Environmental quality is improved in areas where damage to the environment or wildlife habitat occurred.

#3: Research and Development Projects: Knowledge related to long-term environmental damage **or** damage to wildlife habitat is increased.

#4: Education and Awareness Projects: Awareness and knowledge of environmental damage restoration or compliance with environmental regulations is increased.

EDF Available Funds: Copy and paste the specific EDF available funds (the total EDF **cash** funding) that you are applying for. Include the location, funding amount available, and the Fund Use Requirements. Information on the available funds and proposal deadline can be found on the [EDF available funds page](#). The wording in your application should match exactly what is stated on the [EDF available funds page](#).

You may submit one funding application for a project that proposes to use multiple EDF available funds. You must clearly articulate how your proposed project respects the Fund Use Requirements of all the available EDF funds that you are applying for.

Project Need: In 500 words or less, indicate why your project is needed within the local, regional and/or national context and how your project will deliver on the applicable EDF Fund Use Requirements. Describe the environmental issue being targeted and how your project will help resolve the issue, ensuring that the environmental issue is linked to project objectives, results, and indicators.

Project Purpose: Complete the provided sentence (“This Environmental Damages Fund project will …”) in 150 words or less to describe the purpose of your project clearly and succinctly. Your sentence should include the project location and a clear summary of key project goals.

Example: This Environmental Damages Fund project will improve fish habitat through riverbank restoration in the (name of region and/or watershed) by (list main activities here).

Environmental Responsibility: Explain what measures will be taken to ensure the natural environment will not be negatively affected by project activities. Groups must conduct activities in a manner that does not harm the natural environment and must explain how the natural environment will benefit from the project.

We may request additional information for technical review and/or for an environmental assessment under the *Impact Assessment Act*, if applicable.

Permits and Authorizations: Explain the necessary permits and authorizations needed to carry out project activities. It is your responsibility to verify requirements and obtain any permits and/or approvals from other federal, provincial/territorial and/or municipal governments prior to starting activities. Any potential required permits and authorizations for the project must be identified in this section.

In addition, indicate whether the required permits or authorizations have been obtained. If the required permits have not yet been obtained, please ensure the approval timeline is included in your project work plan. Activities taking place on government or private land may also require a permit and/or approval. **Successful applicants will be asked to provide authorization or permit copies to their regional EDF office.**

Activities on Federal Lands: Indicate whether your project will involve Physical Activities (i.e., construction, modification, operation, expansion, abandonment, and decommissioning) on Federal Lands in relation to a Physical Work (structures that are built by humans and have a defined area and fixed location). If "Yes", please describe the proposed Physical Activities.

According to the [Impact Assessment Act](#), "Federal Lands" are defined as:

- a. lands that belong to His Majesty in right of Canada, or that His Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;
- b. the following lands and areas:
 - i. the internal waters of Canada, in any area of the sea not within a province,
 - ii. the territorial sea of Canada, in any area of the sea not within a province,
 - iii. the exclusive economic zone of Canada, and
 - iv. the continental shelf of Canada.
- c. reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

ECCC Priority Groups: Indicate which EDF Priority Group(s) the project engages and select all that apply. Note that the engagement of these groups is not a requirement; however, engagement of priority groups will strengthen your proposal. The data collected may be used for proposal evaluation and reporting purposes. Program Priority Groups are defined as follows:

- **Indigenous Peoples** are individuals who identify as First Nations, Inuit and Métis Peoples.
- **Youth** are considered individuals in kindergarten to Grade 12 (K-12; Maternelle-CEGEP in Quebec).
- **Small to medium-sized businesses** are businesses with fewer than 500 paid employees.

Applicants are encouraged to work with or engage underserved communities. This could include, but is not limited to:

- visible minorities and diversity groups;
- 2SLGBTQIA+ individuals or groups;
- low-income communities;
- new Canadians;
- rural or remote communities;
- individuals living with disabilities.

Project Communications Plan: Indicate the title of each planned communications activity, description, expected results, and the start and end date of the activity. Include all communications activities that will occur throughout the life of your project. Activities may be related to (but are not limited to) bringing awareness to the project or a project activity and announcing the project or a project activity’ results.

This section in the application will look like the following:

Title of Communications Activity	Communication Activity Description	Expected Results	Start date	End date
Enter the activity’s title in 10 words or less (e.g., Community Volunteer Event Announcement).	Enter the communications activity’s description in approximately 100 to 250 words.	Enter the communications activity’s expected results in approximately 100 to 250 words. Results may include the number of people reached.	Enter date of when the activity will begin.	Enter date of when the activity will be completed.

EDF Performance Indicators: Performance indicators are measurable results that demonstrate how your project objectives will be met. Target values should represent outcomes for the entirety of your project. Ensure that your target project indicators are achievable within the timeframe of EDF funding. EDF Performance Indicators are sorted by the project funding category; however, an applicant should select any EDF Performance Indicators that apply to their project. All projects must include at least one (1) EDF Performance Indicator (recommended that the indicator is within the applicable funding category) presented in the tables of performance indicators below and must include a target value in the unit of measurement specified by the program in the tables below. For each indicator selected, use the text box provided to describe the methodology used to estimate and/or calculate the indicator value. **Project applications that do not contain at least one (1) indicator and a description of the methodology will be ineligible.**

Refer to the following table to identify and learn about EDF Performance Indicators:

INDICATOR – Restoration			
Performance Indicator	Description	Target	Units
Number of hectares where restoration activities have been implemented	Total area (in hectares) of natural environment where restoration of natural resources of similar ecological function to those affected has been implemented. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares

INDICATORS – Environmental Quality Improvement			
Performance Indicator	Description	Target	Units
Number of hectares where environmental quality activities have been implemented	Total area (in hectares) of natural environment where the environmental quality of different natural resources than those affected is improved. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
Number of kilograms of toxic or harmful substances diverted or reduced	Measured by weight (in kilograms) of material diverted or reduced as a result of project activities. Note: the EDF does not fund the restoration of contaminated sites or the removal of hazardous waste, including the extraction, cleanup, and/or transport of such materials.		# of kilograms

INDICATORS – Environmental Quality Improvement

Performance Indicator	Description	Target	Units
Number of tonnes of greenhouse gas emissions reduced	Calculated per year in CO ₂ equivalent using the following tools for calculating and reporting emissions . Includes: Carbon Dioxide (CO ₂); Methane (CH ₄); Nitrous Oxide (N ₂ O); Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulfur Hexafluoride (SF ₆).		# of tonnes
Number of tonnes of emissions of air pollutants reduced	Calculated per year using the following tools for calculating and reporting emissions . Includes: Sulphur Oxides (SOx); Nitrogen Oxides (NOx); Particulate Matter (PM); Volatile Organic Compounds (VOC); Carbon Monoxide (CO); and Ammonia (NH ₃).		# of tonnes

INDICATORS – Research and Development

Performance Indicator	Description	Target	Units
Number of methods, tools, and/or techniques developed to assess environmental damage	Total number of methods, tools, and/or techniques developed that can be used to assess environmental damage.		# of methods/ tools/ techniques
Number of methods, tools, and/or techniques developed to restore environmental damage	Total number of methods, tools, and/or techniques developed that restore environmental damage.		# of methods/ tools/ techniques
Number of methods, tools, and/or techniques applied to assess environmental damage	Total number of methods, tools, and/or techniques applied to assess environmental damage.		# of methods/ tools/ techniques
Number of methods, tools, and/or techniques applied to restore environmental damage	Total number of methods, tools, and/or techniques applied to restore environmental damage.		# of methods/ tools/ techniques
Area of habitat where monitoring/assessments/ studies have been undertaken	Total area (in hectares) of natural environment where monitoring/assessments/ studies have been undertaken. Convert linear kilometres to area by capturing the depth of work and not just the shoreline.		# of hectares
Number of studies/reports/ plans/ publications developed and distributed	Studies, reports, management plans or publications must be related to the development of methods or improved techniques for the assessment and measurement of environmental damage and the means to restore it.		# of Studies/ Reports/Plans/ Publications
Number of recommendations from studies, reports or management plans implemented	Studies, reports or management plans must relate to the use of methods or improved techniques for the assessment and measurement of environmental damage and means to restore it. Proponents must provide a copy of the study/report/plan and report on what is being implemented.		# of recommendations implemented
Number of partners engaged	Includes partnerships with various levels of government, individual researchers, non-profits, academia, and industry to build capacity for restoration and improved environmental quality.		# of partners

INDICATORS – Education and Awareness

Performance Indicator	Description	Target	Units
Percentage of target audience that confirmed modification in behaviour as a result of project activity(ies)	Target audience’s awareness and understanding related to preventing or restoring environmental damage is increased as a result of project activities. Pre and post surveys or other acceptable measurement methodologies are included as part of the project.		% of target audience
Number of participants attending project activity(ies)	Total number of individuals reached via project activities, including people attending the workshops, training sessions and other events organized.		# of people

Project Accessibility and Sustainability: Indicate how benefits to the environment and your community will be maintained after your project is completed. Additionally, provide any details on whether your organization has a knowledge transfer strategy for creating and sharing knowledge from the project, where appropriate, to support sustainable behaviour changes.

If you selected “Yes” in the drop-down menu to indicate that there is a knowledge transfer component to your project, please provide additional details on how the knowledge will be created and how it will be shared with the affected groups in your community.

Additionally, if you selected “Yes” in the drop-down menu to indicate that project materials will be produced in a language other than French or English, please indicate which language(s) (excluding English and French).

Health and Safety: Describe how project activities will be delivered in a way that prevents risks to health and safety.

Potential risks to health and safety may include activities taking place on water, working with dangerous tools and materials and/or heavy machinery, and working in remote areas. Examples of prevention strategies include using an occupational health and safety plan, equipping project staff with Global Positioning Systems (GPS) and outdoor safety equipment, and Workplace Hazardous Materials Information System (WHIMIS) training if handling chemicals and/or hazardous materials.

Outreach: Indicate how you heard about this Call for Proposals (e.g., email via the EDF distribution list, social media, Government of Canada website, colleague, or other). If selected “Other,” please specify.

If you would like to be added to the EDF distribution list in your region, please send a request to the appropriate regional EDF inbox. Contact details can be found on the [EDF webpage](#) or in the “Contact Us” section below.

Indigenous Organization Identification: If your organization (Lead Applicant) is identified as an Indigenous organization in [Module 1](#), indicate how you further describe your organization:

- First Nations;
- Inuit;
- Métis;
- Other.

If “Other” is selected, insert your own identification description.

Equity Diversity and Inclusion: EDI stands for equity, diversity, and inclusion where:

- **equity** is defined as the removal of systemic barriers (e.g., unconscious bias, discrimination, racism, sexism, ableism, homophobia, etc.), enabling all individuals to have equitable opportunity to access and benefit from the program;
- **diversity** is about the variety of unique dimensions, identities, qualities and characteristics individuals possess along with other identity factors; and
- **inclusion** is defined as the practice of ensuring that all individuals are valued and respected for their contributions and are supported equitably in a culturally safe environment.

If applicable, indicate how the principles of EDI will be considered and incorporated into your project. In addition, identify any concrete EDI-based practices that may be implemented during your project.

For example, you could describe how your project aims to ensure marginalized groups or individuals impacted by activities, or members of the target audience (e.g., youth, language minority communities) will be able to participate fully in project activities, as applicable. This could include the planning of virtual, or in-person activities, translation of products into various languages, braille, or providing sign language materials to ensure access of content to any given individual.

Gender-based Analysis Plus (GBA+): GBA+ is an analytical tool used to support the development of responsive and inclusive policies, programs, and other initiatives. GBA+ is a process for understanding who is impacted by the issue or opportunity being addressed by the initiative; identifying how the initiative could be tailored to meet diverse needs of the people most impacted; and anticipating and mitigating any barriers to accessing or benefitting from the initiative. Additionally, GBA+ is an intersectional analysis that goes beyond biological (sex) and socio-cultural (gender) differences to consider other factors, such as age, disability, education, ethnicity, economic status, geography (including rurality), language, race, religion, and sexual orientation. Please visit the Government of Canada's [Women and Gender Equality Canada](#) webpage for more information on GBA+.

If applicable, describe how your project incorporates GBA+. This could include how GBA+ was considered when developing your project, and how GBA+ will be applied throughout your project.

You may consider the following questions in your response:

- what are the intersecting factors of the target population? Are there groups of people that might experience this subject/issue differently?
- have the experiences of impacted populations been considered in defining the issue, from their perspective? (Consider factors such as location, education, socio-economic status, culture, and so on.)
- could the project have an impact on individuals outside the target population? If so, how?
- how can this proposal advance the overarching objective of promoting greater equality?
- will the target audience have equitable access to project materials/services? If not, what are the barriers to access and how might you mitigate those? Do diverse groups within the target audience access information in the same ways?
- what kinds of data would be important in understanding the different ways that diverse groups experience this topic?
- how does the project methodology identify and consider differences (e.g. gender, ethnicity, community needs, economic status) in a fair and sensitive manner?

Pre-project Engagement: Indicate if your organization has engaged or consulted with other groups, individuals, and/or communities (e.g., landowners, community groups, rural communities) who may be directly or indirectly impacted by the proposed project.

If the answer to the above is “Yes” (and your project is approved in principle), you will be required to provide letters of support from the groups engaged confirming engagement before a funding agreement will be finalized. These letters are not mandatory at the proposal stage but are highly recommended.

Regular and Core Activities: Briefly describe how your proposed project is distinct from your organization's regular and/or core activities, or ongoing initiatives. Please note, EDF funds cannot be used for regular and/or core organizational activities. Ongoing projects or the continuation of existing projects are not eligible for EDF funding. Proposed projects that have an expanded scope, geographic focus, and/or performance indicators may be framed as a new project phase, which would be eligible. A new phase must have a new beginning and end date. The proposed project must be able to track the performance indicators specifically from this new phase's activities.

Module 4: Project Budget

This module will present your project's financial details. Clearly state the total amount of EDF cash funding requested for your project.

You will be asked to provide information on all project funders and identify a Contributor Type for each in the Project Budget Table (including your funding request from the EDF and your own organization's contribution to the project). Please provide a "Contributor Name" in the text field. Other optional contributor types include: other ECCC support for your project, support from other federal government departments, provincial governments, municipal governments, Indigenous organizations, or others.

Cash funding requests from the EDF should be shown in the budget template under "ECCC" in the cash column.

Please note, in order to proceed to the next module, the "Amount Requested" must match what is stated in the project budget template. Prepare a budget using the budget tables provided in the online GCEMS application.

Please Consider the Following Elements:

- volunteer time is valuable. Please calculate all volunteer time at fair market value and include it in your budget as an in-kind contribution;
- expected revenue generated by the project must be included in the budget. Provide an approximate value of the expected revenue. Any revenue generated by the project is expected to be used toward project activities;
- do not include land value in your matching funds;
- you must present a balanced budget; and,
- if you indicate ECCC in-kind participation (e.g., professional advice, laboratory analysis, etc.), please provide letters from the supporting organization to confirm participation. It is recommended that you include the value of in-kind or cash contributions.

Note: The EDF does not provide in-kind services and should not be listed as an in-kind supporter.

Tips for Completing a Strong Budget:

- separate EDF funds from other ECCC funds, if applicable;
- avoid using vague wording in the budget by providing greater details to link budgeted costs with activities per fiscal year;
- ensure the budget per fiscal year matches the project work plan per fiscal year;
- include sufficient detail or a breakdown of expenses in the Expenditure Detail column so that it is clear how you arrived at the dollar value;
- ensure the budget per fiscal year is sufficient to reach the objectives and indicators per fiscal year;
- ensure the evaluation of income and expenditures is accurate and the financial contribution request is well-justified and appropriate; and
 - all expenditure estimates should be at fair market value (fair market value represents the standard rate for a product or service in your area).

What Project Costs are Eligible?

Costs related to the following types of expenses are eligible under the EDF program:

- **salaries and wages**
 - include salaries and benefits of employees who are dedicated to the project (e.g., biologists, project coordinators, technicians, bookkeepers, accounting, etc.).

- **management and professional service expenditures**
 - e.g., accounting, monitoring, and translation required (Canada’s two official languages) to enable the participation of [linguistic minority communities](#).
- **contractors**
 - e.g., engineering, construction, research, etc.
- **travel**
 - include only travel that is directly related to carrying-out project activities.
 - include mileage required for the achievement of fieldwork (refer to the [National Joint Council's website](#) for your province/territory kilometric rates), lodging, per diem, etc.
- **materials and supplies expenditures**
 - include only those required for the achievement of project activities.
 - e.g., office supplies and tools and equipment (including field, lab, fishing, and sampling equipment).
- **equipment rentals**
 - note, rental of vehicles has its own cost category and must not be included under this cost category.
- **vehicle rental and operation expenditures**
 - includes expenses such as insurance and fuel.
 - to determine eligible costs and the amount ECCC deems reasonable, refer to the “Transportation” section of the National Joint Travel Directive (www.njc-cnm.gc.ca/directive/d10/en) and the Public Service and Procurement Canada (PSPC) Accommodation and Car Rental Directory (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>).
- **communication, production, distribution and printing costs**
 - e.g., project awareness tools, such as brochures, fact sheets, and other promotional materials.
- **further disbursement of ECCC funding to a final recipient(s)**
- **a reasonable share (20% or less) of overhead and/or administrative expenditures directly related to carrying out the project**
 - indirect costs necessary to support the achievement of the overall project objectives, that cannot be specifically linked to a specific project activity and/or which are not significant enough to be detailed under their specific cost category.
 - e.g., insurance, utilities, repairs and maintenance expenses, memberships and subscriptions, IT support, bank charges, etc.
- **expenditures for preparing an independently verified financial audit**
- **purchase of capital assets⁴** (please note that projects that focus primarily on the purchase or installation of capital assets or equipment are not eligible)
 - tangible assets costing more than \$10,000 with a useful life of more than one year.
- **lease of office space**
- **other expenditures**
 - costs associated with Indigenous participation or ceremony.
 - monetary honoraria offered to Indigenous Elders and/or Knowledge Keepers related to specific participation activities.
 - for events, conferences, and travel, the purchase of eligible carbon offset credits from a vendor which has received third party verification and adheres to internationally agreed standards (including Gold Standard, VER+, VERRA, B.C. Offset System) is eligible.
 - GST/HST reimbursement.

⁴ If, in the course of the EDF agreement, it becomes necessary to acquire capital assets, the ownership of such assets purchased in whole, or in part, with federal money may, if agreed to, rest with the Recipient. Acknowledgment of the federal funding shall be indicated in such fashion as the affixing of a federal identity mark in accordance with the federal identity program.

Please note, this is not a complete list. You can contact the [EDF office in your region](#) for any matter relating to this list or the eligibility of your project and activities.

Independently Verified Financial Audit

Should your application be successful, details regarding financial reporting requirements (including potential completion of an Independently Verified Financial Report at the end of the project) will be outlined during the negotiation of the funding agreement.

The costs related to an Independently Verified Financial Report are eligible expenditures if deemed (by ECCC) a requirement for the funding agreement during the negotiation process. If not deemed a requirement, the estimated amounts for an Independently Verified Financial Report can be reallocated to other eligible project costs.

If you expect to spend more than \$100,000 in any one fiscal year, it is recommended to include an estimate of the cost for an Independently Verified Financial Report in the application's budget module, under the final year of the project. This audit cannot be conducted by your organization and must be completed by an external contractor.

Department Audits: ECCC reserves the right to audit any EDF project at the Department's own expense. Projects of all scope may be subject to an audit at any time. An audit could occur while projects are currently active, or after projects have ended.

Module 5: Project Work Plan

Complete the table to explain the activities that will be completed throughout the project. Indicate a title for each activity.

Include a general "activity category" (e.g., "engagement workshop", "field work", laboratory work", "permitting", "installing riparian buffer", etc.) to frame the description of each activity. Provide details of the activities to be completed, timelines, techniques and/or methods, and the goals for each activity.

The work plan must include information on site-specific details (description), event schedules, seasonal timelines (start and end dates), etc. You may consider organizing activities and targets into quarters according to the following breakdown: April to June, July to September, October to December, and January to March.

You will need to clearly describe the link between your activities and the budget in your project proposal.

Module 6: Evaluation Plan and Performance Measures

Expected Results: Present the expected results of your proposed project (i.e., the overall impact of your project) based on the project's objectives and goals. Ensure that the expected results are achievable based on the project activities presented in the work plan.

Project Evaluation Plan: Describe how you will assess your project's overall success (e.g., ongoing site visits, surveys of target audience, analysis of project results to baseline data, etc.). It is important to clearly demonstrate how overall project results will be captured.

Identify a specific evaluation plan to measure the progress and success of your project and the methodology that will be used to capture results.

Key Performance Indicators: Present the target value(s) for any additional performance indicators that demonstrate how your project objectives are met, if applicable.

Note, these indicators should be different than the EDF performance indicators listed in [Module 3](#).

Module 7: Other Supporting Information

Providing the following supporting information is recommended. Should it not be provided at the time of submission, it may be required at a later date:

- dated and signed letters from other funding sources confirming cash and in-kind contributions. These letters should include the specific dollar value (\$) of the cash and/or in-kind contribution being provided;
- dated and signed letters proving that the applicant has engaged with individuals, organizations, and/or communities who may be directly or indirectly impacted by the proposed project (i.e., Indigenous groups and organizations);
- dated and signed supporting letters from landowners where restoration activities are occurring on private property, stating that your group has permission to undertake activities on their property and whether the landowner is providing any monetary and/or in-kind support;
- letters of support endorsing/supporting the project; these letters are different from partner letters confirming their monetary and/or in-kind contribution;
- any information essential to understanding your project, such as pictures of the environmental damage, or maps of the area;
- any additional information that will enhance your proposal (pictures, sketches, etc.);
- if applicable, copies of permits or approvals, species lists, etc.

Additional letters not listed above that confirm other funding (both cash and in-kind) may be requested from successful applicants before a funding agreement can be signed and funds provided.

Note: Any information submitted after the deadline WILL NOT be considered in the application evaluation process.

Module 8: Official Languages

Completing the Official Languages module of the application is a mandatory requirement for all applications to ECCC funding programs. Applying organizations must respond to all questions by selecting “Yes” or “No”.

Information Required
Is the organization international, national, provincial or territorial in scope?
Is the project international, national, provincial, or territorial in scope?
Is the project delivered in a geographic area with official language minority communities (OLMCs)?
Is the project’s target audience composed of individuals or groups belonging to both official language communities?
Is the target audience composed of individuals or groups belonging exclusively to an OLMC?
Do the project activities include any public events, signage, promotional or other communication activities?
Is there an opportunity for involvement of OLMCs to participate?

Depending on your project’s audience, and in accordance with the *Official Languages Act*, you may be required to offer products and/or services to the public in both official languages. Ensure any associated costs (e.g., translation) pertaining to project delivery and/or promotion are included in the budget.

Module 9: Certification

Applicants must certify that the information stated in the application is complete and accurate. Once your application is complete, submit it using GCEMS.

Please note, the EDF will **not accept** project applications by email, fax, or mail.

What Happens After you Submit a Project Application?

Acknowledgment of Receipt

Acknowledgment of receipt is automatically generated by GCEMS. **If you did not receive an acknowledgment of receipt, you should contact GCEMS at sgesc-gcems-sgesc-gcems@ec.gc.ca to confirm that your application was received.**

Review

Once the Call for Proposals is closed, your application is reviewed by EDF regional teams to verify eligibility and to assess technical and scientific merit. All project proposals are subject to the same evaluation process and criteria and are reviewed to ensure that they provide sufficient information to adequately assess the proposal and that they meet eligibility requirements.

Following this administrative assessment, your project proposal is examined by a team of technical reviewers, which may include experts from ECCC, other federal government departments, or provincial departments (as applicable) to evaluate your application's scientific and technical merit. The last step includes conducting a final evaluation of each of the applications received.

If your application is approved in principle, you will be contacted to negotiate a funding agreement that outlines the terms and conditions of the funding. Federal Members of Parliament and/or their team will be advised about the approval in principle of a project and be provided with the following information: applicant name, project title, project description, project location, funding amounts, communication activities, and contact information.

If your application is not approved, you will also be informed of this decision via email.

Any questions or comments may be directed to the [EDF regional offices](#).

Contact Us

Please note, enquiries will be addressed in the order they are received. We aim to respond to all enquiries within three (3) to five (5) business days, depending on volume and complexity of the enquiries received.

East and Central Region

Ontario, Quebec, New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island

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West and North Region

Alberta, British Columbia, Manitoba, Saskatchewan, Northwest Territories, Nunavut, and Yukon

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National EDF Office

E-mail: EDF-FDE2@ec.gc.ca