

# **Administration and Funding Guidelines**

## **North American Partnership for Environmental Community Action (NAPECA) of the Commission for Environmental Cooperation (CEC)**

Revised June 14, 2019

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## 1. Background

Canada, Mexico and the United States have had a rich history of cooperation on the environment, but with the prospect of increased trade due to the North American Free Trade Agreement (NAFTA), they negotiated the North American Agreement on Environmental Cooperation (NAAEC), which came into force at the same time as NAFTA. Together, the environmental provisions of both agreements mark the determination of the three countries (the Parties) to ensure that economic growth and liberalization of trade would not displace ongoing cooperation and continuous improvement in the environmental performance of each country.

The provisions of the NAAEC mandated the establishment of the Commission for Environmental Cooperation (CEC) to support and facilitate the Parties' work on the conservation, protection, and enhancement of the North American environment. Recognizing that ecosystems do not follow political boundaries but rather often cross state, provincial and national borders, and that individual investments made by each country can achieve greater success if a shared sense of responsibility and stewardship for the environment across North America is developed, the CEC Council established a grant program, the North American Partnership for Environmental Community Action (NAPECA) in 2010. NAPECA is intended to support a flexible and diverse set of project types that improve access to resources provided by the Parties through the CEC for small, more hands-on organizations, build partnerships at the community level, and address the strategic priorities set by the CEC Council.

Project types can include, but are not limited to building capacity, sponsoring pilot projects, transfer of innovative technologies, conducting outreach or education, sharing best practices, training environmental leaders, engaging youth on environmental activities, reducing risks to the environment, and many other types of non-regulatory efforts.

The Council may direct support for specific topics in any given grant cycle. Selected topics will be outlined in the Call for Proposals.

## 2. Eligibility

The NAPECA program seeks to support efforts at the grassroots level. The objective is to empower and build the capacity of local peoples and organizations to improve their health and environmental quality. For this reason, priority will be given to action-driven projects with dynamic community involvement, implemented by local groups or organizations.

Eligible applicants include nonprofit and nongovernmental organizations (NGOs), environmental groups, community-based associations, academic institutions, tribal nations, and indigenous peoples and communities. Grantees must be located in Canada, Mexico or the United States.

NAPECA does not support businesses, private individuals, or municipal, provincial/state, territorial and federal governments. However, proposals from qualified organizations partnering with the private sector or local government are eligible. Additionally, NAPECA will not support potential applicants who are currently receiving or applying for funding from Environment and Climate Change Canada for their proposed projects.

The CEC cannot accept applications from an applicant whose employee or officer is, or whose immediate family member(s)<sup>1</sup> is/are:

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<sup>1</sup> "Immediate family" includes spouses, parents, siblings and children.

- An official of a NAAEC Party (i.e., the Government of Canada, the Government of the United States of America, or the Government of the United Mexican States) or who served in that position within the past year;
- An official of the CEC Secretariat or who served in that position within the past year;
- A present or past member (within the past year) of the CEC Joint Public Advisory Committee (JPAC); or
- A present or past member (within the past year) of the domestic advisory committees

The following projects and activities are not eligible for funding:

- Activities for which the local, state/provincial or federal government is responsible (e.g., construction of roads, bridges, sewage treatment plants);
- Purchase of motor vehicles, property, or land;
- Renovations;
- Pursuing legal action;
- Projects dedicated exclusively to planning;
- Projects meant only to beautify an area;
- Lobbying or advocacy;
- Annual or regular organizational events/campaigns;
- Expenses to attend general conferences; and
- Projects implemented outside the territory of the three NAAEC countries.

### **3. Funding**

The funding period for projects will be defined in the Call for Proposals for a given grant cycle.

The maximum amount awarded for projects will be specified in the Call for Proposals. Additional funds (where available) may be considered only for exceptional projects.

The CEC recognizes that a project can have a great impact at a low cost; therefore no minimum grant amount is established.

The CEC will not fund expenses related to travel in excess of 15 percent of the total grant amount.

Also, the CEC will not fund expenses related to overhead and administration (such as rent, telephone, fax, and photocopies) in excess of 15 percent of the total grant amount.

### **4. Grant Selection Criteria**

The NAPECA grant process is designed to support projects that:

- Address the focus area identified by the Council in the Call for Proposals.
- Include a sound implementation plan that identifies actors, actions, beneficiaries, goals, measurable objectives and results;
- Achieve tangible and measurable positive results for the environment at the community level within the timeframe of NAPECA support;
- Can be replicated in other regions or communities;

- Create formal or informal partnerships or linkages at the state, local or indigenous community level, within the North American region;
- Leverage or demonstrate opportunity to leverage other resources to achieve greater impact, replicability and sustainability of the project and its results; and
- Are presented on time and through the established process.

## **5. NAPECA Management**

NAPECA management will consist of staff from the CEC Secretariat and a Selection Committee. The Selection Committee will consist of five members: one General Standing Committee (GSC) representative from each country, the Chair of the Joint Public Advisory Committee (JPAC), and the CEC Executive Director.

The Selection Committee will approve or decline grant applications.

The final set of projects will be approved by the CEC Council or their Alternate Representatives.

The Secretariat will assist the Selection Committee during the entire proposal selection process and will administer the grant funds.

### **5.1 Evaluation of NAPECA**

A performance evaluation of NAPECA will be conducted at the end of each grant cycle. Grantees must demonstrate, through periodic reporting, that they are implementing the activities set forth in their work plan, meeting the stated objectives, and achieving the expected results

### **5.2 Official Languages**

The official languages of the CEC are English, French and Spanish, and proposals may be submitted in any of these languages. The proposals considered by the Selection Committee will be translated as appropriate and as requested by the Selection Committee.

## **6. Grant Application Timeline and Process**

### **6.1. Summary of the Process**

Once the Call for Proposals is issued, the deadline for submission of the proposals will be four to six weeks later. During this period, the CEC Secretariat may provide initial feedback to an applicant regarding the eligibility and completeness of the proposals. Proposals can be submitted electronically through the online application form available at < <http://www.cec.org/our-work/napeca>>. They can also be mailed or hand delivered to the CEC Secretariat offices in Montreal, Canada, but application online is encouraged. Only one application per organization per country will be considered. Once an application is submitted, the Secretariat will not provide oral or written feedback on its evaluation.

The first screening of proposals should be completed by the Secretariat, five weeks after the Call for Proposals closing date. The second review of proposals will be conducted by the Selection Committee. The final set of projects will be approved by the CEC Council or their Alternate Representatives.

## **6.2 Request for Proposals and Review Process**

1. The CEC Secretariat will release a Call for Proposals that outlines eligibility criteria, provides information on how to apply, establishes grant selection timeline, and presents the required outline for the project proposals. This document will be sent to the Parties, JPAC, and CEC stakeholders, and made publicly available.
2. Applicants must submit their proposal by the due date indicated in the Call for Proposals. Each grant applicant will submit a proposal consisting of an executive summary and a more detailed breakdown of their proposed project, explaining how it meets each of the NAPECA grant selection criteria. The proposal will also include a comprehensive description of how the requested funding will be expended. The proposal outline is presented in the Call for Proposals.
3. The Secretariat will screen the proposals and prepare documentation for the Selection Committee. For each proposal submitted, the Secretariat will develop and manage a file. The Secretariat will review this documentation and will make a preliminary list of proposals based on the NAPECA eligibility and grant selection criteria detailed above (Sections 2 and 4). Proposals retained after this first screening will be reviewed by the NAPECA Selection Committee.
4. The Selection Committee will evaluate the detailed proposals based on how well they meet each of the NAPECA selection criteria (as specified in Section 4, above).
5. The Selection Committee will then approve or decline the grant applications.
6. The final set of projects will be approved by the CEC Council or their Alternate Representatives.
7. The Secretariat will administer the grant funds.

Upon completion of this stage, grants will be publicly announced, including the possibility of Council announcing individual projects in the respective countries. Announcements will include: the name of the organization and its location, the name of the project, the amount of the grant and an executive summary of the project goals, activities and expected results.

## **6.3 Grant Distribution Process**

Grants will be disbursed through quarterly installments to ensure that funded projects proceed in a realistic time frame.

Grantees are required to submit to the Secretariat progress reports and financial statements that demonstrate how the funding is being used to generate tangible, measurable results. These reports and statements should be submitted according to the Payment and Reporting Schedule of the NAPECA Funding Agreement. Payments are contingent on the receipt of satisfactory progress reports from the grantees and will be withheld if the conditions of the grant are not met. Approximately five percent of the grant will be held back until of a satisfactory final report is received.

Progress reports will be made publicly available.

## **7. Revision of the NAPECA Administration and Funding Guidelines**

Any modification to these Guidelines must be approved by the Council prior to its taking effect.