

Natural Resources Canada
Enhancing Competitiveness in a Changing Climate
Call for Proposals

Issued April 27, 2015

Background

Natural Resources Canada's (NRCan) "*Enhancing Competitiveness in a Changing Climate*" program facilitates the development and sharing of knowledge, tools and practices which assist decision-makers in the analysis and implementation of adaptation measures. The Climate Change Impacts & Adaptation Division (CCIAD) works to advance the leading edge of adaptation to climate change in Canada.

In March 2012, CCIAD launched the Adaptation Platform to bring together the knowledge, capacity and financial resources of the public and private sectors to effectively and efficiently address adaptation priorities and to ensure that the results of its work - information, tools, and recommendations - are broadly accessible to end users. The Platform members include representatives from national industry associations, national professional organizations, and provincial, territorial and federal governments.

The Adaptation Platform consists of a Plenary and a series of Working Groups. More information about the Platform and its Working Groups can be found [HERE](#).

Objective

CCIAD is now soliciting proposals for cost-shared projects, in the following area:

- Projects that **increase the uptake and use** of existing resources, decision-support tools or other adaptation-relevant information, **with a focus on [results from the Adaptation Platform](#)**. The outcome of these projects should aim to assure that sound, adaptation-relevant information is appropriately considered for use in reaching decisions, making changes, or taking specific action that will enhance resilience to changing climate conditions.

Scope of Work to be Funded

Details of the scope of the work to be funded can be found in Annex I. Note that NRCan will fund one project per target audience, even in the case that more than one proposal are received.

Project Duration

Projects should have a start date no earlier than July 1, 2015 and **must** be completed no later than February 26, 2016. The duration of project should be based on the scope of the project.

Project Funding

Up to \$400,000 is available to be awarded through this process. Funds will be awarded on the merits of proposals, and it is possible that not all of the available funding will be allocated. Projects requesting less than \$50,000 will not be considered. The federal government may fund up to 50% of the total cost of a project. Projects are expected to provide matching support, either cash or well documented in-kind contributions from sources **other than** the federal government. Letters of support from these sources that confirm the nature, amount and timing of matching contributions **must** be included with the proposal.

A full list of eligible expenditures can be found in Annex 3. Costs that **cannot** be covered with NRCan funding include those for capital items, travel to conferences, hospitality at events, and overhead in excess of 15% of project costs. Projects cannot include profit-making initiatives.

Successful proponents will be required to enter into a Contribution Agreement. A template is available on request.

Collaboration with the Adaptation Platform Working Groups

Successful project proponents will be asked to collaborate with the relevant Working Groups of the Adaptation Platform. This will be determined after the projects are awarded.

Intellectual Property

All intellectual property developed in the project will remain the property of the proponent. CCIAD will receive copies of, and free use of, any/all of the intellectual property created with funds from Natural Resources Canada in order to further enhance the availability of information about adaptation in Canada.

Eligible Recipients

Eligible recipients include Canadian organizations such as: educational and academic organizations; provincial, territorial, regional and municipal government agencies, not-for-profit and non-governmental organizations; businesses and industries and professional associations, and First Nations and aboriginal organizations. Proponents must demonstrate that their organization has the expertise and financial capacity necessary to deliver the project

Process

Proponents may submit more than one proposal to this call. Proponents are requested to submit a separate proposal for each project proposed.

Proposals must be submitted by email to adaptation@nrcan.gc.ca by midnight (Eastern Standard Time) on **Friday, June 5, 2015**. All submissions will receive an automatic email acknowledging receipt of the submission.

Review Criteria

This is a competitive process. The proposals will be evaluated by Natural Resources Canada against the following criteria:

- Criteria 1:** Objective and outputs: the proposal meets the objectives of the call, as outlined on page 1 of this call letter, and the outputs are appropriate for the end-user.
- Criteria 2:** Methodology and work plan: the methodology and work plan will achieve the project objectives and include the early involvement of, and collaboration with end users.
- Criteria 3:** Capacity to deliver the project: relevant technical and knowledge transfer expertise, and financial capacity are clearly demonstrated and substantiated.
- Criteria 4:** Project budget: costs are eligible, reasonable, and matching contributions are supported with letters of support
- Criteria 5:** Proposed partnering/stakeholder involvement: appropriate partners or stakeholders are identified and involved throughout the work.

All proponents will be notified of the status of their proposal by email within six weeks of the closing date for this call.

Format of Proposals

Applicants are requested to use the attached Microsoft Word template (Annex 2). The proposal should be no longer than 8 pages in length not including (short) CVs for the proponent and letters of support. Please use 1 inch margins, single spacing, and a font no smaller than Times New Roman size 11 font.

Submission Deadline

Completed proposals must be submitted to adaptation@nrcan.gc.ca by **Friday, June 5, 2015**, at midnight, Eastern Standard Time.

Please submit questions concerning this call process by email to: adaptation@nrcan.gc.ca

Annex 1: Scope of Work to be Funded

Enhancing the uptake and use of decision-relevant and existing adaptation resources

Significant information relevant to adaptation decision-making exists in Canada. Decision-support tools, reports and other products have been developed through the Adaptation Platform and the previous NRCan RAC and Tools program, and are available for a wide range of private, public and natural resources sectors and regions. Links to these products (e.g. reports, decision-support tools, case studies, guidance documents etc.) can be found on the [Adaptation Platform website](#), and at the [Adaptation Library](#).

Additional focus and effort is now needed to ensure that the information and tools are utilized by end-users to effect change.

Barriers exist in facilitating the utilization of products and information, including awareness, capacity, and common language. Literature suggests that the following factors should be addressed in order to enhance effective utilization:

- The information or tool provided must include details of the precursors and/or factors necessary for success, and resources needed before utilization and implementation can be planned in sufficient detail;
- Information needs of individual users will vary according to the levels of capacity and interest, and products and tools should be tailored appropriately;
- End users are more likely to use products if they understand what is involved in implementing change and how the product/tool can be used in their specific context;
- Users are more likely to accept information from sources they believe to be credible; and
- The utilization process often requires support from beginning to end.

Proposals are sought for projects that will enhance the dissemination of, **and enable end-users and decision-makers to use** existing information and products. Projects could include, but are not limited to: the development and piloting of peer-to-peer or train-the-trainer material and sessions for key user groups; the refinement and dissemination of tools and/or information for specific sectors, user groups or regions, and; the development of guidance material for various existing tools or approaches, including an assessment of the particular situations and/or contexts which lead to success.

In addition to the required details as described in Annex 2, proposals must describe:

- the target group, identified need specific to that target group, the intended outcome of the work, and how the proposed project will meet the particular needs of the intended audience;
- how the proposed activity(ies) will enable the use of relevant information or tool, and how this will be demonstrated, and what impact or anticipate impact the project may have to increasing adaptation action or adaptive capacity;
- how the collaboration with end-users will be incorporated into the design and delivery of the project activities (incorporation in the project design phase is strongly encouraged);
- the expertise of key team members, (which must include experts in knowledge transfer, training or tool refinement), and the linkages of the team to the end-users;
- how many individuals and/or regional/sectoral groups will be targeted; and
- the actions that will be taken to evaluate the effectiveness of the proposed activities, including through the development of indicators of success for the medium- and long-term.

Note that the following activities will not be supported:

- creation of websites (unless part of a larger suite of activities and will not duplicate existing

websites)

- one-off workshops (i.e. those that are not part of a larger suite of activities)
- research projects
- stand-alone webinars (i.e. those that are not part of a larger suite of activities)

Annex 2: Climate Change Impacts & Adaptation Division Proposal Template

1. Project Title

2. Project Lead

- Name and all contact information including phone and email for the person leading the project

3. Names, Affiliations and Roles of other key people working on the project

- Provide a list of the project team members, which should include those with expertise in knowledge transfer and those that represent the target audience
- Include the names and organizations of potential advisory committee members

4. Purpose/Objective of the Project (Criteria 1)

- Identify the purpose or objective of the project and then explain how it will meet the needs of the intended audience.

Recall that the objective of the call is to fund projects that increase the uptake and use of existing resources, decision-support tools or other adaptation-relevant information. The outcome of these projects should aim to assure that sound, adaptation-relevant information is appropriately considered for use in reaching decisions, making changes, or taking specific action that will enhance resilience to changing climate conditions.

5. Outputs (Criteria 1)

- Include a list of the expected products (or outputs) of the project;
- If you plan to undertake activities that will be conducted nationally or within an officially bilingual region, please ensure that you include the cost of translation in your budget.

6. Methodology (Criteria 2)

- There must be sufficient detail to allow a detailed review of the approach
- The methodology must identify how and when end-users will be involved in the project
- The methodology should also explain how the proposed activity(ies) will better enable the use of the information
- Describe how you will monitor and evaluate the success of the project

7. Work plan (Criteria 2)

- Please break out your work plan by month and include major milestones
- List the actions to be taken to follow up on and evaluate the effectiveness of the proposed activities/products including the indicators of success over the medium and longer term and how these will be tracked.

8. CV/Resume of the Project Lead (Criteria 3)

- Please include a short CV of the project leader (2 pages);
- Focus on providing information that demonstrates competency in the project topic

9. Capacity of the Organization to deliver the project (Criteria 3)

- Please focus on providing information that demonstrates expertise in the project topic (e.g. development of training materials)
- Provide a short CV (no more than 2 pages) for each key team members including the project lead

- Provide one paragraph about the organization and why it is well suited to leading/hosting this project.
- Provide one paragraph about the organization's experience in managing external funding for projects and the internal financial controls of the organization (e.g. accounting practices, audited financial statements)

10. Budget (Criteria 4)

- Please include a proposed budget by type of expenditure (meeting costs, travel, salaries etc) showing the total cost and the proposed NRCan contribution for each type of expenditure. Funding from all federal government departments is limited to 50% of the total. Please provide subtotals for your budget based on the federal Fiscal Year (April to March). See Annex 3 for a sample budget.
- Federal funding must be matched by other sources of funding (either cash or in-kind). You should indicate the amounts and sources in this section. In-kind contributions can include time of participants, free use of meeting space etc.
- All other sources of funding except for that from NRCan should be documented in a letter of support or email from the supporting organization that clearly states the nature of the support, the amount and the period when support will be made available. For in-kind salary contributions, the number of hours or days per person will also have to be estimated

11. Letters of Support (Criteria 5)

- In the Proposal, please list the letters of support that will be sent along with the proposal.
- Project leaders should request that Letters of Support be addressed to themselves, not CCIAD. The proponent should email the letters along with the proposal when it is submitted to CCIAD. All letters of support need to be provided before the proposal deadline.

Annex 3: Sample Budget

July 1, 2015 – February 26, 2016

Item	Requested from NRCan	From other Sources		Total Cost
		Cash	In-kind	
Salaries (state role and time covered by salary)				
i) Project lead (15 weeks)	0	0	25,000	25,000
ii) Assistant (25 weeks)	20,000	5,000	0	25,000
Professional, scientific, contracted services				
i) Survey company	5,000	10,000	0	15,000
ii) Training consultant	15,000			15,000
Travel including meals and accommodation				
i) stakeholder meeting - Saskatoon				
- airfare for project team	4,500	1,000	4,000	9,500
- accommodation	1,000	0	2,500	3,500
- meals	0	360	500	860
ii) transportation support for stakeholders	0	3,000		3,000
Printing Services				
i) Survey forms	1,000	0	1,000	2,000
Materials, supplies and equipment				
i) office supplies	0	1,000	0	1,000
Meetings				
i) room rental	500	0	0	500
Computer support & software				
i) specialty software licence (1 year)	0	0	3,000	3,000
Other Expenses				
i) administration/overhead (max 15%)	7,050	0	0	7 050
Total	54,050	20,360	36,000	110,410

Sources of Funding (Must be included)

Requested from Natural Resources Canada: \$54,050

Cash from other sources:

- i) Stakeholder X (cash to pay assistant): \$5,000
 - ii) Provincial agency Y (survey, travel): \$13,360
 - iii) Stakeholder Z (office supplies): \$2,000
- Total cash from other sources: \$20,360

In-kind contributions from other sources:

- i) Agency staff (0.1 PY project leader time) Value: \$25,000
- ii) Company X (software) Value: \$3,000
- iii) Company Y (surveying) Value: \$1,000

iv) Provincial government (travel) Value: \$7,000
Total in-kind from other sources: \$36,000

Note to Proponents

All sources of funding except for that from Natural Resources of Canada must be documented in a letter of support or an email from the supporting organization. The letter must include: source of support, the nature of the support (cash, time of staff, etc), period over which it will be supplied, and the amount (\$).

Eligible Costs must be directly related to the projects and include:

- *salaries and benefits*
- *professional, scientific and contracting services;*
- *travel, including meals and accommodation;*
- *printing services;*
- *data collection services, including processing, analysis and management;*
- *materials, supplies and equipment*
- *office and meeting space*
- *computer software and computer support services*
- *library and bibliographic expenses*
- *administration/overhead (max 15%)*

The following items are not eligible for NRCan funding:

- *Hospitality (meals and beverages offered at meetings)*
- *Purchase of capital equipment*
- *Travel to conferences*